

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, January 19, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, January 19, 2021 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 except Haynes. Also present were Rick Wendt; Barry Pufahl, Lt. Menard and Sheriff Brandner, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Babcock/Abrath** to approve agenda amending items E, F, I and J to the beginning of new business. Motion carried unanimously.

**Minutes approval:**

**MOTION Pease/Abrath** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** none

**Communications & Reports:**

- **Angie Williams Cox Library:** no report
- **EMS Commission:** Abrath provided the board with a revenue/budget worksheet for review. Discussion on calls and what can be charged out; things are going as well as can be expected right now.
- **Columbia County Supervisor Report:** Pufahl was present to address concerns with the paper and HR issues that have arisen at the county.
- **Ordinance Violation Report:** Clerk forgot to include but stated that most items have been for snow removal on sidewalks. Pease wanted to address 212 W Chestnut as she feels there is still too many items around the property; Salmon stated that she and the sheriff's office are watching and making sure items stay neat and orderly. This is a business and we cannot take that away from them; all we can do is keep an eye on it.
- **Sheriff's department report:** report was reviewed; discussion on alternate side parking and holidays, which will be discussed later in the meeting.
- **Clerk reports**
  - Work report – question on redistricting and Clerk stated she isn't sure what to expect; will follow up after training.
  - Receipts – questions on how many well permit letters went out, Salmon stated approx. 75.
- **Financial Statement review** – report was provided; some questions on attorney fees and clerk office equipment. Items will be looked at and reported back tomorrow; as we cannot look at the detail items in Caselle during a meeting.
- **DPW/Administrator Report** – Report was reviewed and only comment was on the PLMD and if we were able to find any information on the previous Lake management plan; as of now nothing has been located.

## **NEW Business**

### **Presentation of the bills for approval**

**MOTION Pease/Buckley** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

### **Liquor license application for Skuptan Investments LLC (139 N Main)**

Clerk received the application; no issues and it was published in the Portage Daily Register.

Discussion on number of Class B Licenses and what would happen should 131 N Main or the Sportsman's Bar want to re-open; right now, we are at our limit for Class B so these would have to be beer/wine licensed facilities or look into a reserve license from a neighboring municipality.

**MOTION Abrath/Babcock** to approve the application as presented. Vote: Motion carried unanimously.

### **Special Events Review Application – Pardeeville Curling Club event January 30<sup>th</sup>**

Application was presented to the board; no questions.

**MOTION Abrath/Pease** to approve as presented. Vote: motion carried unanimously.

### **Sell surplus items, approve Admin/DPW to authorize sales for items up to specified value.**

Salmon presented the board with a list of 5 items that we would like to sell; also wanted to find out if this should always come to the board first or if discretion can be used to sell items and let the board know. Board stated discretion can be used and any significant item (vehicle) should come to the board first.

**MOTION Buckley/Abrath** to list items and make sure following procedure for sales. Vote: motion carried unanimously.

### **Review/Action on revision to ordinance 32-153 – Winter Parking restrictions**

This item came out of the last meeting when we were discussing 32-158 – parking restricted in specific places. Lt. Menard suggested that the Village could consider eliminating alternate side parking and move to “no on street parking” from November 15<sup>th</sup> – April 1<sup>st</sup>. The committee met with Lt. Menard and discussed pros and cons and decided it would be a benefit to move forward with the idea. Babcock expressed concern that if we are not allowing people to park on the street or in their yard; where do we expect the cars to be parked. Some don't have a place in their driveway or yard that is outside of the right-of-way. Abrath stated that if it's not broke, don't fix it. Decision to leave winter parking as is; except minor revisions with some language clean-up.

No formal action taken.

### **Revision to ordinance 58-160 Off street parking in residential areas**

Public protection recommended removing 58-160 (b)

**MOTION Babcock/Abrath** to approve as presented. Vote: motion carried unanimously.

### **Knox Box ordinance 1<sup>st</sup> reading**

This item came out of the emergency management planning committee. Discussion on how to implement and cost. Chief Wendt was present and provided information on costs to get started and for each business (around \$500). Discussion on if this is necessary, cost is high for small business and more input needed. Wendt will take back to the Fire District for more input and the office will attend a PABA meeting to get input from business owners.

No formal action taken.

### **Employee time off**

The board authorized Administrator/DPW Salmon with an extra 3 weeks off in 2020 due to maternity leave; all of this time was not used so she would like to give that back.

**MOTION Abrath/Possehl** to accept time back and allow clerk to adjust leave report. Motion carried unanimously.

**Discussion and possible action on allowing ATV/UTV on Village Streets**

Trustee Babcock asked for this to be on the agenda as many communities around us have or are approving use of ATV/UTV on roads and he would like to see Pardeeville be proactive in adopting an ordinance should the time come that trails are established in the County. The Clerk reached out via clerklist and obtained examples of the ordinances that others have adopted for the board to review. The sheriff's department was present to provide some input. County roads not approved at this time (Hwy P) and that state road usage would require additional work (Hwy 22 between Wyocena & Pardeeville couldn't be used). Discussion as to the cost that may be involved with signage and maintenance should the Village allow. Concern expressed on hour restrictions that may be imposed for riders as well as addressing open intoxicants.

**MOTION Babcock/Abrath** to move item to Public Protection committee to draft an ordinance to bring back to the board at a future meeting. Motion carried unanimously.

**Columbia County Sheriff Contract for 2022-2024**

Sheriff Brandner and Lt. Menard were present to discuss the contract that will come due this year should we want to continue on with them going forward. Due to budgeting the contract should be presented and approved by June. Brandner addressed concerns over cost and explained the value we get from the department by contracting with them. He stated we are more than welcome to go out on our own and they would still respond to calls as they arise. He explained the hours and deputies that are assigned to the Village and that a cut in hours to the contract could possibly mean layoff for someone in the department and he does not feel comfortable cutting hours with the 24-hour gas stations and the number of businesses in town. Abrath wanted to address turnover being an issue. Possehl stated he would like to see the same deputy for 2-years. Brandner stated that he would like to have the same ones here and potentially pick who is here but union contract does not allow that to happen.

**MOTION Babcock/Abrath** to allow Village President or designee proceed with COSO for 3-year contract in 2022, 2023 & 2024. Motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 9:40 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 02/02/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, February 2, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, February 02, 2021 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 Robin Bortz, Chris Killoran, Sara Berger, Scott Pulvermacher, Meg Rohrbeck, Michelle Lickness & Nicole Miller- IKWE Development and, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Buckley/Pease** to approve agenda amending item C under new business to A. Motion carried unanimously.

**Minutes approval:**

**MOTION Pease/Abrath** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** none

**Communications & Reports:**

- **Angie Williams Cox Library:** curbside hours have been expanded to Tuesday, Wednesday and Thursday from 1-6pm and Friday from 1-4 pm. Wi-Fi booster cost \$685 however wi-fi can now be accessed outside the building; it took the security light offline and that is still trying to be fixed.
- **Ordinance Violation Report:** report was reviewed and a correction on 208 Chestnut (Should be E. Chestnut) was noted.
- **DPW/Administrator Report** – Report was reviewed and discussion on work needed for the office vehicle (Terrain); Water main break in the 600 block of W Chestnut, Storm sewer work by Warnke will be Village expense (need to remove trees); Cleaning Cul-du-sacs (snow removal) takes more time as they need to go back and clean up; and discussion on GEC and the contractor affidavits requested for 116 N Main St. (bring back expense costs to board as a future agenda item); and WWTP groundwater management plan with DNR – need to install more monitoring wells, run tests and determine our discharge before we can re-apply for the permit at the WWTP.

**OLD Business**

ADCI update on design and budget near final completion

Meg Rohrbeck was present to show the site and building plans so far. Elevations as well as inside layout was shown to the board. Discussion on the site plan consisted of the entrance and view from Chestnut Street – question as to if we should consider moving back to where the original building was (flip site plan) and have parking lot off Chestnut St. or have the building face West (entrance on Roosevelt St) with parking around that; while it will cost money to redesign it, there is true concern where the building is positioned. It makes sense to look at it now, before this is finalized and bid documents are

prepared. Some felt there was a lot being spent on the North side of the building for curb appeal and others thought it looked like an entrance and it was not. Rohrbeck will review the comments and suggestions and let Salmon know if this shift in site plan is possible and what the cost associated with that would be. Rohrbeck then proceeded to provide the board with interior design choices of paint, carpet, flooring, wall paper etc. The final part of the presentation was on the budget which has increased and what the next steps are. The board will need to decide on interior design elements as well as the alternates for bid at the next meeting.

No formal action taken.

### **NEW Business**

#### **Pardeeville Boys Club – Special Events review application for baseball tournaments**

Chris Killoran was present from the Boys Club to answer any questions – due to Dane County not authorizing any tournaments they are looking to have 4 in May-June but could possibly add more. Clerk confirmed that she gave them standing dates of Park events so those weekends would not be used. Discussion on starting on Friday nights depending on number of teams and providing them with keys to restock bathrooms. Becker and Salmon will work out bathroom supply details (May amount provided by the village) with the boys' club for these events.

**MOTION Buckley/Abrath** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

#### **IKWE Development – discussion on development options & action/motion on studies**

Michelle Lickness and Nicole Miller were present to discuss what IKWE Development can provide to the Village for potential development of the 43 acres off Maple Street. They focus on what the housing studies show are needed and bring on the investors to make the development happen once the Village proceeds with setting up a TIF/TID District (Tax incremental financing or Tax incremental district). They know the senior market is thriving and should the housing study indicate that senior housing is needed here they could get the investors to build that and possibly fund the infrastructure that would lead to future residential development. Some concern was raised by the board in regards to a senior center and senior housing; what about residential growth? Salmon spoke on how the concept for the 43 acres includes senior and residential housing too. We need an anchor to get the development moving though. If we are able to bring in senior housing this could fund infrastructure without the Village having to fund it (be the best bang for our buck). Lay the framework for residential lots having the water/sewer and street in, as residential builders have not been interested in developing lots without the infrastructure in place. IKWE suggested to move forward with a senior housing study at a cost of \$3600 to see what the "need" for Pardeeville is. Babcock stated he wanted a document that laid out what were getting for the \$3600 and that was provided. This study will take approximately 45 days to complete and will lay the frame work for what is needed next.

**MOTION Abrath/Haynes** to move forward with senior housing study at a cost of \$3600.00. **Roll call vote:** motion carried with Fischer opposed.

#### **Recommendation from plan commission on rezone/conditional use for 116 N Main**

Application was presented to the board; plan commission recommends that we change the zoning to R-4 and allow conditional use for the CBRF at 116 N Main. Should additional conditional use be wanted for the garage in the back that would need to be a separate application when use is determined and can be presented.

**MOTION Pease/Abrath** to approve rezone should Pulvermacher purchase and if conditional use is needed for garage space bring back to plan commission. **Vote:** motion carried unanimously.

#### **Recommendation from plan commission on lot combination for Adam & Amanda Bierman**

Application was presented to the board along with proposed CSM. Plan Commission recommends the board approve the lot combination.

**MOTION Babcock/Buckley** to approve as presented. **Vote:** motion carried unanimously.

**Discussion and action on Well #1**

Utility commission met on Monday night and moved to recommend that we proceed with evaluating blended phosphate option at well #1 (approx. cost \$60K). Discussion on abandoning well at the same cost (\$60K) however abandoning is not recommended by Fire Chief for water flows in a fire and will also raise insurance costs for businesses. It was also mentioned that if the blended phosphates do not work, we may need to look into iron filtration at well #1 which may or may not fit in the existing building. Salmon spoke on the \$60K cost in that part of that is a potential study that the DNR may or may not require (\$25K). We could research further to see if study is needed or not.

**MOTION Babcock/Abrath** to move forward with preliminary info on Well #1 to see if study will be needed or if there is anything else that can be done before moving forward with the \$60K plan. Vote: Motion carried unanimously.

**Presentation of the bills for approval**

**MOTION Buckley/Abrath** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

**Revision to ordinance 32-153**

This came from previous meeting; revised wording was presented to the board.

**MOTION Abrath/Haynes** to approve as presented. Vote: motion carried unanimously.

**Revision to ordinance 32-155**

This came from previous meeting; revised wording was presented to the board.

**MOTION Abrath/Buckley** to approve as presented. Vote: motion carried unanimously.

**Resolution 21-R01 – Policy for repayment of special assessments**

The Village has a policy to assess homeowners for certain improvements and we have not had a formal repayment policy. Salmon and Becker worked on a policy that would apply to all special assessments repayment and presented to the board. Pease was concerned with special assessments for sidewalks and it was noted that it would be brought up at the next Public Protection meeting; this was just a policy for repayment.

**MOTION Possehl/Pease** to approve with one typographical change. Vote: motion carried unanimously.

**February 16<sup>th</sup> board meeting – propose new date due to election.**

Due to the election and the small conference room being too small for social distancing a new date would be needed for the 2<sup>nd</sup> board meeting of the month.

**MOTION Abrath/Haynes** to have meeting Monday, February 15<sup>th</sup> at 6:30 p.m. Vote: motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 10:18 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 2/15/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Monday, February 15, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Monday, February 15, 2021 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 except Buckley. Also present were Robin Bortz, Meg Rohrbeck-ADCI, Barry Pufahl, Joe DeYoung - MSA, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

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

**Minutes approval:**

**MOTION Pease/Abrath** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** none

**Communications & Reports:**

- **Sherriff Dept Report:** report was presented and items discussed were hours spent in the village and a drug investigation that took place.
- **Clerk Report:** report was reviewed and only question was on the court proceedings that took place on February 4<sup>th</sup>.
  - **Receipts** – report was presented and reviewed, no questions.
  - **Financials** – reports were presented and question on the amount in the library grant/aids income. This will be looked at in the office and followed up on.
- **DPW/Administrator Report** – Report was reviewed and discussion on the 2<sup>nd</sup> watermain break on W. Chestnut within a month. Called in a company to locate, dug where they said it was and could not find it. Had to abort mission and start again the next day with a new company to help locate. Once found it was fixed within hours. Salmon stated that we would not be billed for the initial locate and that with this being the 4<sup>th</sup> main break on W. Chestnut St. in the last 6-8 years; she is going to recommend replacing it for 2022. Next item discussed were laterals on Roosevelt St. and the number of times Schepp Plumbing has been called out to roto-rooter lines. We will be looking into replacing laterals as part of the Roosevelt Street project. Frog Pond – Salmon stated she reached out to Julie with the DNR but has not heard back. Will follow up again in a week or so. Final item discussed was plowing and snow emergency parking; had some on the streets during the last storm and the deputies were very helpful in talking to residents and getting vehicles moved.

**NEW Business**

**Presentation of the bills for approval**

**MOTION Abrath/Fischer** to approve the bills as presented. Roll Call Vote: motion carried unanimously.

## **Discussion/Action on items for the senior center**

### **1. Site Layout –**

ADCI was asked to look into mirroring the building on the South side of the site (entrance would face North) or to rotate to the East placing the entrance to the West. Both site layouts were presented to the board along with the cost associated with making the changes. The site plans were discussed as were the pros and cons with moving again. Some were concerned with the additional cost while others thought we would save some money on the curb appeal to the south side of the building. Discussion on where to place the garbage dumpster and window efficiency. **MOTION Abrath/Fischer** to proceed with option “A” which moves the building back to the South side of the lot with the main entrance facing North. Roll Call Vote: motion carried unanimously.

### **2. Alternate additions to contract**

ADCI presented the board with a list of alternates that they would like decisions on at this time. Discussion and decisions as follow:

1 – yes, 2-no, 3-no, 4 – yes, 5 – best to begin with, 6 – no change, 7 – air exchanger in design not as an alternate, 8 – no, 9 – no, 10-no. Document will be made available with the minutes.

**MOTION Abrath/Pease** to proceed as noted above. Roll Call Vote: motion carried unanimously.

### **3. Interior Design choices**

ADCI presented the board with choices for paint/wallpaper and carpet.

**MOTION Abrath/Haynes** to proceed with wheat penny and patience paint and Armure carpeting. Motion carried unanimously.

MOTION Pease/Fischer to move to **CLOSED SESSION** under WI Stats. Sec. 19.85(l)(e), Wis. Stats., allows closed sessions for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or the conducting of other specified public business, as long as competitive or bargaining reasons require a closed session at 8:16 p.m. Motion carried unanimously.

Discussion on Village Owned properties in Industrial concept and Residential concept

MOTION Babcock/Fischer to return to **OPEN SESSION** to formally dispose of any issues discussed in closed session at 9:26 p.m.

Action resulting from closed session: No formal action taken.

**Adjourn:** The meeting adjourned by Possehl at 9:27 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 3/2/2021



**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, March 2, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, March 2, 2021 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 Robin Bortz, Mustapfa Kambi, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Abrath/Fischer** to approve agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Abrath/Buckley** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** none

**Communications & Reports:**

- **Angie Williams Cox Library:** the library will now be open 10 am to 6 pm on Tuesday, Wednesday and Thursday; curbside on other days and this will be re-evaluated at the end of the month for April.
- **Ordinance Violation Report:** report was reviewed and discussion had on house numbers.
- **DPW/Administrator Report** – Report was reviewed and discussion on the issues with the PCAC which came out of our annual audit; office staffing; senior housing study – numbers are looking good and hope to have it done in the next week or so; and CPR training for the public works crew.

**NEW Business**

**Presentation of the bills for approval**

**MOTION Babcock/Pease** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

**Special events review application – Spring Market**

Application for a spring vendor/sidewalk sale was presented to the board for review.

**MOTION Abrath/Fischer** to approve as presented. **Vote:** motion carried unanimously.

**Recommendation from plan commission on conditional use for 107 Gillette St.**

The plan commission met on February 25 to discuss the application to operate an assisted living facility at 107 Gillette St. (former Golden Years).

**MOTION Buckley/Abrath** to approve as presented. **Vote:** motion carried unanimously.

**Discussion and possible action on ordinance 30-57 Sidewalk repair and replacement.**

This came out of the Public Protection meeting and it was suggested that the process for billing homeowners for sidewalk repair is not fair. Discussion was had on how everyone uses sidewalks. Current assessment is that the abutting property owner pays for the repair and replacement. The clerk inquired as to what other communities do. Only two responded that they DO NOT special assess

homeowners for sidewalks; and special assessing is common practice. Further inquiry into whether or not we could raise the levy to cover this amount. That is not an option due to the size of the project. If we were going to absorb cost into the General Fund budget; it would mean cutting an expense from somewhere else to cover it. Haynes asked if there was a fair way to bill all homeowners in the Village. The clerk explained if we put it in the GF budget then everyone pays based on their assessed value so its not an even split. Board asked if there is a way to bill each homeowner on the tax bill. Administrator Salmon and Clerk Becker would have to see if that is even possible.

