

VILLAGE OF PARDEEVILLE
PARDEEVILLE VILLAGE BOARD MINUTES
Village Hall – 114 Lake Street, Pardeeville
Tuesday August 20, 2019 at 6:30 p.m.

Call to Order: The regular meeting of the Village of Pardeeville governing body met on Tuesday, August 20, 2019 at the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

Roll Call: All trustees were present; Also, present, were: Clerk/Treasurer Becker, DPW Salmon, Barry Pufahl, Brian Sosala, Anthony Ziegler, Ernie Wolf Jr, and Rick Wendt.

Verification of the posting of agenda: The agenda was properly posted at the Pardeeville Village Hall, the Pardeeville Library and the Pardeeville Post Office.

Agenda Approval:

MOTION Abrath/Ziehmke to approve agenda as presented. Discussion on setting time limits for certain subjects. Motion carried unanimously.

Minutes Approval:

MOTION Pease/Buckley to approve the minutes from August 6, 2019. Motion carried unanimously.

Comments from the Floor: None

Communications & Reports:

- **Sheriff Report:** Report was reviewed and questions as to number of tickets vs. warnings. Clerk will follow up with Sargent to see if that can be added to the report.
- **Financial/Clerk/Treasurer Report:** Questions on revenue from Endowment board to Library and interest income.
- **DPW Report** – DPW Salmon reported that a vehicle for village hall had been purchased – GMC Terrain and magnets were made to identify it for the Village and beacon lights will be installed in September. We are trying an all-natural bottom up treatment on the frog pond for weed control, one application of 5 gallons had been applied and another was planned – in all we purchased 55 gallons and are taking aerial shots to see what impact it has. Trustee Ziehmke asked if we could look at some dead tree limbs in the park, Salmon will have the staff check out. Questions on work done on 3rd Street and who was responsible for the inspection; Salmon is looking into but thinks it was done internally – is also looking for plans to see what was spec'd. Finally, discussion on the catwalk out by the dam and what access there should be for the public. This will be brought back for discussion at the next meeting.

NEW BUSINESS:

Presentation of Bills for Approval:

MOTION Abrath/Haynes to approve bills as presented. **Roll Call Vote:** Motion carried unanimously.

Operator License for Sherry Schnelle at Dollar General.

Application was received and background check was clear; provisional license was issued.

MOTION: Buckley/Abrath to approve as presented. Motion carried unanimously.

Lenz Foundation - update on grant request

DPW Salmon presented a grant award letter from the foundation; the only stipulation is that we build and use the matched funds while the foundation still has the funds available.

Discussion on what the true needs are of the building and that it should be discussed before we move on any plans. Trustee Haynes wanted to explore the option of fundraising and seeing what we could get from that before we move forward. Decision to put fundraising for Senior Center on the next agenda. **No formal action taken.**

Adoption of new code of ordinances – 2nd reading and adoption of ordinance

Clerk presented ordinance 19-801 for reading and adoption. Once approved, the new code will be placed on the website this week.

MOTION Abrath/Pease to approve as presented, Motion carried unanimously.

GASB 75 Fiduciary Responsibility

There is a new requirement that municipalities must determine if post retirement benefits are material or immaterial and the way to determine is to hire an actuarial company to review the necessary information and make a determination. Johnson Block stated we need to have this work completed before our 2018 audit can be finalized so Finance & Accounting Manager Tangney and Clerk/Treasurer Becker looked into companies and cost; only one company was willing to quote and that was presented to the board.

MOTION Abrath/Pease to proceed with Key Benefit Concepts for Gasb75 reporting at a cost of around \$2400; **Roll Call Vote:** motion carried unanimously.

Postage and folding machine for office

Office/Utility clerk Bortz researched and presented two options for postage and folding machines. Currently staff is hand folding and stamping 1400+ bills per month and this will reduce the amount of time it takes to do billing; and provide the option to do more frequent newsletters as that process will be less time consuming as well.

MOTION Abrath/Ziehmke to approve Neopost postage and folding machine on a 39-month lease. **Roll Call Vote:** motion carried unanimously

Bids for Funeral Home Demolition

Bid opening for the funeral home demolition was August 6th at 3 p.m. and two bids were received: Schaper Construction at \$85,000 and LMS Construction at \$63,792. DPW Salmon recommends we award the bid to LMS Construction.