**MOTION Haynes/Pease** to table until next meeting when more information can be obtained. **Vote:** motion carried with Buckley opposed.

**Discussion and possible action on Boardman Clark fees for 116 N Main**

The board had asked the clerk to pull the charges we received in regards to the permit issues at 116 N Main. The costs were presented to the board for review.

**MOTION Babcock/Buckley** to bill General Engineering for legal fees incurred and any future fees for expenses relating to the affidavits. **Vote:** motion carried unanimously.

**Date for 1<sup>st</sup> meeting in April.**

Due to the election and the small conference room being too small for social distancing a new date would be needed for the 1<sup>st</sup> meeting in April

**MOTION Abrath/Haynes** to have meeting Thursday, April 8, 2021 at 6:30 p.m.

**Adjourn:** The meeting adjourned by Possehl at 8:10 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 3/16/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, March 16, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, March 16, 2021 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: Garrett Wilson, Robin Bortz, Nicole Miller – IKWE, Barry Pufahl, Lt. Menard, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Babcock/Fischer** to approve agenda as presented. Motion carried unanimously.

**Minute's approval:**

**MOTION Pease/Abrath** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** In discussion with the office remodel, Mr. Pufahl stated he would like to see the floor raised up so that the employees can look at the customer and not have the customer look down at the employees.

**Communications & Reports:**

- **Sherriff Dept Report:** report was presented and no questions were raised. Pease wanted to thank Lt. Menard for all he has done and for the report that is very informative. Babcock wanted to point out the great things people do that go unrecognized. Deputy Zenk stopped to help someone who was struggling to shovel their driveway; a great representation of the department.
- **Clerk Report:** report was reviewed and only questions on the park shelter reservations and how things are going in the office.
  - **Receipts** – report was presented and reviewed. Question on why items show up twice and Clerk Becker explained that the last page is a summary of all receipts for the period.
  - **Financials** – reports were presented and reviewed.
- **DPW/Administrator Report** – Report was reviewed and discussion on PCAC issue that arose from the audit; Salmon will provide more information next month. Question on the ice shanty that had not been removed by March 7<sup>th</sup> – Salmon stated she called the DNR tip line and left a message; Clerk Becker stated that she had sent a deputy earlier in the season to check on it and Possehl stated he talked to the Warden. Salmon will follow up with DNR to see if they removed or if it potentially went into the lake. Pease asked for a tour of the Garage; Salmon stated that once everything is done she will arrange for that. They are currently moving out of the existing shop and into the addition so that renovation of the existing building can start. Timeline is for the renovation is approximately 6 days of work with paving taking place mid-May. Final item discussed was the Knox-box. Salmon, Possehl and Pease had attended the PABA meeting and came back with some

suggestions/revisions to the ordinance that will be presented at a future meeting. There was discussion on the possibility of allowing businesses to opt-out. Board concerns that if there is an opt-out option the benefit will be a minimum. Salmon stated that the consensus was that businesses don't want to be forced to do it and Possehl stated the ones he talked to said they would do it.

### **OLD Business**

#### **IKWE – Senior Housing Study**

Nicole Miller from IKWE joined us to discuss the results of the initial study that had been completed. She explained that the initial results showed there is a need for active living, independent living and assisted/memory care. The plan would be for a 2023 build with infrastructure possibly being done in 2022. The project they are proposing would be a 12-14 month build potentially of a 70-unit building. The next step for this to move forward would be for the Village to engage in a full residential living study at a cost of \$5200. Concern from the board on what do we get for the \$5200 and why isn't this study enough to go on. Miller stated that the next step would take a deep dive into what type of housing is needed: # of bedrooms, rent possibilities, services and amenities that would be needed, etc. It would provide more concrete numbers and solidify the need for investors. With the advanced data they would be able to provide more information for marketing and the project will be easier to sell to investors. Pease asked if this would be required in order to get a lender to provide financing and Miller stated it would.

**MOTION Haynes/Abrath** to proceed with second step of the study at a cost of \$5200. Roll Call Vote: Motion carried with Haynes opposed.

#### **Sidewalk Assessment**

This was brought back as the staff was asked to look into whether or not we can charge the sidewalk assessment to all residents equally. Salmon and Becker researched and found that is not an option. So Option A-special assess the homeowner with the direct benefit or Option B-finding a way for the Village to cover some or all of the cost. Discussion on considering following the ordinance for Curb & Gutter (existing be the responsibility of the Village and new be the responsibility of the homeowner). Concerns over some sidewalks being marked for repair/replacement in the past year and now being marked again. Salmon explained that she had learned the crew had not been properly trained on how to mark sidewalks before her time and that allowed for some errors to occur; she has since retrained them. Pease stated this assessment is not fair for the person who has sidewalk has to pay; when those that do not have them don't have to pay to use them. Buckley stated he could turn that around and state that is not fair to someone who doesn't have them and rarely uses them to have to pay. Question on whether or not there could be a compromise at 50/50 split. Salmon stated that is up to the board. Possehl stated that there is concern that this is how we have been doing it and those that have paid will be upset if now we decide to stop assessing and cover the cost. Pease stated that just because this is how we did it in the past, it doesn't mean this is how we have to do it moving forward. Salmon stated she has a five-year plan for repair and replacement and this could be revisited once the program has been complete and before the next project would need to take place.

**MOTION Pease/Abrath** to have the Village split the sidewalk assessment with the homeowner 50/50 effective January 1, 2022. Roll Call Vote: Pease – aye, Possehl – no; Abrath – aye; Babcock-aye; Buckley – no, Fischer – no; Haynes – abstain. Motion fails.

#### **Boardman Clark charges – Bill GEC**

Salmon wanted to bring this back as it was a formal motion to bill GEC and it was determined their contract has a hold harmless clause. Babcock feels that lying is a breach of contract and is very disappointed in how this was handled by a hired agent for the Village.

**Motion Babcock/Abrath** to retract motion from previous meeting and have Salmon state our concerns/disappointment to the President of GEC. Motion carried unanimously.

## **NEW Business**

### **Presentation of the bills for approval**

**MOTION Buckley/Abrath** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

### **Special events review application – Pardeeville Triathlon**

Garrett Wilson attended remotely to answer any questions. The board is excited to have the event back and hope it can be held without any issues this year.

**MOTION Babcock/Pease** to approve as presented. **Vote:** motion carried unanimously.

### **Ord 58-345 Fence setback**

This item came from Public protection where it was proposed that fences be allowed to be installed on a property line if a certified survey or plat of survey has been performed. Discussion on how the fence would be constructed/maintained without trespassing on neighboring properties. Salmon stated that has been addressed in the revision and that it would be required to be taken care of from the owner's side. Some members felt this would create conflict with neighbors and the 2-ft setback has been working.

**MOTION Babcock/Pease** to maintain ordinance as is. **Vote:** motion carried with Fischer and Possehl opposed.

### **Ord 58-247 – Political Signs**

The clerk has received complaints regarding political signs that are still up in the Village and has discussed with the Sheriff. Lt. Menard stated while we have adopted State Stat. 12.04 this is not a policeable offense and without a local ordinance with a monetary fine they will not address. He explained that in discussion with the DA their advice is to send to County Planning and Zoning. His suggestion is that remove the verbiage regarding the state statute and derive a local ordinance. Discussion also needs to be had on what is considered a political sign vs. an advertisement.

**MOTION Babcock/Abrath** to send to Public Protection to draft ordinance and have clerk send letters to those that are known to have them. **Vote:** motion carried unanimously.

### **Village office – dissolve cubicles, purchase office desk and tables**

Staff would like to see the office floor plan opened up to be more efficient. A suggested layout was presented. We would only need to purchase desks and tables to accomplish the proposal.

**MOTION Possehl/Fischer** to allow \$2000 to be spend to remodel the village office. Roll Call Vote: motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 9:18 p.m.

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Jennifer Becker, Clerk/Treasurer  
Approved 4/8/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Thursday, April 8, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Thursday, April 8, 2021 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 Robin Bortz, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

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

Question from Babcock – where does the ATV/UTV ordinance stand? Salmon explained a discussion with a DNR warden on street usage for ATV/UTV and that we are awaiting the opinion of the Attorney. Babcock expressed concern that the DNR warden is sharing his personal view and not the view of the DNR as a whole.

**Minute's approval:**

**MOTION Babcock/Abrath** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** Trustee Fischer announced his resignation after this meeting. Possehl stated that anyone who would be interested in the seat can contact the Village office and place notice on the website. This will be voted on at the next meeting.

**Communications & Reports:**

- **Angie Williams Cox Library:** the library did not have a meeting due to lack of quorum. Haynes stated that the historic project is going well. They have been working on scanning pictures and documents and now administering the personal interviews.
- **Ordinance Violation Report:** report was reviewed and noted that two of the five listed had removed their signs. Clerk also pointed out that the Realty Executives sign had been removed. Pease expressed concern over a We-Care U-Care roofing sign in the right-of-way on South Main – the office will look into.
- **DPW/Administrator Report** – Report was reviewed and discussion on GEC and what has transpired there. Discussion on Huddleston and letter being sent as a follow up for the fence. Question arose as to if he is a registered business (what type?) Currently not listed as a salvage yard with the state or DNR, Village does not require business licensed but Clerk stated she was told it's an auto repair company. *\*\* Follow up – clerk looked in folder and the only document we have is their resale number from the state which does not state a type of business.* The frog pond dredging was mentioned as it was noted Portage is allowed to dredge the canal. Babcock asked about who's communicating with the Developers on our land availability. Salmon stated that the Engineers have a network that they reach out to in instances like this. There is currently someone out of Beaver Dam interested in building apartments and Joe DeYoung is currently working on getting a meeting set-up. Babcock expressed interest in setting a date where developers are allowed to come in and give their presentation; allowing them and us to gather/provide more information all at one time.

## **NEW Business**

### **Presentation of the bills for approval**

Discussion on the lawnmower and the budget. The board was confused when we only put a portion of the total cost of the lawnmower into the budget as the remainder was being covered by designated funds. Salmon stated that on the Capital improvement plan it was listed out with totals and then amounts in red that would be used from Designated funds. When the board questioned designated funds; it was an agenda item a couple meeting back. In the meeting we explained what amounts were in the funds and what was being used for 2021. She apologized for the confusion as it was not intended to come across this way. Concern expressed over the cost of the mower and if a commercial mower was needed; or if we could get by with a residential. Bring back costs for next meeting. Haynes asked if funds could be undesignated and the clerk stated that they can be with a 2/3 majority vote. Salmon and the clerk will work on a better way to present budget items and designated funds moving forward so there is no confusion.

**MOTION Pease/Haynes** to approve the bills with the exception of the invoice for the lawnmower. **Roll call vote:** motion carried with Possehl opposed.

### **Parade permit – Bulldog Stomp, May 1, 2021**

The annual application was presented to the board for review.

**MOTION Babcock/Abrath** to approve as presented. **Vote:** motion carried unanimously.

### **Resolution 21-R02 – Intent to special assess for sidewalk project/**

Public hearing for the 2021 sidewalk project was held prior to the board meeting. Two residents attended and few questions were asked.

**MOTION Possehl/Abrath** to approve the assessment roll and award contract to PW Concrete. **Vote:** motion carried with Pease opposed.

### **Village of Pardeeville Emergency Response Guide (ERG)**

This had been worked on in committee and was not being presented for adoption by the Village Board. Copies were placed on the tables for review.

**MOTION Buckley/Abrath** to approve the guide as presented. **Vote:** motion carried unanimously.

### **Village GMC Terrain – direction on how to proceed.**

Salmon had let the board know at a meeting in February that there were some necessary repairs needed on the GMC Terrain. Unfortunately, things took a turn for the worse and the vehicle transmission now needs to be replaced in addition to the other repairs. Overall, we are looking at a cost of around \$6500. Discussion on the age of the vehicle, number of miles and value. Salmon stated she is concerned about using her personal vehicle on construction sites. Abrath felt with the price we get for new vehicles we should consider buying new; knowing that we don't put many miles on and could potentially resell for what we pay in 7-10 years. Direction of the board was to look into a new vehicle, lease a new vehicle and get pricing on a nice used vehicle and bring back to the board.

No formal action taken.

### **Approve Job Descriptions**

The revised job descriptions were presented to the Finance and Personnel committee on March 25. F&P asked that the descriptions be simplified, uniform and then bring to the board for approval.

All job descriptions were put into the same format and simplified for presentation to the board.

**MOTION Abrath/Pease** to approve job descriptions as presented. Motion carried unanimously.

### **Office assistant position**

This was presented at Finance and Personnel and asked to be brought to the board for full approval.

With job description approved we would like to start advertising to hopefully get someone in by June to help with summer vacations.

**MOTION Abrath/Buckley** to approve the guide as presented. **Vote:** motion carried unanimously.

**Approve updated Employee Personnel and Benefit Manual**

Revisions to the manual were presented in red. Discussion on the section for elected officials and wording of how they are to interact with employees. Some felt the wording should be changed as they want the ability to ask the crew/staff questions that may arise if Salmon is not available or if better answered by one of them. Babcock felt that after some consideration maybe this section could be its own document around a page or less.

**Motion Babcock/Abrath** to approve updated Employee Personnel and Benefit manual removing the elected official section. Bring elected official section back to a future meeting. Motion carried unanimously.

Motion Pease/Buckley to go into closed session under WI Stats. Sec. 19.85 (1)(c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility at 8:32 p.m.

Roll Call Vote: motion carried unanimously.

Utility and Billing Clerk – additional duties/wage  
Clerk/Treasurer – additional duties/wage  
Administrator/DPW – additional duties/wage  
Unused vacation at anniversary date

Motion Buckley/Fischer to return to open session and formally dispose of anything resulting from closed session. Motion carried unanimously.

Motion Abrath/Pease to defer any decisions on additional duties and wages to the 2022 budget process. Motion carried Unanimously.

Motion Haynes/Abrath that vacation/personnel benefit time should be used by anniversary dates for the well being of the employee. Motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 9:35 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 04/20/2021



**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, April 20, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, April 20, 2021 at the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also present were: Connie Pease, Barry Pufahl, Jim Buckley, Ron Griepentrog, Vanessa Chapman, Angie Engelmann, Rick Wendt, Kristie Chapman, Robin Bortz, Nina Grasse, Joe DeYoung-MSA, Meg Roback – ADCI, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Babcock/Abrath** to approve agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Abrath/Haynes** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** Questions on ATV Ordinance and why the Village is allowed to use one when no one else is, also why is there not a “slow moving vehicle” sign on it. This will be addressed and ATV/UTV usage will be going back to committee (will meet once new committees are named in May)

**Communications & Reports:**

- **EMS Report:** Trustee Abrath reported they are having a hard time getting people with what they are able to pay; we just cannot compete. Will be looking at different ways to fund EMS and be able to potentially increase wages to get more candidates.
- **Columbia County Sheriff Report:** Cory Miller attended to discuss the report and answer any questions. There were no questions presented at this meeting.
- **Clerk Report:** report was reviewed and no questions asked.
  - **Receipts** – report was presented and reviewed. Haynes pointed out the donations to the senior center.
  - **Financials** – reports were presented and reviewed; questions on the interest amount we are receiving compared to years past and yes, it is significantly lower.
- **DPW/Administrator Report** – Report was reviewed and discussion ensued. Concrete work needed at the garage. Sawcut and replace existing at all 5 bays will cost approximately \$4465. Board asked Holtan’s opinion on the work presented and the cost and he feels that is fair. Question on where the funds would come from, Salmon stated that the project was \$986K and we borrowed \$1M to cover any change orders. Motion Babcock/Abrath to proceed with concrete work at a cost of \$4465; all in favor. Next item discussed was the CDBG Grant – we are working on this now, taking pictures of why the library is not an adequate; will use the study on senior needs and make sure we submit bank statements and list our debt to try and help our score. Babcock expressed he would like us to be “ahead of the game” should we not get the grant. Start looking at alternative funding sources. Salmon also wanted to point out that our 2<sup>nd</sup> phase of the senior housing

study should be complete the first part of May. Aspirus Clinic – Salmon was asked to contact them and see what is the plan with the facility – she was told currently all doctors are being used in Portage and as things start to calm down from Covid their hope is to re-open the Pardeeville Clinic although there is no timeframe for when that may happen.

### **OLD Business**

#### **Senior Center – Final drawings and specs**

Meg Roback with ADCI was present to show the final plans and specs for the proposed senior center. She went through the details and items discussed included plumbing, hvac, alternate items and the floor outlets. The floor outlets will be looked at as there is concern, they are a tripping hazard. This project will be ready to bid once we find out about the CDBG grant and cost has increased due to building material increases that are being felt everywhere right now. Roback pointed out there will be 53 parking stalls and capacity of 180/200 with this proposed design.

**No formal action taken.**

#### **Ferris Lawnmower purchase**

This was brought back as the board was concerned with the cost and budgeting of this item. Salmon again apologized for the confusion in the budget, however we did agree to the amount and to use designated funds for this item. Information provided included other commercial mowers and a residential grade along with our current equipment. This mower was ordered and is ready for pick-up at this time.

**MOTION Possehl/Holtan** to purchase the Ferris lawnmower for \$14,400. Motion carried with Haynes opposed.

#### **Village Hall vehicle**

Salmon was asked to bring back information on the cost of a new vehicle and leasing options. The information was presented to the board.

**Motion Babcock/Haynes** to defer this item to the 2022 budget. Motion carried unanimously.

#### **Employee Manual/Public Officials Manual**

Salmon was asked to bring this back with a separate document for the Public Officials. This was presented however there is still concern/confusion on the wording and why it's in both documents when so much is not applicable to Public Officials. Becker and Salmon pointed out its referencing the ordinances which has been this way since the manual was created in 2012.

**Motion Babcock/Haynes** to send this back to committee to condense down to one page. Motion carried unanimously.

### **NEW Business**

#### **Discussion on 35 acre and 43-acre parcels owned by the Village**

Joe DeYoung from MSA was present to discuss the concepts, potential building options with contractors and TIF creation. Discussion on the possibility of working with the 6 proposed lots off Vince Street first to get the project going; anything we do will help the TIF and we want to do something that will give us increment and do it in a short period of time. Questions on RFP's and having a date for proposals; with only doing word of mouth are we missing out on someone who may want to develop this area.

Regardless of what we do or with who, a developer's agreement would be required which will cost money and take time. One developer may be interested in condos/apartments and another in just senior housing and the board should keep an open mind on what will bring the most bang for our dollar.

**No formal action taken**

#### **Special events review application – Summer Park Program**

Mary Kamrath, Principal for the elementary submitted the application along with insurance and copy of the sign-up form for review.

**MOTION Babcock/Haynes** to approve as presented. **Vote:** motion carried unanimously.

**Special events review application – VFW Brat Fry Memorial Day**

Application was submitted for the annual VFW Brat Fry for review.

**MOTION Haynes/Holtan** to approve as presented. **Vote:** motion carried unanimously.

**Special events review application – Memorial Day Program Vets Park**

Application was submitted for the annual Memorial Day Program at Vets Park.

**MOTION Balsiger/Holtan** to approve as presented. **Vote:** motion carried unanimously.

**Resolution 21-R03 recognizing Connie Pease**

Resolution was presented for approval, President Possehl presented Ms. Pease with her framed resolution and everyone thanked her for her years of service.

**MOTION Babcock/Possehl** to approve as presented. **Vote:** motion carried unanimously.

**Resolution 21-R04 recognizing James Buckley**

Resolution was presented for approval, President Possehl presented Mr. Buckley with his framed resolution and everyone thanked him for his years of service.

**MOTION Babcock/Possehl** to approve as presented. **Vote:** motion carried unanimously.

**Vacant Trustee Position**

The clerk received interest from seven community members and all submitted a bio of why they were interested for the board to review prior to the meeting (Angie Engelmann, Kristie Chapman, Jon Kiermas, Ron Griepentrog, Dan Pulver, Amanda Twombly and Vanessa Chapman) Those in attendance were allowed to introduce themselves and again state why they were interested.

**The board was provided a ballot to vote and the results were: Griepentrog – 1, Kiermas – 1, Twombly – 1 and V. Chapman – 3. Vanessa Chapman will fill the vacant seat of Fischer until April of 2022.**

**Adjourn:** The meeting adjourned by Possehl at 9:52 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 5/4/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, May 4, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, May 4, 2021 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 Robin Bortz, Casey Lyons, Courtney Oswald, Meg Roback-ADCI, Kathy & Curtis Cook, Jeff Thelen – MSA, Jake Breneman, David Price, Rick Wendt, Bob and Kris Wentworth, Doug & Sheryl Trumbower, Sarah Killoran, Angie Engelmann, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Abrath/Babcock** to approve agenda as presented. Motion carried unanimously.

**Minute's approval:**

**MOTION Babcock/Abrath** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** None

**Communications & Reports:**

- **Angie Williams Cox Library:** They are beginning plans for a summer virtual program; they now have a YouTube channel and Facebook page...be sure to check those out. The archiving program is still underway, they have conducted 30 interviews and are working on photos and postcards.
- **Ordinance Violation Report:** report was reviewed and noted that there are more coming to the list. Salmon pointed out that Huddleston fixed the gap in the fence and the attorney had been notified.
- **DPW/Administrator Report** – Report was reviewed and discussion on CBI Airgap sealing is needed for the water tower per DNR. Death wobble on Brian's truck, Jen training with Civic and making sure accounts balance out; Babcock wanted to make sure that cash transactions are being reviewed by two employees and Becker stated that yes, we oversee each other's deposits to eliminate concern. Salmon has been in contact with IKWE on their interest in projects in Pardeeville. She also wanted to let the board know that IKWE does not use MSA as their engineer; and that means that Joe has been assisting with the project knowing that he will not be involved in the long run. For him it's about seeing Pardeeville grow and prosper. Discussion on the DNR conference with Sophia Stevenson and how our water system got rave reviews on our cross-connection program which she stated "is the best in the County." Finally, Salmon wanted to point that she, Aaron Torgerson and Jesse Mowery attended the MEUW conference in Baraboo where Mowery was invited up on stage and recognized for completing his apprenticeship schooling (was done in 2020 but with covid no formal graduation.)

## **OLD Business**

### **Floor outlets for Senior Center**

At the last meeting there was some discussion on the floor outlets and whether or not they would be a trip hazard for those utilizing the Senior Center. Roback with ADCI sent information on two designs, one current is rectangular or a circle version both sit flush with the floor and should not be a trip hazard. There was discussion on if they were needed. It was determined that with approximately 16 quilters they would be utilized. Roback confirmed that should they want to be abandoned down the road they could be and that space capped off.

**MOTION Haynes/Abrath** to proceed with the rectangular, Wirewood boxes for the Senior center floor outlets. Motion carried unanimously.

### **Senior Center Cost Estimate – CDBG Application**

The budget and application were reviewed and it was noted that if we increased the budget to include alternates, we would be eligible for the maximum match. The question was raised regarding last year's application and if the same people were reviewing; would this make us "look bad." Thelen pointed out that the department is looking for high dollar projects so there is less to administer. The amount of funds available will vary based on stimulus funds received by the DOA.

**MOTION Abrath/Balsiger** to increase budget for Senior Center to include alternate. Motion carried unanimously.

## **NEW Business**

### **Resolution 21-R06 CDBG Grant Authorization Resolution**

The resolution is to authorize the filing of the CDBG grant application by MSA was presented for review.

**MOTION Haynes/Holtan** to approve the resolution as presented. Motion carried unanimously.

### **Resolution 21-R07 CDBG Grant Matching Funds Resolution**

The resolution is to note the matching funds the Village has for the grant application.

**MOTION Haynes/Holtan** to approve the resolution as presented. Motion carried unanimously.

### **Lock Box ordinance**

This idea came out of our Emergency Management committee that met last year. Fire Chief Rick Wendt wanted the Village to look into as other communities do this and its beneficial. The idea was presented at PABA and some members felt it was not necessary or should not be required. One suggestion was to make this voluntary and allow businesses to sign a waiver and "opt out." It was stated that if it's an ordinance then there cannot be an option to "opt out." Currently there are three businesses in town that have them. Further discussion on if it should just be for new businesses. It was pointed out that some of the business's downtown are brick and installing a flush box could be costly. Decision to make it required for new construction and not existing buildings. This will be revised and brought back for second reading and then adoption.

No formal action taken.

### **Food Trucks in the Village**

Food trucks have started coming into the Village and currently we do not have any permits or ordinances in place. Salmon provided a brief history And what led to this. It was decided that we should have the discussion with both PABA (they were invited to the meeting) and the board so that everyone was on the same page. Discussion took place on issues that surrounded the food truck being parked directly on main street and its effect on other businesses. Another business pointed out that while competition is good it also seems unfair that food trucks are allowed to come in and cherry pick business. Some pointed out that the variety is nice and that they frequent both the food trucks and the local eateries. Bob Wentworth from Old Chicago stated that he had nothing but good things to say about the taco truck being in town and that he and Jose are working together in brining margaritas to town (with some of the proceeds going to the VFW.) Bringing these trucks in, brings people from other communities and they may find another business to stop at or even another eatery that they have not

tried. We all want downtown Pardeeville to be prosperous and the more people we can draw in the better. The board determined that the permit process would be the best way to go. Discussion then continued as to how often and where the trucks would be placed.

**MOTION Babcock/Abrath** to establish a mobile food establishment permit; \$50.00 non-refundable quarterly charge; one day per week per truck (week defined as Sunday – Saturday) and the truck be located on private property with owners' consent or Municipal with Village consent. The Village may deny permit dates based on established special events in the community. Motion carried unanimously.

#### **PABA Digital Sign**

Kathy Cook with PABA was presented to ask the Village if they would assist with the cost of a digital sign like the Village of Wyocena just put in. Cost for something is around \$16K and they asked the Lenz Foundation and were not awarded any money. There was discussion on if there is a determined location for the sign as it has to meet State and County regulations. Cook stated there have been some locations discussed but nothing determined as of yet. Salmon stated this could be presented to the Public Utility commission; perhaps the Village could assist by providing the electric service to the sign. Next utility commission meeting is June 7<sup>th</sup>. The clerk will follow up with Cook the week prior and see if she has anything ready for the agenda.

No formal action taken.

#### **Special Events Review Application - Pardeeville Car Show**

Dave Price and Jake Breneman were presented to update the board on the request for the Car show in September. They would like to move forward; however, Columbia County Health is stating they should not due to the high density of people. They are optimistic that the event can go on with guidelines in place as things could change by September. The board is in favor of the event.

**Motion Abrath/Babcock** to approve the application as presented. Motion carried unanimously.

#### **Certificate of Congratulations – Mae Lueck 100<sup>th</sup> Birthday**

A resident stopped in and recommended that the Village recognize Mae Lueck for her 100<sup>th</sup> Birthday. The clerk reached out to others to get an example of what communities do for residents and a certificate of Congratulations was presented.

**MOTION Abrath/Holtan** to approve certificate as presented. Dave Price recommended a plaque and contributing towards it; the clerk will look into. Motion carried unanimously.

#### **Village Committee Assignments**

The new committee assignments were presented for review. Balsiger pointed out that he is only on one committee and would like more if possible. Change made and Balsiger will replace Abrath on Public Works, Parks & Property.

**MOTION Holtan/Balsiger** to approve with changes. Motion carried unanimously.

#### **Sheriff Contract**

The three-year renewal contract was presented to the board for review. No questions were asked.

**MOTION Babcock/Abrath** to approve the contract as provided. Motion carried unanimously.

#### **Presentation of the bills for approval**

**MOTION Holtan/Chapman** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 8:51 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 5/18/2021

## **CDBG PUBLIC HEARING MINUTES**

**MAY 4, 2021**

### **Identification of total potential funds**

CDBG was enacted through the Housing and Community Development Act of 1974. The Wisconsin Department of Administration (DOA) has administered CDBG funds since 1982; its goals include benefit to LMI (low- and moderate-income) households; targets funding to areas of greatest need; housing, public facilities and economic development. DOA historically receives approximately \$30 million (general estimate) per year for housing rehabilitation, public infrastructure improvements (Water, sewer, storm sewer, etc.), emergency infrastructure and economic development in exchange for job creation. CDBG programs are divided in housing (CDBG-HSG), planning (CDBG-PLNG), public facilities (CDBG-PF), economic development (CDBG-ED) and public facilities for economic development (CDBG-PFED).

The City is applying for \$1,000,000 of CDBG-PF funding for the construction of a senior center. No relocation will be necessary.

### **Eligible CDBG Activities**

- A.** Housing (CDBG-HSG): rehabilitation for owner-occupied and renter-occupied units: LMI home buyer (“Homestead”) programs; handicapped accessibility projects; housing site preparation; housing site acquisition and occupant relocation; blight elimination through demolition of structures; and neighborhood public facilities projects.
- B.** Planning Grant (CDBG-PLNG): The program’s goals are to help communities develop clear and actionable strategies for addressing site specific, neighborhood, community or regional economic or development needs and to improve the quality of community or economic development projects by helping to fund local plans.
- C.** Public Facilities (CDBG-PF): water facilities including mains, looping, extensions, treatment, source, hydrants, valves; sewerage including collector and interceptor mains, lift stations, treatment plants and lagoons, and dechlorination facilities; storm sewers; certain fire system components; handicapped accessibility; and community centers. CDBG typically funds 20%-50% of the total project costs. However, most awards are limited to \$500,000.
- D.** Economic Development (CDBG-ED): low interest loans to business in exchange for job creation.
- E.** Public Facilities for Economic Development (CDBG-PFED): business or industrial park water systems; sewerage systems; roads; infrastructure in support of business attraction/expansion and job creation.

### **Community development needs identified by Common Council and the general public**

No housing or community development needs were identified by the Village Board. There were no public comments.

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, May 18, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, April 20, 2021 at the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also present were: Rick Wendt, Sgt. Matthew Menard, Angie Engelmann, Kristie Chapman, Jim Grothman, Barry Pufahl and Administrator-DPW Erin Salmon

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

**Agenda Approval:**

**MOTION Abrath/Babcock** to approve agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Babcock/Holtan** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** Pufahl expressed concern over the height of the grass at Jenny Wren Park, this is contracted out and the Village will see where they are at with it.

**Communications & Reports:**

- **EMS Report:** Trustee Abrath reported they are still having a hard time getting people with what they are able to pay; currently there are 4 AMT, 4 Basic and 3 drivers. Questions brought up on dual page and that is in place.
- **Columbia County Sheriff Report:** Report was reviewed, no questions asked. Babcock wanted to express thanks for the deputies patrolling the park overnight. Sgt. Menard stated he has asked the overnight crew to drive through town more regularly to cut down on any potential issues
- **Clerk Report:** report was reviewed and clerk pointed out two items, one for computer program software upgrade and phone system upgrade that we are currently working on.
  - **Receipts** – report was presented and reviewed.
  - **Financials** – reports were presented and reviewed; no questions asked.
- **DPW/Administrator Report** – Report was reviewed. Salmon wanted to point out the second phase of the senior housing study that was in the packet; Salmon has reached out to National Exchange Bank to set up a meeting regarding possibly being an investor. Next, Jesse Mowery has completed his apprenticeship and the electric crew was present for him to receive his lineman card and Certificate of Completion from the apprenticeship program. Further discussion on the sign for PABA and questions on their fundraising efforts for the sign and the permit (fee may be waived). This item will be discussed at the next utility commission meeting. Final item was the PSC audit of our PCAC, thought we would have an update for the meeting but don't yet. Hopefully we will have some numbers for the next meeting.



## **OLD Business**

### **Fence Setback – ORD 58-345**

Possehl pointed out he was contacted by Jim Grothman asking for this to come back for more information to be given as to why this is an issue. Grothman pointed out that in his 40 years of doing this there have been many cases of adverse possession due to fences not being on the property lines. He wanted to provide some background and information on what other communities are doing. Board stated that the last time this was presented it was determined we should leave things as is. Kristie Chapman was present to express concern over the potential change to allow on or near property lines with the survey; who would maintain fence and the vegetation as there are issues now with people not maintaining their 2 ft of space that is required. Angie Engelman was present to express interest in the idea to move closer to lot lines, especially in the rear yard area. Chapman pointed out that Cambria is 2-3 ft off lines and Portage and Wyocena are 3 ft. The idea was presented that if a fence on the line was agreed upon by neighbors it could be allowed but we would need an ordinance change and process for how that would work. Abrath pointed out that with so many legal non-conforming properties without zoning someone could put a fence up to his garage on one side and then he would have no way to maintain that side of the building. Possehl stated he owns a property that has a fence issue and he has lost 4ft of property in that yard because of it. Babcock pointed out that by having the 2ft setback it eliminates the finger pointing and who owns/maintains it. This is not the Villages responsibility to be the referee. Salmon suggested requiring a CSM or plat of survey before a fence be installed. We can't assume where the lot line is to begin with.

**Motion Holtan/Balsiger** to send back to committee for language to include changes to 2ft setback if neighbors can agree and with a survey (to be discussed at the meeting). Motion carried unanimously.

### **Lockbox Ordinance 2<sup>nd</sup> reading**

Revised ordinance was presented for reading and any final questions or changes before adoption at the next meeting.

**No formal action taken.**

## **NEW Business**

### **Parade Permit – Pardeeville 4<sup>th</sup> of July (Saturday July 3)**

Application for the annual parade was presented for review. There may be an issue with the detour for the Hwy 44 project but at this time its anticipated to be done and open.

**Motion Abrath/Chapman to approve as presented. Motion carried unanimously.**

### **Special events review application – Summer Good News Club**

Application received and presented for the Summer Good News Club being presented by Alan Vangen. This will not interfere with the summer park program for the school.

**MOTION Abrath/Balsiger** to approve as presented. Motion carried unanimously.

### **Wastewater treatment plant planning (odor complaints)**

Salmon wanted to bring to the board's attention the recent complaints on the smell of the WWTP. Cost to do one application to mask the smell was around \$3K, the last time this was done we needed 2 applications at a cost of \$7K. Plant Operator White was consulted and it's too late this year to do anything; however, we could potentially budget to deal with this in the spring should it be needed annually. The board will take into account but it was pointed out by Balsiger that \$7K is a lot to spend to mask a smell that lasts 2-3 weeks a year. Will be revisited at budget time.

**No formal action taken.**

### **Caselle Utility Billing and Accounting software upgrade**

Clerk/Treasurer Becker spent some time training in our billing and accounting software over the past month and learned that we are not on the latest and greatest version of the software. Training was done

in the new version and we work in the old meaning some of the functionality is not available to us. The new package was quoted out and while currently customers are not being forced to switch the time will come when we are. The clerk pointed out the pros to the new version and the cost.

Babcock asked which would be more beneficial the upgraded phones or software and Clerk stated the software. The question was raised where the funds to pay for this would come from and it was pointed out we are saving a full-time employee salary and benefits this year as well as designated funds that are available. Haynes pointed out that this is not a budgeted expense and with the concern over the budget we should wait until the 2022 budget year. Then it was asked if we could use ARPA (American Rescue Plans Act) money for this project and it appears most approved expenses are infrastructure and pandemic response related. The clerk pointed out the price quoted is for 2021; cannot guaranty price for 2022. Holtan expressed concern that if it costs \$10K more in 2022 that our plan to budget next year will just cost us more and hit the budget harder.

**MOTION Abrath/Chapman** to table until more information can be obtained on what the ARPA funds can and cannot be used for. Motion carried unanimously.

### **Approval of the bills**

The bills were presented for approval.

**Motion Abrath/Holtan** to approve the bills as presented. Roll Call Vote: motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 8:15 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 6/1/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, June 1<sup>st</sup>, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, June 1<sup>st</sup> 2021 at the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order at 6:40 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also, present were Jill Hagen, Michelle Lickness & Nicole Miller with IKWE Development, Joe DeYoung – MSA, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Abrath/Balsiger** to approve agenda as presented. Motion carried unanimously.