MOTION Ziehmke/Abrath to award bid to LMS Construction for \$63,792.00 **Roll Call Vote:** Motion carried unanimously.

Thank You card contest

We received more than 35 entries into the thank you card contest. Clerk/Treasurer Becker asked all trustees to pick their top 3 choices so we can determine winners. They all hadn't had a chance to look so we will give them a week to stop in and then the clerk will contact winners.

Village Parcels for sale

There are two large parcels for sale in the Village that President Possehl wanted the board to take a look at. Parcel 332 off of Vince & Schneider and 392.4 behind St. Johns and Maple St. Parcel information was pulled and reviewed along with asking price. Purchasing parcel 332 would allow for expansion of the business park and 392.4 would be used for residential lots. It was mentioned that 392.4 is now on an online auction and there was a request for more information on that.

MOTION Buckley/Abrath to make an offer to purchase lot 332. **Roll Call Vote:** Motion carried unanimously.

MOTION Haynes/Buckley to table the discussion parcel 392.4 until September 3rd meeting where more information can be presented; Motion carried unanimously.

Board member resignation/vacancy

Trustee Ziehmke is resigning after this meeting and President Possehl asked the board if they wanted to fill the position or leave vacant till the election.

MOTION Pease/Buckley to fill the position at the next scheduled board meeting; Motion carried unanimously.

CLOSED SESSION at 8:40 p.m. under WI Stats. Sec. 19.85 (1) (c) for considering employment, promotion, compensation, or performance evaluation of any public employee. Motion Pease/Blader; Roll Call Vote: Motion carried unanimously at 7:50 p.m.

Discuss Wage Study, Positions, Job titles

MOTION Buckley/Haynes to move to open session to formally dispose of anything discussed in closed session; Motion carried unanimously.

Motion Abrath/Blader to accept proposal that was presented in closed session which outlines pay increases for 2019/2020; review procedure and merit increases for staff beginning in 2020. Full document will be attached to minutes. Motion carried unanimously.

Adjourn: The meeting adjourned by Possehl at 9:57 p.m.

Jennifer Becker, Clerk/Treasurer/Utility Clerk
Approved 9/3/2019

Village of Pardeeville
Approved Wage Schedule

*Please note, all employees shall receive COLA on 1/1/2020
COLA & Merit as applicable in 2021 and on*

Mike DesJarlais (41 years) – New title: Lead Journeyman Lineman

\$5.00/hour increase on Sept 1, 2019. Next increase to be determined based on new hire rate.

Ultimately, our lead lineman should be making \$2/hour more than the new hire

Paul McGuire (27 years) – New title: Journeyman Lineman

\$4.00/hour increase on Sept 1, 2019 Next increase to be determined based on new hire rate

Ultimately, our lineman should be making \$1/hour more than the new hire

Laurie Tangney (21 years as of July 14)– New Title: Village/Utility Financial Manager

\$2.00/hour for 2 years starting on Jan 1, 2020

Brian Yahnke

\$1.25/hour for 3 years starting Jan 1, 2020

Roy White

\$2.00/ hour January 1, 2020

\$1.00/hour for 2 years starting Jan 1, 2021

Gary Neesam

\$0.50/hour increase on Jan 1, 2020

Aaron Torgerson

\$2.00/hour increase on Jan. 1, 2020 (also his 6-month anniversary).

*His wage will technically be \$19/Hour (\$1.00 for opting out of health = \$20/hour)

\$1.00/hour for 2 years starting Jan 1, 2021

Jennifer Becker – New Title: Clerk/Treasurer/Zoning Administrator

\$2.00/hour for 2 years starting January 1, 2020

Revisit potential title change and wage restructure when our Village/Utility Financial Manager retires.

Robin Bortz

\$1.75/hour for 3 years. Starting Jan 1, 2020

Erin Salmon - New title: DPW/Administrator

\$3.00/hour increase on Jan. 1, 2020

\$2.00/hour for 2 years beginning Jan 1, 2021