**Minute's approval:**

**MOTION Holtan/Chapman** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** Trustee Babcock mentioned a BBQ Spit for a class reunion in the park in July, President Possehl asked that the person requesting make a formal request to the board.

**Communications & Reports:**

- **Angie Williams Cox Library:** They acknowledged the lock box discussion and currently give the fire department a key; they may look into this in the future. Change in staffing for fall and director position is being discussed; officers for the library board will be elected soon and they have been discussing what to do with the property.
- **Ordinance Violation Report:** report was reviewed; concern on the property at the corner of Don and E. Chestnut Street – will contact the landlord to see if more can be done.
- **DPW/Administrator Report** – Report was reviewed and discussion on the garage project – currently paving and need a final inspection prior to occupancy. Salmon pointed out that the surgery needed for one of the employees has been pushed off at this time; Lake level is currently at our low level of 7.20 at the request of the D.O. T. for the culverts going in on Hwy 44; Babcock questioned the outsourcing of work on the generator at Village Hall and why our linemen are not doing it– Salmon explained that we need a certified electrician to do the electrical work and that we will need a master plumber to install the gas line as well. Haynes asked about the work at the Hydro and why our linemen cannot do it and Salmon stated that was computer related and our crew was not equipped to handle the needed work on that.

**OLD Business**

**Discussion on Senior Housing Concept – IKWE Development**

Michelle and Nicole were present to discuss the concept for the senior housing development. Provided the board with a full presentation on the size of the building, layout of rooms and care being offered, building and infrastructure estimates. Currently looking for investors and have recently met with both banks in town. It was mentioned to reach out to Steve Jacobsen with Fairway Mortgage and there may be others. This is projected to be a Spring 2022 build depending on how the investors come in and how the project moves forward. They recommend that we focus on what helps us grow vs. dealing with existing problems at this time. Good comments and excitement on the possibility of getting this project

off the ground. Salmon noted that IKWE will honor MSA as their engineer since they are thus far vested & the Villages engineer as well.

No formal action taken.

#### **Update on Foote development/concept**

MSA has been working with Steve Foote on the potential development off Vince Street (currently the yard waste site). A concept showing the proposed 4-unit buildings was presented to the board. DeYoung stated that after conducting a wetland delineation it has been determined there is less wetland to the west of where the street would continue off Vince which would allow for another “cluster” development that Foote is presenting. Foote would like to get started with the concrete work in 2021 and purchase the property in 2022 and is hoping we will be able to extend the road enough to allow for the project to get started. DeYoung would like to see a developer agreement on the agenda for June 15<sup>th</sup>. De young then discussed the TIF and how this would impact it (along with the IKWE development project.) There will be cost involved to get this going, but its something we will want to start on and get implemented for 2022.

No formal action taken.

#### **Adoption of Ordinance 14-56 Lockbox**

The final draft was presented for adoption.

**MOTION Abrath/Holtan** to approve as presented. Motion carried unanimously.

#### **NEW Business**

##### **Beer Garden permit - Pardeeville 4<sup>th</sup> of July**

The 4<sup>th</sup> of July committee would like to have a beer garden in Chandler Park on Saturday, July 3<sup>rd</sup> from 4 p.m. to 10 p.m.

**MOTION Babcock/Haynes** to approve the application as presented. Motion carried unanimously.

##### **Special events review application - Pardeeville 4<sup>th</sup> of July for Saturday July 3<sup>rd</sup>**

The 4<sup>th</sup> of July committee would like to have the band and food trucks in the park until 11 p.m.

**MOTION Haynes/Abrath** to approve the application as presented. Motion carried unanimously.

##### **Fireworks permit for Pardeeville 4<sup>th</sup> of July**

The 4<sup>th</sup> of July committee submitted their application for fireworks on Saturday July 3<sup>rd</sup>.

**MOTION Holtan/Balsiger** to approve the application as presented. Motion carried unanimously.

##### **Beer Garden permit – Caddy Shack, Saturday July 17<sup>th</sup>**

Caddy Shack would like a beer garden permit to serve outside on Saturday, July 17<sup>th</sup> from 11 a.m. to 4:00 p.m. Neighbors were sent letters.

**MOTION Babcock/Abrath** to approve the application as presented. Motion carried unanimously.

##### **Special events review application Grace Presbyterian Church**

An application from Grace Presbyterian Church was submitted to use the park August 17<sup>th</sup> – August 20<sup>th</sup> from 7:30 a.m. to 12 noon.

**MOTION Babcock/Haynes** to approve as presented. Motion carried unanimously.

##### **Special events review application Cornhole tournament on July 24<sup>th</sup>**

An application to hold a cornhole tournament on the small ball field was presented.

**MOTION Holtan/Balsiger** to approve as presented. Motion carried unanimously.

##### **Special Events review application – Sidewalk Sales August 14<sup>th</sup>**

The application for sidewalk sales was presented and questions raised on the layout of vendors and food trucks. Asked to table till June 15<sup>th</sup> and have Sarah Killoran come to answer questions.

### **Additional agents for Piper's Place**

Applications for additional agents at Piper's Place, 214 N Main St. were presented for approval.

**MOTION Abrath/Holtan** to approve as presented. Motion carried unanimously.

### **Lake Street Line rebuild project -award bid**

Salmon explained that bid opening was Thursday, May 27<sup>th</sup> and the low bidder was Push Inc. With that came some controversy as there was an addendum that was to be acknowledged via email and submitted with the bid package. Push acknowledged the email and sent back but did not include in the bid package. The attorney was contacted as this is a rare situation and wanted to be sure it was handled correctly. Attorney stated we can accept the bid waiving the requirement for the addendum to be in the bid package as long as it was received. Salmon stated it was received on Tuesday, June 1<sup>st</sup>.

Further discussion on how our crew was going to be assisting with the project and how much are we saving. Salmon stated that while they are able to help with some of the work there was no formal report done on the cost savings; she proceeded to ask if they would like PSE to do a study to determine that. There are some jobs that come up where we will need to contract out. We don't have enough crewmen, or equipment to pull tension on the primary lines. It is planned that we will assist in many other ways though. There is concern that we are questioning the lineman too often and they feel like they are being picked on. Haynes stated he just has questions and we are responsible to the constituents of the Village, at an annual budget amount of \$110K.

**MOTION Abrath/Possehl** to award bid to Push Inc, acknowledging budget and the addendum was not received with the bid package but was received by PSE via email and send to the office on June 1st. Motion carried unanimously.

### **Resolution 21-R08 Support for a strong state and local partnership**

Clerk/Treasurer Becker wanted to ask the support of the board in approving a resolution to present to state legislature that would support a change to shared revenue funding to the municipalities.

**MOTION Abrath/Holtan** to approve as presented. Motion carried unanimously.

### **Office Assistant Position – recommendation from Finance and Personnel**

The finance and personnel committee met before the meeting and are making the recommendation to hire Brooke Peterson.

**MOTION Babcock/Chapman** to accept recommendation and have Salmon offer the position to Brooke Peterson. Motion carried with Abrath opposed.

### **Office Hours Friday, July 2<sup>nd</sup>**

Possehl brought up the idea of closing the office 2 hours early on Friday, July 2<sup>nd</sup> due to the holiday weekend. Question raised on how this would be handled and would it be only for the office staff or the public works staff as well. Salmon stated that the public works staff could also be done early if their work was done. Another question on why we have had overtime and now are asking to close early and would this be paid or would staff have to use their vacation/comp/no pay. Salmon said the concept is simply to close office at 2:00 p.m. and Public Works may choose to stay. Babcock questioned the quality of work performed if not supervised. Salmon stated she would not be leaving at 2:00 p.m.

**MOTION Possehl/Abrath** to allow office to close at 2:00 p.m. staff will need to use vacation/personal/comp or no pay if they do not have the time. Motion carried unanimously.

### **Presentation of the bills for approval**

#### **MOTION**

**Babcock/Chapman** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 9:28 p.m.

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, June 15th, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, June 15th, 2021 at the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also, present were: Craig Trewartha, Sgt. Jordan Hauteur, Sarah Killoran, Helena & Larry Huddleston, Steve & Michelle Foote, Rick Wendt, and Erin Salmon – Admin/DPW.

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

**Agenda Approval:**

**MOTION Abrath/Chapman** to approve agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Babcock/Abrath** to approve special meeting minutes from May 18<sup>th</sup>; and Motion Abrath/Possehl to approve the June 1<sup>st</sup> minutes as presented. Motions carried unanimously.

**Comments from the Floor:** none

**Communications & Reports:**

- **EMS Report:** Trustee Abrath reported they are making calls, been busy, having a meeting on Friday. LTE position is open for hire, getting into budget season, and looking to sell the 3<sup>rd</sup> ambulance and cot as not enough staff for 3 at this time.
- **Columbia County Sheriff Report:** Report was reviewed, no questions asked.
- **Columbia County Supervisor report:** no formal report. As always if anyone has anything for Barry; please give him a call. County meeting on Wednesday.
- **Clerk Report:** report was reviewed no questions asked.
  - **Receipts** – report was presented and reviewed.
  - **Financials** – reports were presented and reviewed; no questions asked.
- **DPW/Administrator Report** – Report was reviewed. Salmon pointed out that the Lake Street Line rebuild pre-con meeting is Wednesday (virtual); spending time reviewing ordinances regarding short term rentals of homes, Issues with cats on W. Chestnut – working on a program with the humane society to catch, spay/neuter and release back. PCAC Update - will be having a joint meeting with the Utility Commission in July after Johnson Block completes the 2020 audit. Look at the rate of return, steps moving forward on reimbursement to customers (PSC will allow up to 24 months) noting there will be interest due on that. Discussion with Bulldog Storage and the garage fence line that we would like to establish utilizing old poles and a double tie system for approximately 200ft.

**OLD Business**

### **Ordinance violations 212 W Chestnut**

Ordinance violations noted last fall have been addressed and cleared up. Then concern over the unlicensed/unregistered vehicles and pile of equipment on the East side of the property were brought up and letters sent this spring. Salmon requested that pictures be taken locations noted, and whether or not they are moving (not only at these locations, but others as well). This allows for a “time stamp” of where things are and when.

For 212 W Chestnut, all vehicles but 2 have been addressed. Styrofoam pile is for a future project; east side pile is being worked on and they anticipate a project to finish the garage but need time to complete. Question raised on all the vehicles within the back fence and that the DNR has been contacted but they do not have time to deal with (bottom of their list). Babcock stated that he is concerned about enforcement. We should be following a set protocol with deadlines, when the deadline comes, follow up with Sheriff for the enforcement (is this happening)? How they choose to enforce is up to them. Just be sure we are handling all situations the same and consistently – issuing extensions only when warranted. Larry Huddleston was questioned by Haynes if he is a Salvage Yard. Huddleston responded by saying, the Board should have done their homework. Then explained when they took over the property years ago; they were told they could keep all items as long as they were working on them or using them for parts. They are trying to run a business and don’t appreciate the deputies taking pictures of the vin #'s on the vehicles.

It was noted we will follow the same process for ordinance violations: letter, deadline and follow up with sheriff when deadline comes – continue to provide information to the Board. No formal action taken. *(Please see Admin/DPW Report for 07/06/21 – follow up with Sheriff’s office on the matter of protocol for violations. The Deputies currently issue the citation typically 1 or 2 days after the deadline).*

### **Foote development plan – Vince St**

Steve & Michelle Foote have been meeting with the Village regarding potential residential development off Vince Street where the current yard waste site. They wanted to addresses the Board as to questions they have and we may have, along with the next steps. Their preliminary plan was presented and discussed along with potential time line and street development goals. Discussion on if the timeline could be extended; cost of materials to build and how the Village would manage street construction for the project. This is all preliminary and would be part of the TIF district. The board likes the concept plan and would like to move forward with CSM for parcel determinations and begin working on a developer’s agreement for future meetings.

**No formal action taken.**

### **Special Events Review application - Sidewalk Sales August 14th**

This was presented at the last meeting and questions for the organizer Sarah Killoran were brought up. Sarah was present to address any concerns. There would be food trucks (not parked on Main St. but in private or public lots). Concern over the tents for the vendors on Main St. and foot traffic. Could there be a way to allow for a pedestrian lane on the sidewalk? It’s hard with the 10ft tents but the 8ft allow for room to walk. Further discussion on if they could stage no parking on N Main for this event and the board can authorize. Sarah stated that would be ideal and allow for more foot traffic.

**Motion Abrath/Balsiger** to approve application for sidewalk sales and make the 100 block of N. Main Street no parking for the event hours of 9-3 from 4-way to Lake. Motion carried unanimously.

### **Public official’s acknowledgment of Policy**

Salmon presented a revised document for the Finance & Personnel committee to review. The committee recommended that the board discontinue proceeding with a public official’s policy. Salmon explained that the policy is referring to particular ordinances. Since Board members are to be familiar with ordinances, the policy with acknowledgement was not needed.

**Motion Babcock/Abrath** to accept committee recommendation and not proceed with public official’s policy. Motion carried unanimously.

## **NEW Business**

### **Liquor License renewals - Establishments**

The list of establishments requesting liquor licenses for the renewal period of July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022 was presented for approval. List has been published in the Daily Register.

**Motion Abrath/Balisger to approve as presented. Motion carried with Holtan abstaining.**

### **Operator Renewals**

The list of applicants requesting operator licenses for July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022 was presented to the board.

**MOTION Babcock/Abrath to approve as presented. Motion carried unanimously.**

### **Mutual aid agreement – Village of Rio/Village of Wyocena**

Salmon presented a mutual aid agreement with the Village of Rio and Village of Wyocena to add to our Emergency Action Guide.

**Motion Abrath/Haynes to approve agreement as presented. Motion carried unanimously.**

### **MSA Professional services agreement to establish TIF District**

MSA presented a service agreement in the amount of \$15,500 to provide services to establish TIF district.

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

### **Approval of the bills**

The bills were presented for approval.

**Motion Abrath/Holtan to approve the bills as presented. Roll Call Vote: motion carried unanimously.**

**Adjourn:** The meeting adjourned by Possehl at 8:15 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 7/6/2021



**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, July 7th, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, July 7<sup>th</sup>, 2021 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 except Abrath. Also, present were Margarete Worthington, Paul Nadalski – WI DNR, Craig Trewartha, Kristie Chapman, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Babcock/Balsiger** to approve agenda as presented. Motion carried unanimously.

**Minute's approval:**

**MOTION Balsiger/Possehl** to approve previous meeting minutes with change under curling club license. Motion carried unanimously.

**Comments from the Floor:** Craig Trewartha – can packets/reports be requested for a meeting. The clerk stated if he called ahead that we could have them printed for him. Michael Haynes stated he is looking into a mural program and has a couple spots in town that they are looking at. They will be doing fundraising for both sponsors and artists.

**Communications & Reports:**

- **Angie Williams Cox Library:** Met on June 3<sup>rd</sup> – elected officers, will start renting out their party room in August, looking into getting ducts cleaned after COVID, approved leave for Joan to travel this winter, discussion on staffing while Joan is out, purchased property is open for the community to explore and pie socials and band concerts have started for the summer. No July meeting; no report in August is expected.
- **Ordinance Violation Report:** report was reviewed; clerk apologized for it being cut off (there were a couple more violations that are pending that did not print) will put in next packet as follow up dates for many are July 15<sup>th</sup> and we meet on the 20<sup>th</sup>.
- **DPW/Administrator Report** – Report was reviewed and discussion on the decibel reader and noise ordinance which will be coming up at the committee level later this month; garage project is complete and we are working on moving back in. Salmon suggested to schedule a future walk-through so everyone can see the completed work; Brent Nelson with Johnson Block will come on July 27<sup>th</sup> for a joint meeting with the board and utility commission to discuss 2020 audit, rates of return and the PCAC audit. Working on developer agreements with Steve Foote and IKWE; met with Kathy Cook and Brandon Sosinsky (Piggly Wiggly) on the PABA sign and placement – Salmon provided electric service suggestions to Kathy Cook; will address once funding and sign are approved.

**OLD Business**

**Fence ordinance revisions to section 58-344/345**

The fence ordinance was taken back to committee in June and final changes were brought back for board approval. All fences as defined in the ordinance would need a certified survey or plat of survey before one could be installed and they would now be allowed as close to property line as possible with abutting neighbors approval. Ordinance was presented for final review/approval with these changes.

**MOTION Possehl/Holtan** to approve as presented. Motion carried unanimously.

#### **NEW Business**

##### **Transient merchant permit for Devin Pughsley**

The applicant would like to sell educational books in the Village of Pardeeville as a summer internship – there were some questions raised on Facebook and calls to the office so this was brought to the board for approval. Devin Poughsley was present to answer questions related to selling and how long he will be in town.

**MOTION Babcock/Chapman** to approve the application as presented. Motion carried unanimously.

##### **ATV/UTV usage on Village roadways – first reading of ordinance**

The public protection committee met and drafted an ordinance for board review. It was brought up by Paul Nadalski of the DNR that there are currently open cases in Michigan where people are suing the state for deaths on roadways – he cautions that this is potentially bound to happen in WI as well as more municipalities approve usage on roadways. Salmon stated she will look into liability with the Attorney for the next meeting. Question raised on the residential alleys and it was stated they would be signed no ATV/UTV traffic.

**No formal action taken.**

##### **Conditional use application for PW Concrete (Bill & Peggy Harnack)**

Plan commission met and recommended the board approve the request. Questions as to the business being located in a residential neighborhood. It was mentioned that there are others in the Village and the sign would not be intrusive or illuminated. Haynes pointed out the dialog between neighbors during the previous meeting and how this is a two-year permit which can be revisited if there are issues.

**MOTION Haynes/Possehl** to approve the application as presented. Vote: Babcock, Possehl and Haynes – yes; Balsiger and Chapman – no and Holtan abstained. Motion carried.

##### **Special events review application – Pardeeville Watermelon Festival**

Todd Helper was present to answer any questions. Excited to be able to have the 53<sup>rd</sup> annual Watermelon festival and grateful for all the Village support over the years.

**MOTION Babcock/Balsiger** to approve the application as presented. Motion carried unanimously.

##### **Liquor license renewal – Pardeeville Curling Club beer license**

**MOTION Haynes/Holtan** to approve as presented. Motion carried with Balsiger abstaining.

##### **Swing for Chandler Park and Bench for Jenny Wren Park**

The parks committee had two requests from residents for memorials – one for a bench in Jenny Wren Park and the other for a swing in Chandler Park. Haynes met with Salmon to locate potential spaces for these and now coming to the board for approval.

**MOTION Chapman/Holtan** to approve as presented. Motion carried unanimously.

##### **Presentation of the bills for approval**

##### **MOTION**

**Holtan/Balsiger** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 7:40 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 07/20/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, July 20, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, July 20th, 2021 at the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also, present were: Craig Trewartha, Connie Pease, Michelle Holick and guest, Sgt. Matthew Menard, Margarette Worthington, and Erin Salmon – Admin/DPW.

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

**Agenda Approval:**

**MOTION Abrath/Holtan** to approve agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Balsiger/Possehl** to approve the previous meeting minutes. Motion carried unanimously.

**Comments from the Floor:** Michelle Holick was present to address concerns over the sidewalk and tree removal at 211 & 209 S Main St. Trustee Babcock asked that this be an agenda item on August 3<sup>rd</sup> to address concerns from Bobby LaDow and Ms. Holick (photos and evidence of issues still to come).

**Communications & Reports:**

- **EMS Report:** Trustee Abrath reported they are very busy and having a meeting on Thursday, all are welcome to attend.
- **Columbia County Sheriff Report:** Report was reviewed, questions as to if incidents are reported to the office so that their “points” can be tracked. Hoping this is an isolated case.
- **Columbia County Supervisor report:** report was reviewed and no questions asked.
- **Clerk Report:** report was reviewed no questions asked.
  - **Receipts** – report was presented and reviewed.
  - **Financials** – reports were presented and reviewed; no questions asked.
- **DPW/Administrator Report** – Report was reviewed. Discussion on the flushing at well #1; running samples and waiting on results. There will be some repair work done by the DOT at 330 N Main/River Street as issues stemmed from last years roadwork. Further discussion on developer agreement with Mr. Foote, hoping to have this for the August 3<sup>rd</sup> meeting.

**OLD Business**

**ATV/UTV Ordinance – second reading**

No further changes to the ordinance. Question from Craig Trewartha as to who is pushing for this. Trustee Babcock spoke on how he brought this to the board as the surrounding communities have or are working on their own ordinances and that we should have something sooner than later. Talk on signage and how once this passes signs will have to be purchased and placed before this can take effect.

**TID #2 District**

Joe DeYoung from MSA was present to discuss the area that would be included in the 2<sup>nd</sup> TID district for the Village of Pardeeville and the process for moving this forward. Meetings will be held August 3<sup>rd</sup> for the Joint Review Board and Plan Commission at which time resolutions to form the district will be drafted. **No formal action taken.**

**Vince St. concept and cost estimate**

DeYoung presented the board with the concept for the Foote development/business park expansion project and estimates for the infrastructure that would need to be done. Discussion on payback and how the TID will work/impact the project and costs. \$500K in infrastructure for this phase.

**No formal action taken.**

**LaFollette Street concept and cost estimate**

DeYoung presented the concept for the LaFollette/Maple Street development and the cost estimates that would be needed for infrastructure in phases. To get something moving we are looking at \$2M in infrastructure and the board needs to start conversations with landowners for access to this development. Further discussion on what would go in each area that is laid out in the concept and how this is a working plan and things can change. Most likely will need to consider another bond issuance to get these projects up and moving.

**No formal action taken.**

**Update on garage project (budget vs. cost)**

The board requested an update for the project, what was budgeted and where expenses are at. Report was reviewed and question asked on whether or not equipment fund was included in this – no this was just the JKC garage project/

**No formal action taken.**

**Caselle software upgrade**

Clerk Becker wanted to bring this back as there is a backlog to get customers converted and we would like to get into the queue now vs. waiting until after the 1<sup>st</sup> of the year. Cost is estimated at \$14,240 for software and hardware needed. This change will allow us to be more efficient and produce better reports. Discussion on whether or not this should be general fund or split as all funds are impacted by the software.

**Motion Abrath/Possehl to use designated funds and approve the software purchase. Vote: 2/5 motion failed.**

**Motion Babcock/Chapman to split the cost amongst the 4 funds (General, Electric, Water & Sewer) not to exceed \$14,240. Motion passed with Abrath opposed.**

**NEW Business****River gauge replacement**

Salmon was contacted by Kathy Johnson, Columbia County Emergency Management regarding the river gauge needing replacement and wondering if the Village would be on board to assist in the cost. The last gauge was purchased with a grant and no grants are available at this time. Cost to replace will be around \$7500.

**Motion Haynes/Balisger to let them know we are interested and will be looking for partners to share in the cost. Motion carried unanimously.**

**Approval of the bills**

The bills were presented for approval.

**Motion Babcock/Holtan to approve the bills as presented. Roll Call Vote: motion carried unanimously.**

**Adjourn:** The meeting adjourned by Possehl at 8:50 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 08/03/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, August 3<sup>rd</sup>, 2021**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, August 3rd, 2021 at the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order at 6:56 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also, present were Craig Trewartha, Barry & Margo Pufahl, Jason LeMay, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Babcock/Balsiger** to approve agenda moving item E to H if citizen member is not here when we get to the item. Motion carried unanimously.

**Minute's approval:**

**MOTION Abrath/Balsiger** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** None

**Communications & Reports:**

- **Angie Williams Cox Library:** no July meeting.
- **DPW/Administrator Report** – Report was reviewed and discussion on the flushing of well #1 – the flushing achieved iron & manganese to be under 1 part per million and we will re-submit plan to the DNR. Breezy point drive turn radius – three neighbors at 525, 527 and 532 Breezy Point all share a right-of-way access and we are looking to get an easement to soften the turn at property owned by 525 Breezy Point. Salmon shared that we tested the lake for blue/green algae and while there is algae presence it is not toxic at this point. They will be providing us with information to share with the community on safe swimming and will not require us to test again unless we notice a change. Question raised on where we are at with developer agreements – hopefully next meeting for Foote and just started working on a draft for IKWE.

**OLD Business**

**Update on TIF creation**

The Joint Review Board and Plan commission met prior to the board where the project plan was explained. Joe DeYoung was present to answer any questions on why this is being discussed and what the potential payback timeframes are. Further pointed out that we would be looking at developer agreements vs. a pay as you go TIF project. Good discussions on how things are progressing with those interested and where their projects may get us.

**No formal action taken.**

**Senior Center direction on how to proceed**

The Village applied and did not receive the CDBG grant for the senior center. Discussion on our scores and why some were 0 (debt and median household income) DeYoung explained while we do now have debt there is a scoring algorithm based on debt-to-income ratios and we did not meet the numbers needed to score in this area. Overall, there was less funding and no one local who submitted an application was successful. Babcock spoke on the community need and how Haynes has worked hard to

procure donations for this project where we have close to \$600K available. We will not find another project in our plan that has this much approved for it. We have spent money and time fixing what has needed to be fixed and we should move forward with trying to get this built. Salmon stated we need to think about prioritizing projects. She stated that the project plan set is complete and estimated budget for this is \$1.25M. Members expressed interest in seeing where the costs come in, maybe it can be under the expected just as the garage project was. DeYoung added comments about the TIF, funding and to have a plan in place if you truly do send to bid. Further discussion as to if the Village offices should be bid out at the same time as it would be less cost if done at the same time; could be bid as an alternate.

**MOTION Abrath/Babcock** to send project to bid.

**MOTION Possehl/no second** to table until more funding can be generated. No second motion failed.

**MOTION Babcock/Abrath** to table until September 7<sup>th</sup> where we will ask ADCI to come and discuss options and recommendations on how to proceed with the plan we have. Motion carried unanimously.

#### **ATV/UTV usage on Village roadways – final reading/adoption**

The draft ordinance was presented for any last changes/recommendations. With none, discussion on if this is adopted, we still need to order signs and get them in place before this will be legal.

**MOTION Abrath/Babcock** to approve as presented and move forward with signage. Motion carried unanimously.

#### **PCAC refunds**

The board was presented with a spreadsheet detailing out by rate class (residential vs. commercial) customers and what is due. The PSC has given their approval to refund all residential rate class as soon as possible (bill credit for current customers and checks for those who have moved) and to break commercial rate class refunds out over a 12-month period (current customers bill credit, past customers would get a 1-time check).

**MOTION Balsiger/Abrath** to proceed with residential as soon as possible and breakout commercial over 12 months. Motion carried unanimously.

#### **NEW Business**

##### **Daniels Tree Service/209 S Main St.**

Daniels tree service was hired to take down a tree between 209 and 211 S Main St. When this occurred, a line was damaged on the home as well as a concrete square. Resident Bob LaDow was present to explain what had happened and why he is asking for the tree and sidewalk fee to be waived. Salmon provided the background of the situation from her discussions with the contractor. LaDow was provided the contractors insurance and told he should pursue the claim with the contractor. LaDow stated that he was told he cannot because the Village hired the contractor. It was suggested he contact an attorney to help if need be as he should be able to file a claim on the contractor's insurance for any damages.

**MOTION Possehl/Haynes** have LaDow contact Daniels Tree Service insurance carrier and file a claim. The Village will take no further action. Motion carried unanimously.

#### **Bond schedule - fee for ordinance 58-346 Fences around swimming pools**

It was noted that we do not have a bond amount listed for a violation of ordinance 58-346.

**MOTION Babcock/Abrath** to set bond amount at \$218.50. Motion carried unanimously.

#### **Revision to ordinance 30-22 Removal of debris, sod and dirt from sidewalks.**

Public protection met and discussed changes to the ordinance. There are various sidewalks in town that should be 4ft wide and due to grass or sod growing over them they are no longer that wide this making them inaccessible for the handicap. Revisions were reviewed.

**MOTION Holtan/Balsiger** to approve the changes as presented. Motion carried unanimously.

**Presentation of the bills for approval**

**MOTION**

**Abrath/Chapman** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 9:05 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 08/17/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, August 17, 2021**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, August 17, 2021 the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 6:40 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also, present were: Craig Trewartha, Jake Dehne, Sgt. Poulin, Barry Pufahl, Jennifer Becker – Clerk/Treasurer, and Erin Salmon – Admin/DPW.

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

**Agenda Approval:**

**MOTION Babcock/Abrath** to approve agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Babcock/Balsiger** to approve the previous meeting minutes. Motion carried unanimously.

**Comments from the Floor:** None

**Communications & Reports:**

- **EMS Report:** Trustee Abrath reported they are very busy and staffing is good. Tax assessment is being discussed and is unfair. They currently assess the same way as the fire district which is by assessment value; however, they are saving people and think the charge should be a per person charge. This is currently being pursued and will be brought back at a future meeting.
- **Columbia County Sheriff Report:** Report was reviewed, questions on truck traffic on Second Street and violations against bars. The clerk reported that none of the issues with bars have been brought to her attention so no points have been administered.
- **Columbia County Supervisor report:** report was reviewed and no questions asked.
- **Clerk Report:** report was reviewed no questions asked.
  - **Receipts** – report was presented and reviewed; question on Wendt being monthly or quarterly charges; they are quarterly.
  - **Financials** – reports were presented and reviewed; no questions asked.
- **DPW/Administrator Report** – Report was reviewed. Discussion on Well #1 and where we are at; working on draft developer agreement with Foote – this will be coming to a meeting in the near future and discussion on the PCAC refunds and letter that will need to go out with those.

**OLD Business**

**ATV/UTV Bond Amounts**

Clerk/Treasurer Becker worked with Lt. Menard on a list of violations for ATV/UTV usage and brought the list to the board to set bond amounts.

**MOTION Babcock/Abrath** to set all bond amounts at \$155.50. Motion carried unanimously.

**NEW Business**



**Parade Permit – Pardeeville Homecoming**

The parade permit for the High School homecoming was submitted for approval.

**Motion Balisger/Chapman to approve as presented. Motion carried unanimously.**

**Resolution 21-R11 Resolution to create TIF District #2**

The TIF plan was presented at the last meeting and reviewed at this one. This is a 20-year mixed use TIF and expenditures will need to be completed within 15 years or by year 2036. It was noted that not all projects in the plan need to be completed this is just a general list.

**Motion Abrath/Haynes to approve the resolution as presented. Motion carried unanimously.**

**Eminent domain – 525/527 Breezy Point Drive**

Salmon spoke on an issue at 525 and 527 Breezy Point and the right-of way. Ms. Anthon was contacted to see if we can acquire a radius of the driveway so that the neighbor and plow/utility vehicles can get to the south end of 527 Breezy Point Dr. Ms. Anthon has not replied to any of the letters and the attorney stated we could pursue eminent domain. Jake Dehne who is a co-owner of 527 Breezy Point was present and discussed the issues they have had with Ms. Anthon and accessing their property. He understood when they purchased the home there was some uniqueness to the property; but thought they could work things out. They have been threatened by Ms. Anthon when they have unintentionally cut the corner and come across her lot line. They have had issues getting deliveries to this property as well and hope the Village can obtain property to allow for the turn to be more accessible. Pufahl stated this has been an issue for years and that he is concerned that an ambulance or fire truck could not get back to the property at 527 Breezy Point. The question came up as to if we have approached the Palomba's about possibly obtaining 5' of property from them to extend the right-of-way. Salmon stated this conversation has not taken place and she is not sure how well it will go. They are very protective of their property leading to 527 Breezy Point Drive. Babcock stated that he does not feel this warrants eminent domain as He suggests we do our homework before pursuing as "we will not win." Concern was raised that this could cost the village a substantial amount of money if we do try and pursue it. It was decided that we should attempt to contact the Palomba's; pay for an appraisal and make a formal offer for a portion of that property. Salmon and Possehl will follow up.

No formal action was taken,

**CCEDC Financial request for 2022**

Clerk/Treasurer Becker provided the board with the information from the CCEDC requesting funding for 2022. It was stated that they have been asked to come spend time in the Village and it has never happened which is disappointing.

**Motion Abrath/Haynes to not provide any funding for 2022. Motion carried unanimously.**

**Accurate Appraisal contract renewal**

Accurate Appraisal is our assessor and the contract is up for renewal. They provided a 4-year plan and that was presented to the board Clerk/Treasurer Becker stated we have been happy with their service and they are good to work with.

**Motion Babcock/Holtan to approve contract renewal as presented. Motion carried unanimously.**

**Ordinance 30-265 Removal of trees**

Salmon wanted to bring this to the board and see if they would like her to pursue removal of dead/diseased trees on private property per the ordinance. It was pointed out that the ordinance reads removal must occur within 14 days of notification and questioned if that is reasonable. It was decided that those 14 days to arrange removal and contact the Village would be acceptable.

**MOTION Possehl/Holtan to pursue the issue per ordinance allowing 14 days for contracting of removal and contacting the office. Motion carried unanimously.**

**Approval of the bills**

The bills were presented for approval.

**Motion Holtan/Balsiger to approve the bills as presented. Roll Call Vote: motion carried unanimously.**

**Motion Possehl/Abrath to go into closed session under WI Stats. Sec. 19.85(1)(C) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility at 8:20 p.m. Motion carried unanimously.** Clerk/Treasurer Becker was asked to leave and Trustee Babcock assumed minutes. Shortly after, Administrator/DPW Salmon was asked to leave.

Utility Billing Clerk  
Clerk/Treasurer  
Administrator/DPW

**Motion Abrath/Chapman to return to open session and formally dispose of any items discussed in closed session at 9:11 p.m. Motion carried unanimously.**

**Motion Haynes/Babcock to defer any wage increases to the 2022 budget process. Vote 4/3 motion carried.**

**Adjourn:** The meeting adjourned by Possehl at 9:17 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 09/7/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, September 7, 2021**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, September 7th, 2021 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 Craig Trewartha, Ron Griepentrog, Joe DeYoung - MSA, Meg Roback – ADCI, Nicole Miller-IKWE, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Babcock/Abrath** to approve agenda as presented. Motion carried unanimously.

**Minute's approval:**

**MOTION Abrath/Holtan** to approve previous meeting minutes as presented. Motion carried unanimously.

**Comments from the Floor:** Ron Griepentrog was present to address the garage going in on Roosevelt St. concerned that it is a pole barn and that more thought should be placed on curb appeal in residential neighborhoods.

**Communications & Reports:**

- **Angie Williams Cox Library:** Trustee Chapman reported that masks are now required when entering the library. They are planning two author events; one on September 25<sup>th</sup> and the other on October 23<sup>rd</sup>. They will be having the ducts cleaned in September and yoga on the lawn is averaging 8 people per event. For holiday on the lake, they will be planning a book sale and next month they will start on the budget and employee wages.
- **DPW/Administrator Report** – Report was reviewed and discussion on rats located in the downtown area; Nicole from IKWE will be on later for review of the developer agreement for senior development; meeting with Steve Foote tomorrow to go over details of that developer agreement. Let everyone know that the PCAC refunds went out on bills and checks to those that are no longer customers; Robin, Utility & Billing Clerk, caught some that were to get a check that still owed us money so that was reversed and applied to their account. Many checks are coming back as undeliverable. The Utility commission meeting scheduled for Monday will be rescheduled so that Chair Babcock can be in attendance. MSA (for well,) PSE (electric study) and the rates will be on the agenda for that meeting. Salmon would like to invite the Board members to this meeting as well. Tentative date is Monday, October 4<sup>th</sup> at 4:30 p.m. Trustee Balsiger thanked Salmon for the pedestrian crossing signs on N. Main. Salmon spoke on the sidewalk issue at 330 N Main and that she has reached out to Senator Tammy Baldwin for assistance. Finally, discussion on pole contact fees and that Frontier has not been invoiced since 2017, we will be looking to back bill them for the years missed and that pole contacts are currently being verified by staff to make sure we are billing the correct amount. Charter was billed in 2020; however, numbers will be reviewed before we bill them in 2021.

## **OLD Business**

### **IKWE Developer agreement**

Nicole Miller from IKWE was online for the meeting and the development agreement was presented to the board for review. Discussion on the agreement and that changes should include the purchase price (whatever that amount may be). DeYoung stated that it may be best to give them the land and infrastructure due to the amount of increment they are looking to guaranty. Babcock stated that he would like to see that spelled out as well as identify what parcel or section of land this is referring to (what is their expectation of what they are getting to work with). The concept plan could be used as an exhibit showing that parcel 6 is what is currently being looked at as the gateway into 55 and older housing.

**MOTION Abrath/Haynes to conditionally recommend approval of the developer's agreement pending changes to include but not limited to: purchase price, acreage, exhibit of location, attorney and engineer approval as well as an in-person meeting on September 21, 2021.** Motion carried unanimously.

### **Senior Center - ADCI presentation with considerations**

Meg Roback with ADCI was present to go over the budget proposal as well as answer any questions on the project and what would need to be completed to send to bid. Roback stated the Village could bid the senior center only, 8 weeks to review plan set, best time to bid January/February, bids in by March with an April 1<sup>st</sup> start date. Other option is to bid the senior center with village offices, this would require some additional documentation that could be completed by February, again bids in by March and an April 1<sup>st</sup> start date. Haynes pointed out that the garage project came in low with all contingencies included – maybe this will too. Roback stated that they did not pump up the numbers and there is no magic garden to pull from to make this cost less. Abrath stated that the Village should eat the cost of the asbestos removal, cost of demolition and purchase as they were sold this on the presumption the building could be used as is. It was discussed and unfortunately decisions by the previous board are done and just looking to move forward. Discussion on current available funds and the designated fund balances. Salmon mentioned the upcoming note for the 2022 street projects. Could include more to this loan. This led into discussion on designated funds and what should/should not be undesignated which is the next item on the agenda.

**MOTION Abrath/Holtan to proceed to bid Senior Center w/offices as bid alternate and optional features as alternates. Roll call vote: motion carried with Possehl opposed.**

### **Discussion and possible action on designated funds**

The designated fund list was presented to the board. One of the accounts is General Fund office and if undesignated this amount could be used for the offices to be built along with the senior center. Discussion on un-designating all funds and putting back into general fund. Currently general fund is at 33% and fund balance policy is 35%. Salmon explained in her discussions with Ehlers; If we undesignated all it would put us at 52% and Ehlers stated this would be good, should we go to bond in January/February. Ehlers plans to be here mid-October.

**MOTION Abrath/Posshel to undesignated all \$361,982. Motion failed with Abrath and Possehl in favor and Chapman, Haynes, Balsiger, Holtan and Babcock opposed.**

**MOTION Haynes/Holtan to reduce funds by \$261,982 going through each one individually; leaving \$100,000 as designated. Schedule of designated funds can be obtained from the office. Motion carried with Abrath opposed.**

## **NEW Business**

### **Resolution 21-R13 exemption from County Library Tax**

This is an annual resolution that is required when the Village gives more than the county requires. The resolution was presented to the board for approval.

**MOTION Babcock/Haynes to approve the resolution as presented. Motion carried unanimously.**

**Revision to ordinance 22-155 Noise Limits**

This was revised by the public protection committee as it was determined our limits were too low and not practical. Raising the limit should alleviate some of the complaints that are received. Revisions were reviewed and compared to current.

**MOTION Holtan/Balsiger** to approve revisions to ordinance 22-155 Noise Limits. Motion carried unanimously.

**Large item collection - additional dumpster and mid-day empty on Friday.**

The large item collection is scheduled for Friday, September 17 and possibly Saturday the 18<sup>th</sup> if dumpsters are not full. It was suggested that we get 2–30-yard dumpsters and have them dumped to allow residents to discard more garbage. The contract calls for 1 dumpster so there is cost involved with having 2 as well as the extra dump. The fees will be around \$500.00

**MOTION Holtan/Babcock** to approve the second dumpster and mid-day empty on Friday. Roll call vote: Motion carried unanimously.

**Pardeeville EMS assessment amendment**

The EMS currently assesses members based on equalized value. They would like to go to a per capita system which would more accurately represent what each member municipality should be paying based on population. They save people not structures. The amendment along with per person charge was presented to the board for review.

**MOTION Balsiger/Holtan** to approve the EMS assessment amendment. Roll call I vote: motion carried unanimously.

**Pardeeville EMS 2022 Budget**

The 2022 proposed budget was presented to the board for review. They showed it with both the equalized value and new per capita assessment should that pass all members.

**MOTION Holtan/Balsiger** to approve the 2022 EMS Budget. Motion carried unanimously.

**Presentation of the bills for approval****MOTION**

**Abrath/Balsiger** to approve the bills as presented. Roll call vote: motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 9:20 p.m.

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Jennifer Becker, Clerk/Treasurer  
Approved 09/21/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, September 21, 2021**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, September 21, 2021 the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also, present were: Craig Trewartha, Detective Mark Smit, Michelle & Steve Foote, Michelle Lickness & Nicole Miller - IKWE Development, Joe DeYoung – MSA; Jennifer Becker – Clerk/Treasurer, and Erin Salmon – Admin/DPW.

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

**Agenda Approval:**

**MOTION Abrath/Balsiger** to approve agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Babcock/Abrath** to approve the previous meeting minutes. Motion carried unanimously.

**Comments from the Floor:** None

**Communications & Reports:**

- **EMS Report:** Trustee Abrath reported things are going well. The ambulance is on a 5-year replacement plan so they will be looking at a new one (currently on a 2-year delivery schedule). The assessment change was approved by all members. They are working with UW on getting a director so they can go paramedic.
- **Columbia County Sheriff Report:** Report was reviewed, no question asked. Trustee Babcock mentioned that there are traffic issues during school hours at LaFollette St. and Main; asked if more could be done to watch this area.
- **Columbia County Supervisor report:** no report.
- **Clerk Report:** report was reviewed no questions asked. Budget training session will be held Tuesday, September 28<sup>th</sup> at 4:30 p.m.
  - **Receipts** – report was presented and reviewed; no questions asked.
  - **Financials** – reports were presented and reviewed; questions raised on the library budget and the role of the Village Board. It was explained that the library asks the board for funding which they approve an amount but the board does not have any say in the budget or wages for the library. That is determined by the Library Board. There may be some confusion on this and it was suggested that the Village talk with the library to try and answer any questions.
- **DPW/Administrator Report** – Report was reviewed. Discussion on the Lake Street Project; 10-year dam inspection shows problems with the seawall which will have to be addressed. Received a response on the request for a meeting with Legislative team and the DOT on 330 N Main – once a date is set will let the board know as the more involved the better. Working on development agreements and starting on the budget.

**OLD Business**

**IKWE Development Agreement.**

Jaybird Management was online to go over what they offer. They would be the management company that would be involved with the new senior housing development being proposed. They have a facility in

Stoughton and would like to invite the board to come and take a tour. The info will be provided to Erin and she will send into the board. IKWE would be an investor in the project and they are still working on securing more investors. Nicole provided information and a project outline with costs and payback was presented to the board. Questions raised which road (s) would have to be done in order to provide access to the area this is being proposed for. Joe DeYoung stated we need to address the lift station and then would determine the best way to get access. There is interest in other areas of the development so the more we get done now the better off it will be for future development in this area as well. IKWE would like first right of refusal on the area that is proposed for 55+ independent living. They are also asking for \$20K upfront as an initiation fee agreement to get started on securing the LLC for the project and architects. This is basically a loan that will be paid back. Question raised on if there would be an offer to purchase and yes that will come once IKWE is given the first offer to do so.

**MOTION Abrath/Holtan to move forward with the developer agreement, incorporating the initiation fee agreement and bring back to next meeting. Roll Call Vote: motion carried unanimously.**

#### **Foote Developer Agreement**

Steve and Michelle Foote were present with their plan for the area off Vince St and to go over the development agreement. Steve explained these are similar plans for a project in Waupun. Question on how long the plans will take for approval and he stated these should not need state approval. They are excited about the project and as of now looking like it will start in the spring. There would be no initiation fee for their agreement just a couple minor changes with names.

**MOTION Haynes/Balsiger to move forward contingent on attorney approving changes. Roll Call Vote: motion carried unanimously.**

#### **NEW Business**

##### **Rocky Run Riders Snowmobile Route**

for 2021-2022 season can stay as is. Now that there is potential a change will have to be made going forward. This was planned to be discussed early in 2022 but since its moved forward now it was requested that a meeting between them and the Village takes place to see what can be done as we do not want to lose their route/business that comes into town.

**Motion Babcock/Abrath to approve route for 2021-2022 season. Motion carried unanimously.**

#### **Approval of the bills**

The bills were presented for approval.

**Motion Holtan/Balsiger to approve the bills as presented. Roll Call Vote: motion carried unanimously.**

**Adjourn:** The meeting adjourned by Possehl at 8:35 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 10/5/21

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, October 5, 2021**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, October 5, 2021 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 except Haynes. Also, present were Rick Wendt, Barry Pufahl, Joan Foster and Nicole Miller-IKWE, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Abrath/Holtan** to approve agenda removing item A under new business as this was tabled at Plan Commission. Motion carried unanimously.

**Minute's approval:**

**MOTION Holtan/Balsiger** to approve previous meeting minutes with one typo correction. Motion carried unanimously.

**Comments from the Floor:** Bob Abrath excused himself from the board and wanted to discuss the Electric Utility that had been brought up the night before at the Utility Commission meeting. Our utility is publicly owned, meaning each and every resident is part owner in the utility. It's a great reliable resource for our community. He had discussions with a couple of residents about it and they would not be in favor of selling the utility. Owning our own utility gives us greater control over response time and repairs; as well as provides a \$60K to the general fund that would need to be made up. Also need to be aware if bringing up these items & the message of moral it sends to our employees & the stability. Will not support paying for a study.

**Communications & Reports:**

- **Angie Williams Cox Library:** Joan reported that they would be having a meeting on Thursday; contests in October include pumpkins and candy! They are still doing free Yoga on Thursday's and this will continue inside once the weather is not conducive to being outside.
- **DPW/Administrator Report** – Report was reviewed and discussion on the national retailer that has been in town and working with Salmon on a potential location. Lake Street project is moving forward there have been some hiccups and lead lineman has been working on changes to help save money. Follow up with Holtz Builders and Nicole stated they would be meeting with them tomorrow. Question raised as to if a tree would be put back in the Village lot where it was removed – Salmon stated that in discussion with the crew and Trustee Haynes it would be best not to place a tree or shrub there; she has been in discussion with the Garden Club on potential metal art but it was placed on hold due to budget.

**OLD Business**

**IKWE Developer agreement**

Nicole Miller from IKWE was here to follow up on the visit that the board had with the Jaybird facility in Stoughton as well as answer any questions on that or the developer agreement. Question raised as to if Pardeeville can afford this type/cost of living. Miller stated that they run numbers and determine what costs will work for residents in this area, it may not be the same as the Stoughton facility but it will be



numbers that work and make sense for this community. Another question was raised on Staffing? Will we be able to get the staff needed since everyone is hurting for staff including the hospital? Miller stated that currently the facility in Stoughton has had good employee retention and they provide an environment the employees enjoy and pride themselves on that. Miller then stated she was meeting with Holtz builders on Thursday and has met with Weis Builders out of Minnesota already. They like the use of local contractors and Salmon will provide a list of local contractors & she'll reach out to them as well; anticipating a spring start. Miller asked if the Village would consider a 4-story building and by ordinance we can go up to 5. Rick Wendt asked about stats on Fire and Miller will look into that and EMS and follow-up. There was one change to wording on the developer agreement under section I6 and that was read to the board regarding special assessment of sidewalks.

**MOTION Abrath/Chapman to approve developer agreement with the changes under I6. Roll Call Vote:** Motion carried unanimously (Haynes absent).

#### **IKWE First Right of Refusal agreement**

Ikwe would like the first right of refusal on the area shown for 55 & older condos. Miller stated they would most likely look at 4-plex units with basements if needed that could be both owned or rented out as there is a need for both. This would be for 6.4 acres of area 7 as noted on map from 9/21/21.

**MOTION Babcock/Holtan to approve the 1<sup>st</sup> Right of Refusal document. Roll Call Vote:** Motion carried unanimously (Haynes absent).

#### **Foote Developer Agreement**

Steve and Michelle Foote were not able to attend the meeting but the revised agreement changing the name of M&M Contractors to Pardeeville Ventures LLC was presented to the board.

**MOTION Abrath/Balsiger to approve the Foote developer agreement. Roll Call Vote:** Motion carried unanimously (Haynes absent).

#### **NEW Business**

##### **Halloween Trick-or-Treat**

**MOTION Babcock/Balsiger** to approve trick-or-treat hours of 4-7 on October 31<sup>st</sup>. Motion carried unanimously.

#### **Resolution 21-R14 establishing wards for the Village of Pardeeville**

Clerk/Treasurer Becker worked with the information from the county to update our ward maps for redistricting. The resolution and map showing our 3 wards was presented to the board for approval.

**MOTION Abrath/Holtan** to approve resolution and map as presented. Motion carried unanimously.

#### **Special Events Review Application – Chandler Park Holiday Lights**

The special events review application for this years' Chandler Park Holiday Lights was presented to the board for approval.

**MOTION Balsiger/Abrath to approve as presented.** Motion carried unanimously.

#### **Yard Waste Site Relocation**

The yard waste site will need to be relocated for the Foote (Pardeeville Ventures LLC.) development no later than early spring of 2022. Salmon presented 2 possible sites: look into the area behind the EMS building or the area South of Schneider Street and this is part of the development concept and may have to be moved again at some point. The area behind the EMS is better; however, we would need to look into purchasing that from the EMS and contact all members. Discussion on if we want to invest the money to have to move more than once and what it will cost to move. The current site cost us around \$10K. Salmon stated she considered moving the existing fence to the garage and trees to various parks; it was suggested maybe we wait and put these at the EMS site (should that be approved) in order to create a cover of the site.

**MOTION Balsiger/Chapman to have Salmon pursue the EMS site and report back on October 19<sup>th</sup>.**

Vote: Motion carried unanimously.

**Digger Derrick Recommendation**

The Utility Commission had a discussion on the issues with the Digger Derrick truck the night before and the list of safety concerns and costly issues with the 27-year-old truck were presented to the board. The commission recommended that the Village look into fixing what safety issues they could while they look for a replacement truck. Concern raised that the issues could cost more than \$75K to fix; and do we want to stick that amount of money into a 27-year-old truck.

**MOTION Babcock/Abrath to table until November 2<sup>nd</sup> meeting when more information on a replacement truck can be obtained.** Motion carried unanimously.

**Rate Case for Electric, Water and Sewer**

The Utility commission made the recommendation to proceed with a conventional rate case for electric; and a 3% increase for the Water & Sewer. The Water & Sewer will be effective with the January 2022 bills and electric will be once the rate case is completed.

**MOTION Babcock/Abrath to proceed with the recommendations from the Utility Commission.** Motion carried unanimously.

**Presentation of the bills for approval**

**MOTION Holtan/Balsiger** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

**Budget Worksheets – 1<sup>st</sup> draft of all funds and capital improvement plan**

Salmon presented the board with the first draft of the budget worksheets for General, Electric, Water and Sewer funds for review. We will not go through line by line tonight and we are still waiting on some numbers but please review and bring any questions to the next meeting.

**Adjourn:** The meeting adjourned by Possehl at 9:20 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 10/19/21

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, October 19, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, October 19, 2021 the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also, present were: see list attached for residents; Becker – Clerk/Treasurer, and Erin Salmon – Admin/DPW.

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

**Agenda Approval:**

**MOTION Abrath/Holtan** to approve agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Babcock/Balsiger** to approve the previous meeting minutes. Motion carried unanimously.

**Comments from the Floor:** None

**Communications & Reports:**

- **EMS Report:** Trustee Abrath reported they are busy, 2 paramedics, working with UW on Bolsinger medical director so they can go full paramedic.
- **Columbia County Sheriff Report:** Report was reviewed; Sgt. Haueter was present to answer any questions. Speed at the arteries of the Village was brought up – he stated we may be able to get a speed board – will look into. No other concerns at this time.
- **Columbia County Supervisor report:** Supervisor Pufahl was present and stated that most work right now is on the budget; county meeting tomorrow at 7:00 p.m. and public input welcome; if you know anyone looking for work have them check out the county website – many jobs with covid pay and sign-on bonus.
- **Clerk Report:** report was reviewed no questions asked.
  - **Receipts** – report was presented and reviewed; question on the number of shelter reservations – clerk reported they were up this year!
  - **Financials** – reports were presented and reviewed; no questions asked.
- **DPW/Administrator Report** – Report was reviewed. Discussion on MSA working on CSM's for the development agreements; How did the meeting with DOT go on N. Main St. – Salmon reported it went well, there is a plan but she wants more information before they move forward with it; Digger Derrick on the agenda; issue with cats on the agenda; Salmon presented Clerk/Treasurer Becker with her WMCA Clerk Certification.

**OLD Business**

**Well #1**

Brad Stuczynski with MSA was online to discuss Well #1 in more detail following the PUC meeting earlier in the month. A summary of events and costs were presented to the board. It was learned earlier in the day that the DNR will NOT require us to do sequestering at Well #2 & 3 therefore eliminating a cost of \$70K from the blended Phosphate option. Well #1 can only be used in a fire event at this time; moving forward with development and growth we will have an issue as this will not accommodate the potential growth. Haynes asked what happened to the idea of the blended phosphates that was approved previously. It was explained that when an update came back there was the potential for the DNR to make us treat Well #2 & 3 also that the cost had gone up – in the end with no guaranty that doing this or

any of the treatment options would fix the problem with well #1. Therefore, the committee stated they recommended we do nothing at this time as we need more time and information to determine what the best course of action is. Stuczynski pointed out that after learning the DNR would not require us to treat Well #2 & 3; reducing costs; that he wanted to bring this information to the board. Cost for a new well would be \$1.5-2 Million and could take 2-4 years to complete.

**MOTION Babcock/Haynes to have another joint meeting with PUC and VB to discuss and compare all options at a date to be determined. Motion carried unanimously.**

#### **Digger Derrick**

The board met at 6:00 p.m. with Matt Wedig from Utility Sales and Service to view the current issues with our digger derrick truck. Met outside to view the biggest safety issue, rust of the frame. Matt said they would provide more inspections. Salmon suggested tapping into MEUW if our truck became unusable. The inspection report was presented to the board for review. Discussion on what a new truck would cost along with potential timeframe to receive; as well as can our current truck be serviced to get us by. Costs to service are quite significant but it could be an option. Babcock expressed concern over the safety of the current truck and stated that since we are aware of the issues it is best to take the truck out of service. Board asked Mowery what model truck the crew would like and he stated the one we have researched and were viewing (that is currently on order for Waunakee) would be the best option for us as well. Babcock stated he would like to see us get 2 bids; further discussion to proceed with low bid.

**MOTION Abrath/Holtan to bond the cost of a new truck up to 325K and take the current truck out of service – looking into options to lease a truck or any other mutual aid options as we wait for new truck. Roll Call Vote: Motion carried unanimously.**

#### **Yard Waste Collection Site**

This was discussed at the previous meeting and bring brought back for more direction. Salmon contacted all the EMS Commission members and was able to confirm with all but 1 (Town of Springvale) that they would entertain the idea of the Village purchasing part of the property to move the yard waste site. Some boards were bringing up at meetings to see how their municipalities felt about it and would report back. Estimated cost to move site will be around \$10-12K in addition to cost of land.

**MOTION Chapman/Holtan to continue moving forward with potential purchase and table decision to a future date when more information can be obtained and presented. Motion carried unanimously.**

#### **NEW Business**

##### **Pardeeville Car Show request for 2022**

Members of the planning committee were present to discuss a request to have a motorcycle stunt show in 2022. The flyer of the twins who perform this act was presented to the board. They are the only twin stunt team in the world and have a huge following everywhere they go. They have their own insurance on top of what the car show provides so no concerns there. Thoughts on where to have this were the street area by the volleyball court – however not large enough. They would like to see this take place in the Village lot by the small ball diamond. They would propose 3 performances of 20-25 minutes each.

**Motion Babcock/Abrath to approve stunt show to take place during Pardeeville Car Show in 2022. Motion carried unanimously.**

##### **Waive fee for use of boardroom for Holiday on the Lake – Saturday, November 6**

Sarah Killoran is planning the vendor event for Holiday on the Lake and has requested use of the boardroom with the fee waived for the event. Discussion on if we do this for one group would we need to do for all; do they charge vendors to exhibit their items – yes and that the fee to use the room is too high.

**Motion Abrath / to charge ½ price for the day. No second motion failed. Cost to use room will be brought up at a future meeting.**

#### **2022 Contribution to the Library**

The Library presented the board with a detail of where their funding comes from and where they are at in regards to funding out of all the libraries in Columbia County. Many members of the library board as well as the employees were present to discuss what the needs of the library are, why they feel they are underfunded, explain what the endowment board can help with and point out that our library is a vital element to the community. Jason LeMay – President of the Library Board stated they were looking for more funding to assist with operational costs as the endowment board can only help with building maintenance. Margo Pufahl – Treasurer of the Library Board stated they are asking for \$100K from the Village in 2022 and that does not cover the cost of wages and benefits. Members raised concern over the library wages and that we are not competitive – discussion on providing a wage study to solidify concerns. There is a project scheduled to update the office in the library and the endowment board will pay for that. The library also has some funds at South Central and in CD's that is set to be used for special projects.

**Motion Balsiger/Haynes to provide the library with \$87,500 for 2022 and request that a wage study be provided to the board for future considerations. Roll Call Vote – motion carried with Possehl opposed.**

#### **Cats on Elliott Street**

The office has once again been made aware of an issue of numerous cats on Elliott St. This has been an ongoing issue and no good solution has been found. The attorney was consulted and it was suggested when noticed and documented that there is an excessive number of cats at one residence that exceeds ordinance a citation should be issued. Discussion on the Humane Society contract which is going up significantly due to the number of cats the Village approves to be sent there and if it's required to pay for this service. The clerk and office assistant will look into what other communities are doing and report back to the board.

**Motion Haynes/Abrath to discontinue with humane society contract of a per animal cost if other municipalities do not provide the same service and continue to site ordinance violations and contact PETA on living conditions for these cats. Motion carried unanimously.**

#### **Approval of the bills**

The bills were presented for approval.

**Motion Holtan/Balsiger to approve the bills as presented. Roll Call Vote: motion carried unanimously.**

#### **Pardeeville Fire District Assessment and Budget for 2022**

The Pardeeville Fire District budget and Village assessment amount were presented to the board for discussion. Member of the fire district were present to answer any questions. None were raised, assessment increase minimal for 2022 – however with the potential development in the Village the district may need additional funding for required new equipment and they ask the Village to assist with cost and working with neighboring municipalities on this as it moves forward.

**Motion Babcock/Holtan to approve assessment as provided. Motion carried unanimously.**

**2022 Budget questions/changes** – The 2022 budget for each fund was presented to the board. They began discussion on the overage and going thought wants and needs. Some fund cuts were suggested in the general fund which is the largest overage we are showing Salmon pointed out that even with the overage, at this time we have reserve funds available to cover. Haynes concerned that if we are over every year at some point, we have to cut as the reserve will not be there. Decision to table this topic and have a special meeting on Wednesday, October 27<sup>th</sup> at 5:30 p.m.

**Adjourn:** The meeting adjourned by Possehl at 11:20 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 11/2/2021

**VILLAGE OF PARDEEVILLE  
PARDEEVILLE VILLAGE BOARD MINUTES  
Village Hall – 114 Lake Street, Pardeeville  
Tuesday, November 2, 2021**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, November 2, 2021 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 Craig Trewartha, Linda Possehl, Greg Morrissey – MEUW, Tim Heinrich – MEUW, Rick Wendt, Gene Buzzell, Leonard Knadle, Scott Bock, Amanda Twombly, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Babcock/Haynes** to approve agenda removing item A under old business; will be moved to a special meeting on Monday, November 2, 2021 at 6:00 p.m. Motion carried unanimously.

**Minutes approval:**

**MOTION Holtan/Balsiger** to approve previous meeting minutes. Motion carried unanimously.

**Comments from the Floor:** None

**Communications & Reports:**

- **Ordinance violation report** - Updated report was presented to the board. We have not had our regular day shift deputy and so follow-up has been slow. Hoping to get back on track soon or with new deputy at the turn of the year.
- **DPW/Administrator Report** – Report was reviewed and discussion on upgrade to the substation and gathering information on the transformer from Reedsburg; looking at a potential cost of \$30K for the transformer and \$10K for the regulator. Discussion on cats and humane society contract – this was addressed at the last meeting. Salmon wanted to point out that there is a change in the work being requested at 330 N Main with the DOT and curb modifications and flume will occur this year. We will not have to pay for this. Final item was a retirement gift for an employee; board requested this come back at the next meeting as an agenda item.

**Special Presentation from Greg Morrissey and Tim Heinrich of the MEUW on the benefits of Public Power.**

**NEW Business**

**Spectrum Phone and Internet services for all Village locations**

Clerk-Treasurer Becker has been working on proposals for new phone and internet service. Rhyme came out and provided a proposal for phones at a cost of more than \$13K and would still need internet service from one of the local providers. Spectrum provided a 5-year phone plan and internet services with guaranteed cost for 1-year. Switching to Spectrum could save the Village close to \$4K annually (1<sup>st</sup> year – if internet would go up then cost savings would go down if we would need a 2<sup>nd</sup> landline at the sewer plant for the scada). Discussion on if we got references from anyone using the service -not yet but could before we move forward.

**MOTION Babcock/Haynes** to have clerk look into references, find out internet costs and if comfortable with responses Clerk and Village President can move forward. Clerk stated she would follow up with everyone. Motion carried unanimously.

### **Electric Fund Meters**

Salmon stated we have expenses budgeted in 2021 which may not take place until 2022 due to supply issues and would like formal approval to carry over funds not used into 2022 budget. For electric right now, we are looking at \$17,671.

**MOTION Possehl/Abrath to proceed with carry forward of unspent funds for electric meters.** Motion carried unanimously.

### **Water Fund Meters**

Just as in the case with Electric, we have funds budgeted for water meters in 2021 and may not receive them until 2022. Requesting carry forward of unspent funds to be determined at year end.

**MOTION Possehl/Abrath to proceed with carry forward of unspent funds for water meters.** Motion carried unanimously.

### **WWTP Facility Plan Expense Carry forward.**

Salmon stated we also have work on the WWTP Facility plan that will need to be completed in 2022. As of right now, amount to carry forward is \$33,234.

**MOTION Abrath/Holtan to proceed with carry forward of unspent funds for WWTP Facility Plan.** Motion carried unanimously.

### **Presentation of the bills for approval**

**MOTION Abrath/Balsiger** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

Note: COLA cannot be discussed in closed session – this item will be moved to open session upon motion to leave closed session.

**CLOSED SESSION** under WI Stats. Sec. 19.85 (1)(c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion JT/Abrath at 7:28 p.m. **Roll call vote:** motion carried unanimously. Chapman was selected to take minutes and the Clerk was asked to leave.

- a. Employee annual performance evaluations
- b. Merit Increases

**Motion Balsiger/Holtan** to return to open session to formally dispose of any issues discussed in closed session at 9:52 p.m.

**Motion Haynes/Babcock** to accept merit schedule as presented with changes to Clerk/Treasurer (2%) and Administrator/DPW (1%). **Roll call vote:** motion carried unanimously.

**Motion Possehl/Balsiger** adopt wage steps as presented with the exception of Clerk/Treasurer (\$1.75) Split all step increases as a January 1<sup>st</sup> and July 1<sup>st</sup> implementation. Schedule of wages and dates as attached. **Roll call vote:** motion carried unanimously.

**Motion Haynes/Balsiger** to only do chip seal road work projects for 2022. Discussion on bidding for projects. **Roll call vote:** motion carried with Possehl opposed.

**Adjourn:** The meeting adjourned by Possehl at 10:39 p.m.

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Monday, November 22, 2021, at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Monday, November 22, 2021, the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also present were: LuAnn Kampen, Rhonda McGuire, Margarete Worthington, Bob & Kris Wentworth; Kristi Fehrman, Terry Faulk, Barry Pufahl, Ed & Sue Gallagher, Nicole Miller with IKWE; Jon Cameron & Lisa Trebatoski with Ehlers, Jennifer Becker – Clerk/Treasurer, and Erin Salmon – Admin/DPW.

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

**Agenda Approval:**

**MOTION Babcock/Balsiger** to approve agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Abrath/Babcock** to approve the previous meeting minutes from October 27th, November 2nd, November 8<sup>th</sup> joint meeting with PUC and November 8<sup>th</sup> Village Board special meeting with change to wage schedule from November 2<sup>nd</sup> (remove increase at retirement for lineman).

Salmon inquired as the motion at the last meeting was to approve the wage schedule as presented, with the exception of two changes to Becker and Salmon and the step increases for all to be in phases (no mention in the motion of the change to lineman). Haynes indicated there may have been confusing before going in to closed session (before Salmon was excused). Salmon brought up the Wage Schedule that was used in closed session and reminded the Board that before she was excused from that portion of closed session, she pointed out that area of the spreadsheet, indicating the unique area of the document. Open discussion on the matter over removal of the increase when the lead lineman retires and the current lineman takes the lead. Motion carried unanimously.

**Comments from the Floor:** Barry Pufahl would like the Village to send a thank you to Deanne Sasak for assisting with taking care of Jenny Wren Park.

**Communications & Reports:**

- **Angie Williams Cox Library Report** – Trustee Chapman reported that at the last meeting the budget was discussed; they are grateful of the additional amount given by the Village; check out there Facebook page for the many events they are offering; collecting recycled bags for a bench.
- **EMS Report:** Trustee Abrath reported all EMS departments in the area are shorthanded; however, Pardeeville is doing ok with staffing. They have been very busy and are always looking for people – will pay for training and schooling needed. Working with Town of Pacific and Village of Cambria to try and extend services and agreements.
- **Columbia County Sheriff Report:** Report was reviewed; Sgt. Haueter was present to answer any questions. Trustee Babcock pointed out one item regarding a renter leaving their cats; an example of what can happen and why we are bringing back discussing the Humane Society Contract again. Discussion on alternate side parking and the holidays – unless a concerning snow fall, consideration to be more lenient during these times for citations.



- **Columbia County Supervisor report:** Supervisor Pufahl was present and stated the budget had passed. He had a copy of the 280-page budget should anyone be interested in reviewing it.
- **Clerk Report:** report was reviewed no questions asked.
  - **Receipts** – report was presented and reviewed; Clerk pointed out the grant received from the League for the park in the amount of \$1700. Salmon suggested the funds could be used towards replacement of the water fountains that were destroyed from vandalism.
  - **Financials** – reports were presented and reviewed; asked if there were any items to be pointed out – Clerk/Treasurer stated we have been keeping everyone up to date throughout the budget process.
- **DPW/Administrator Report** – Report was reviewed. Nicole Miller from IKWE joined remotely as there had been a meeting between the Village, MSA, IKWE and the Attorney on how to have the senior center and senior housing facility be adjoined but owned independently. Attorney Johnson suggests we move forward with a condominium association agreement and if the board is open to it; will be discussed at the next meeting in December. Next was discussion on the street sweeper in need of repair. Salmon reported cost of repair and new sweeper, recommends at this time we look into repair and have utilized the Village of Wyocena for assistance in the meantime. At the request of a trustee; Salmon met with Scott's Construction and had them quote out the maintenance type of roadwork shown on the 2022 project schedule. She has also given them our PASER ratings to see what they could do as far as pricing on an entire program. Currently they are higher than the County; however, they offer a warranty, value added services (PR) and more flexibility. Salmon recommends we utilize the county in 2022; but consider looking into Scotts for chip seal and crack fill work, while still utilizing the County for mill/overlay and paving work going forward.

### **OLD Business**

#### **Humane Society Contract**

After discussion on cancelling contract for 2022 this item was brought back for further consideration. Costs of contract over the years as well as what is charged for pet licensing was presented to the board. The Humane Society will not take dogs unless there is a contract in place and that is in a situational basis. In 3 years, we have only had 1 dog from the Village have to go over there. Residents were present to discuss the cat problem we have in town and ideas for how to curb the strays. It was suggested we form a task force to take up a cat management program and many were in favor of this. Residents feel people are dumping their cats in the park with the assumption they will find a home; consider a sign that states anyone found dumping a cat will be fined. Further discussion on raising pet licensing fees; getting residents to license their cats; and asking the local vet for a discounted fee to spay/neuter stray animals. One other suggestion was to have a humane animal officer on staff to assist with catching animals and making sure they are getting spayed/neutered to control the population. All of these items can be considered by the group formed over the next several months.

**MOTION Chapman/Balsiger to put 2022 contract back in place and in the budget. Motion carried unanimously.**

#### **Yard waste site relocation**

In working with the EMS Commission on the possibility of relocating the site to their property; the commission wanted to know if the Village would consider leasing the land vs. purchasing it. There would need to be an agreement in place stating the Village could recover the cost of improvements made should down the road the EMS Commission would need to cancel the lease. This will be worked out and presented to the board at a future meeting should they be open to the idea of leasing.

**MOTION Balsiger/Abrath to pursue the use of the EMS location and work on a lease agreement should the Commission approve at their next meeting. Motion carried unanimously.**

### **Spectrum phone and internet for Village locations**

This was brought back as the cost was adjusted to cover headsets for office staff and determine increase after the 1<sup>st</sup> year of contract for internet. Costs and estimated cost savings were provided to the board.

**MOTION Possehl/Chapman to move forward with Spectrum services. Motion carried unanimously.**

### **NEW Business**

#### **Ehlers presentation on projected borrowing for projects in 2022**

Jon Cameron and Lisa Trebatoski from Ehlers were present to provide information on what another borrowing would look like for 2022 with the infrastructure projects needed for the developments as well as the electric derrick truck and phase 1 of the electric substation improvements. They provided information on the Villages borrowing capacity as well as options to defer principal payments (not interest) until the developments take off. Should we move forward we would be looking at a pre-sale report in the Spring, resolutions for borrowing and preliminary authorization in March and a sale in April. This would allow for the Village to receive funds by May. Discussion on costs for the road projects and when phases are scheduled to be completed. Trustee Abrath pointed out that after a discussion with DeYoung from MSA we should pursue phase I and then see where things go; before we jump into phase II.

**For discussion/information only no formal action taken.**

#### **Approve Village 2022 Levy amount**

The Village levy was presented to the board; a .94% increase over 2021.

**Motion Abrath / Possehl to approve 2022 levy amount. Roll call vote: Motion carried unanimously.**

#### **Approve the 2022 Village General Fund budget**

The budget was presented; changes to public works equipment to cover sweeper repair and add back the Humane Society contract.

**Motion Babcock/Abrath to approve Village 2022 general fund budget. Roll Call Vote – motion carried unanimously.**

#### **Approve the 2022 Electric utility budget**

The budget was presented; removed the increased wage for the lead lineman transition roll (2,100 hours which would have been effective 01/14/22) in the budget.

**Motion Abrath/Holtan to approve the 2022 Electric utility budget. Roll Call Vote – motion carried unanimously.**

#### **Approve the 2022 Water Utility budget**

The budget was presented; changes to equipment expense to cover sweeper repair.

**Motion Abrath/Possehl to approve the 2022 Water utility budget. Roll Call Vote – motion carried unanimously.**

#### **Approve the 2022 Sewer utility budget**

The budget was presented; changes to equipment expense to cover sweeper repair.

**Motion Holtan/Abrath to approve the 2022 water utility budget. Roll Call Vote – motion carried unanimously.**

#### **Approval of the bills**

The bills were presented for approval.

**Motion Abrath/Babcock to approve the bills as presented. Roll Call Vote: motion carried unanimously.**

**Adjourn:** The meeting adjourned by Possehl at 9:37 p.m.

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Jennifer Becker, Clerk/Treasurer

Approved 12/7/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, December 7, 2021 at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday, December 7, 2021 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 Craig Trewartha and Brad Servin – ADCI, Nicole Miller - IKWE, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer.

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

**Agenda Approval:**

**MOTION Abrath/Holtan** to approve the agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Holtan/Abrath** to approve previous meeting minutes. Motion carried with Haynes opposed.

**Comments from the Floor:** Trustee Babcock asked for a moment of silence to honor Ernie Wolfe who had been an employee of the Village and active member of the community.

**Communications & Reports:**

- **Ordinance violation report** - Updated report was presented to the board; no questions or comments.
- **DPW/Administrator Report** – Report was reviewed and discussion on the costs associated with the Electric rate case - should we utilize WPPI or the PSC? Either way there will be costs associated that have not been budgeted so once the commission makes a determination, we can do a budget amendment. Salmon presented graphs created by the utility billing clerk and posted on the website that show our rates in comparison to those of other municipalities for electric, water and sewer charges. Babcock questioned Salmon on how the Digger Derrick truck went for service. How it was driven to the Fox Valley when it was not to be driven over 45 mph and who's responsible should something go wrong when it's out of the Village. Salmon stated that when Utility Sales & Service gets the vehicle; it then becomes their responsibility. Salmon will follow up. Discussion then moved onto the national retailer; the site they are looking at is the car wash site on S. Main St. Discussion on PETA and changes in information provided by Terry Foulk is different from what was provided to Salmon and Deputy Fleischacker.

**OLD Business**

**Senior Center design and direction**

Brad Servin with ADCI was present and Nicole Miller joined remotely to discuss the design concept for the senior center and senior living facility. The design being presented allows the senior center to be showcased in the northwest corner of the lot and also be attached with fire walls to the senior living facility. This is a 46-unit assisted living and 14-unit memory care building that will have its own common areas outside the senior center area. Having the buildings connected allows for better flow and design. The design presented will need a lot of 3.35 acres and allowed for more duplex units to the south. Discussion on what savings there is to the Village to construct this way – could be approximately \$100K just for the bid documents/design as its one package. Discussion on being publicly bid – if its bid separately then it would need to be, this could also create snags in building timelines and materials.

However, if we allow IKWE to bid the entire project then it would not have to be and we would buy back the senior center from them; there could also be less snags on building and materials being one contractor. Discussion then moved to the staffing and management agreement, that would need to be worked out but Jaybird would be running a 24-hour facility. How would this look? That is to be determined along with what would happen should things not work out. This would be looked at in a future meeting. Right now, we are looking at a decision to move forward with the schematic design and formulate a bid package. The Village would have the option to determine construction once bids come back and we know costs.

**MOTION Abrath/Possehl** to allow ADCI to proceed with design presented. Motion carried unanimously.

#### **Condo Association agreement**

A memorandum of how the condo association would work was drafted by the attorney and presented to the board. The agreement would be drafted by the Village attorney and brought back for all parties to review.

**MOTION Possehl/Haynes** to proceed with attorney drafting language for a condo association agreement with Pardeeville Senior Living. Motion carried unanimously.

#### **NEW Business**

##### **Approval of the 2022-2023 election workers**

List of workers was presented to the board. Balsiger pointed out an address error on the sheet which will be corrected by the clerk.

**MOTION Abrath/Haynes** to approve election workers for 2022-2023 as noted. Motion carried unanimously.

##### **Revision to ordinance 2-405 Residency and number of poll workers.**

The clerk pointed out a change to residency for poll workers (need to be county residents) and number needed to work an election. Changes were presented to the board for review.

**MOTION Babcock/Abrath** to approve changes as provided. Motion carried unanimously.

##### **Ordinance 2021-1207 which will be code #2-406 – Ordinance establishing split shifts for elections. 1<sup>st</sup> Reading.**

Clerk/Treasurer Becker learned that if we wanted to do split shifts for election day's we would need to have an ordinance on file. A draft ordinance was presented to the board for review. One typo was pointed out as a time listed should be a.m. instead of p.m. Question asked as to if the poll workers wanted this and the clerk stated that it has been brought up just not done yet. Would like the option moving forward with busy elections.

**No formal action taken.**

##### **Yard Waste Site collection agreement draft**

Trustee Babcock worked on a draft agreement for leasing property from the Pardeeville Ambulance District and it was presented to the board. A couple minor corrections were noted to the dates of the lease, amount and term and correct title of the district.

**Motion Babcock/Balsiger** to send to the EMS for their next district meeting for review. Motion carried unanimously.

##### **Presentation of the bills for approval**

**MOTION Holtan/Abrath** to approve the bills as presented. **Roll call vote:** motion carried unanimously.

**CLOSED SESSION** under WI Stats. Sec. 19.85 (1)(c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion Holtan/Chapman at 8:15 p.m. **Roll call vote:** motion carried unanimously.

Salmon was selected to take minutes and the Clerk was asked to leave.

a. Wage Compensation(s)

**Motion Babcock/Possehl** to return to open session to formally dispose of any issues discussed in closed session at 8:45 p.m.

No action resulting from closed session.

**Adjourn:** The meeting adjourned by Possehl at 8:45 p.m.

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Jennifer Becker, Clerk/Treasurer  
Approved 12/21/21

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, December 21, 2021, at 6:30 p.m.**

**Call to Order:** The regular meeting of the Village of Pardeeville governing body met on Tuesday December 21, 2021, the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also present were: Joe DeYoung – MSA, Nicole Miller – IKWE, Brad Servin – ADCI, Sgt. Darrell Ward, Jennifer Becker – Clerk/Treasurer and Erin Salmon – Admin/DPW.

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

**Agenda Approval:**

**MOTION Abrath/Babcock** to approve agenda as presented. Motion carried unanimously.

**Minutes approval:**

**MOTION Haynes/Abrath** to approve the previous meeting minutes. Motion carried unanimously.

**Comments from the Floor:** None

**Communications & Reports:**

- **Angie Williams Cox Library Report** – no meeting so no report.
- **EMS Report:** Trustee Abrath reported they have been extremely busy. Working on getting a new heater for the office and conference room. The yard waste site agreement with the Village is getting worked on, just been hard with the holidays and coordinating meetings with all members. If it does not get addressed yet this year it will be early next year.
- **Columbia County Sheriff Report:** Report was reviewed; Sgt. Ward was present to answer any questions. Trustee Babcock wanted to express the positive comments for having the Sheriff Department participate in Chandler Park Holiday lights and having the autism vehicle in the park. Trustee Haynes expressed thanks for the increased traffic patrol and stops. Definitely making a difference.
- **Columbia County Supervisor report:** Supervisor Pufahl did not have a written report and no comments to share at this time.
- **Clerk Report:** report was reviewed and only question was on recycling, are cereal boxes recyclable. Clerk will inquire and follow up.
  - **Receipts** – report was presented and reviewed; question on the tree charges and those are for trees removed where we split the cost with the homeowner.
  - **Financials** – reports were presented and reviewed and noted that there is one more month to report for 2021. Legal expenses, please list out going forward what is for Village (and what it pertains to), development and court fees.
- **DPW/Administrator Report** – Report was reviewed. Items discussed were the water issue at the school – someone mistakenly tampered with the bypass valve and it was not noticed. Upon realizing there was an issue, the valve was sealed and cannot be tampered with going forward. School will be back billed for the charges. Next Salmon pointed out the development at the East end of town where there is an eagle's nest – been in contact with DNR and Kath family to work on a way to proceed with development while protecting the nest. Lastly, discussion moved to downtown businesses and requirements to repair/remediate deteriorating issues. There has been some discussion on this in the past

and our ordinance could use some “buttoning up.” Salmon has been in contact with General Engineering and a new ordinance for inspections will be presented at the next public protection meeting (early next year.)

### **OLD Business**

#### **IKWE/ADCI Senior Center and Senior Living Facility**

Nicole Miller from IKWE and Joe DeYoung from MSA were present to address questions on the bid process for the senior center and senior living facility. Brad from ADCI was attending remotely. He mentioned that in conversations with the attorney it was noted that the best way to proceed is to bid this as one project and then the Village purchase the senior center portion back. Miller explained that they could bid the project (putting in paper and notifying local contractors) and the costs would be broken out between the senior center (Project A) and senior living facility (project B) that way each entity can see what the projected costs are and decide how to proceed once bids come in. This process would eliminate the need for public bidding as the Village would not be bidding the project it would be done privately. The facility would have a shared wall and the contract with Jaybird for management could be simple or complex, depending on what the Village wants for services and how they want to achieve those services. The Village will benefit from utilizing Jaybird as they are a 24-hour management company. Trustee Haynes asked if we could get a list of services and prices to start looking over. There was discussion on need and costs to use the facility. Right now we are unsure of what the needs will be for the community and what we will charge to use the facility. This will have to be an ongoing process and the needs come to life and the Village can address at those times. Question on if Jaybird could use the facility whenever they wanted and Miller pointed out that if they wanted to use it, they would rent it out just like a community member. Final discussion was on the condo association agreement and that a draft of that is needed for review to keep moving forward. Salmon will follow up with Attorney and if its ready prior to January 18<sup>th</sup> (next scheduled meeting) we will schedule a special meeting to review.

**No formal action taken.**

### **NEW Business**

#### **Wide format printer/scanner for the Village Office**

Salmon presented the board with two options for a wide format printer/scanner for Village Hall. It was in the 2021 budget to rent an inexpensive scanner to start scanning old prints/documents but it was determined that leasing a higher quality printer/scanner would be more beneficial with the service contract and services it could perform. Salmon was asked how much was in the budget and it was noted it is \$2350. Leasing a printer/scanner would require a 5-year lease where the Village would own the equipment at the end of the term. Discussion on how we would fit into the budget after we just passed it and are already struggling to get to “0.” Salmon pointed out that the 1<sup>st</sup> year could be carry forward from the 2021 budget as we did not spend that money. Haynes was concerned that we are committing ourselves to more expenses that maybe are not necessary at this time. He wanted to point out that he is not against purchasing equipment for the Office; however, wants to make sure it’s a well thought out decision before we jump in. Salmon mentioned that one of her goals is asset management and getting old drawings scanned is part of that goal. We currently cannot print anything larger than 11x17. For maps, GIS & more; a larger printer would be beneficial. She stated we are currently paying around \$25-35 per print for maps from outside sources.

**Motion Haynes/Balsiger** to carry forward un-used funds from 2021 to utilize towards printing costs or potentially a lease but to table the decision on the lease to a future date (to be determined) to gather more information and make a more informed decision. Motion carried with Babcock opposed.

#### **Ordinance 2021-1207 allowing split shifts for election workers**

Clerk/Treasurer Becker presented the board with a revised ordinance for split shifts for election workers. Ordinance was reviewed.

**Motion Possehl/Abrath** to approve ordinance 2021-1207 as presented. Motion carried unanimously.

#### **Change January meeting dates**

With the next scheduled meeting to fall on January 4<sup>th</sup>, 2022 and the Holidays it was recommended we cancel the meeting on the 4<sup>th</sup> and plan for one meeting in January on the 18<sup>th</sup>.

**No formal action taken.**

**Approval of the bills**

The bills were presented for approval.

**Motion Holtan/Balisger to approve the bills as presented. Roll Call Vote: motion carried unanimously.**

**CLOSED SESSION** under WI Stats. Sec. 19.85 (1)(c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion Haynes/Holtan at 8:01 p.m. **Roll call vote:** motion carried unanimously.

- a. Office Assistant position - discuss changes to proposed work hours due to upcoming school schedule.

**Motion Babcock/Balsiger** to return to open session to formally dispose of any issues discussed in closed session at 8:10 p.m.

**Motion Possehl/Abrath** to repost the opening for a part-time office assistant as the Village is unable to accommodate the proposed hours of availability due to a change in school emphasis; current employment will end January 7<sup>th</sup>, 2022. Position will be posted until January 6<sup>th</sup>, 2022 at 4:00 p.m. and Finance & Personnel will meet on Monday, January 10<sup>th</sup> at 5:00 p.m. to review applications and consider next steps. Motion carried unanimously.

**Adjourn:** The meeting adjourned by Possehl at 8:17 p.m.

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Jennifer Becker, Clerk/Treasurer  
Approved 01/18/2022



**VILLAGE OF PARDEEVILLE  
PARDEEVILLE VILLAGE BOARD  
SPECIAL MEETING MINUTES  
Village Hall – 114 Lake Street, Pardeeville  
Tuesday, May 18, 2021 at 5:30 p.m.**

**Call to Order:** The Special meeting of the Village of Pardeeville governing body met on Tuesday, May 18, 2021 at the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 5:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also, present were: Greg & Besti Lueptow, Ron & Susan Swanson, Ralph & Becky Levzow, Krisit Fehrman, Dave & Diane Brady, Don Colt, Tim & Cherie Kath, Bart Achterberg, Jeremiah Kath and Administrator-DPW Erin Salmon

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

**Agenda Approval:**

**MOTION Babcock/Abrath** to approve agenda as presented. Motion carried unanimously.

**Comments from the floor –**

- Should water/sewer be extended would the homeowners be assessed? That would be the case
- Who did the perc test? Hoffman Plumbing
- How would the water/sewer be extended to these sites? This is preliminary but should that need to be addressed, Salmon would work with the appropriate personnel.
- Would there be a plan for the septic? Would it be one for all or one on each lot? Still preliminary would work with county on what is required.
- Concern over needing fences in yards to more traffic/kids
- Realtor spoke on behalf of seller that elevations were determined by the surveyor and wetlands had been delineated. It was determined there is buildable land not in the wetland.
- Concern that people with no legal interest in a property have limited rights when determining what happens to that property.
- This is just a meeting to determine zoning, any development would have to come back for approval at a later date.
- Residents wanted it noted that the comment made on fences was not discriminatory by any means.

**NEW Business**

**Request to rezone from M-1 to R-2 parcel 429.A, request from Jeremiah Kath**

**Motion Possehl/Haynes** to rezone parcel 429.A to R-2. Motion carried unanimously.

**Motion to Adjourn Babcock/Abrath to adjourn at 5:55 p.m.** Motion carried.

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Jennifer Becker, Clerk/Treasurer

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD/PUBLIC UTILITY COMMISSION**  
**SPECIAL MEETING MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, July 26th, 2021 at 6:30 p.m.**

**Call to Order:** The Special meeting of the Village of Pardeeville governing body and Public Utility Commission met on Tuesday, July 27th, 2021 at the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees and commission members were present, also present were Brent Nelson with Johnson Block, Erin Salmon – Administrator/DPW and Jennifer Becker – Clerk/Treasurer

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

**Agenda Approval:**

**MOTION Abrath/Holtan** to approve agenda as presented. Motion carried unanimously.

**Comments from the Floor:** None

**NEW Business**

**Review of Village 2020 Audit**

Brent Nelson with Johnson Block was present to go over the 2020 audit and financial statements. Discussion on fund balance, rate of return for the utilities and projects going forward.

**Motion Abrath/Possehl** to accept the 2020 audit as presented. Motion carried unanimously.

**Rate cases for water/electric and sewer utilities**

Based on the 2020 rate of return the Village would be able to apply for a simplified rate case for water. Under PSC regulations, electric utility requires a conventional rate case. Sewer is governed by the municipality so any increase can be determined at that level. Discussion on current rates, projects and rate of return. Salmon stated she recommended the conventional rate case for electric (rate to be determined by outcome of application), simplified at 3% for water and 3%-4% increase for sewer. Current electric R.O.R. is -49%, Water .79% and Sewer 2.78%. Chair Babcock recommended bringing rate discussions to Public Utility commission on September 13<sup>th</sup>.

No formal action taken.

**PCAC audit – discussion on payback**

The audit uncovered that the electric utility had been calculating the PCAC (Power Cost Adjustment) incorrectly since August of 2018 to February 2021. It was also uncovered that the reports used to calculate the PCAC had been set incorrectly and then modified causing additional issues. The auditor did not catch in 2019 as there was not a significant change compared to Alliant Energy bills; relating to usage. The significant change came in 2020 when the reports were run & the Village made too much revenue on PCAC. When the problem was uncovered, the internal process was immediately changed and the Village hired a consultant to help determine the impact of the errors. The utility has overbilled both commercial and residential customers. The Village Board and Utility Commission discussed the impact, interest due and the potential payback plan. The decision was made to present a listing by customer rate (residential vs. commercial) to the Village Board at their August 3<sup>rd</sup> meeting where they would then determine the payback plan.

**No formal action taken.**

**Adjourn:** The meeting adjourned by Possehl at 7:50 p.m.

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Jennifer Becker, Clerk/Treasurer  
Approved 08/17/2021

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Special Meeting, Wednesday, October 27, 2021 at 5:30 p.m.**

**Call to Order:** The special meeting of the Village of Pardeeville governing body met on Wednesday, October 27, 2021 the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also, present were: Craig Trewartha, Jennifer Becker – Clerk/Treasurer, and Erin Salmon – Admin/DPW.

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

**Agenda Approval:**

**MOTION Abrath/Holtan** to approve agenda as presented. Motion carried unanimously.

**Digger Derrick**

Follow-up from previous meeting. Administrator/DPW Salmon received 2 bids based on specifications. Utility Sales and Service was low bid at \$307,900. Altec would not provide a written bid, just verbal and ABM Equipment was higher. After the meeting Salmon conferred with Matt Wedig of Utility Sales and Service regarding the safety concerns and the Board's decision to take our current truck out of service. The big safety concern is the rust, not the turret; and while it looks bad, they can tighten the rotation gear box for around \$1500.00. One way to ensure safety of the truck would be to overload the boom and perform stability tests. While renting a truck was discussed at a cost of around \$3500/month; renting is hard to come by. Salmon recommends we keep our truck in service; having the winch line replaced, tighten the gear box and perform stability test. One week ago, it was presented to the board as a safety concern and now we are coming back with keeping it in service. Discuss the boards liability. Haynes asked about our certifications. Salmon indicated Utility Sales & Service provides certification of inspection reports.

**MOTION Abrath/Holtan to rescind portion of motion from 10/19/21 meeting taking the truck out of service and move to place in service pending certification of testing; use only within our service area – keeping truck @ or below 45 mph & utilizing a follow vehicle if necessary and hire out if we feel the work warrants. Roll Call Vote: Motion carried with Babcock opposed.**

**2022 Budget questions/changes** – The 2022 budget for each fund was presented to the board. They began discussion on the overage and going through wants and needs. Discussion on overages and use of reserve funds and ARPA funds to cover deficits. Concern over the budgets not being balanced and how we should be conscientious of the tax payers and work towards a balanced budget without the use of reserve funds. Salmon expressed concerns on capital expenditures and road construction projects; if we ever do a reconstruction or utility project; we will be going over budget no question. Further cuts were made and reserve balances were looked at should the budget stay the way it is. By the end most were in agreement with incomes and expenses. Final wage numbers will be established at meeting on November 2 and once determined final budget will be looked at. No formal action taken.

**Adjourn:** The meeting adjourned by Possehl at 10:10 p.m.

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Jennifer Becker, Clerk/Treasurer  
Approved 11/22/21

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Special Meeting, Monday, November 8, 2021 at 6:00 p.m.**

**Call to Order:** The special meeting of the Village of Pardeeville governing body met on Monday, November 8, 2021 the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and Jennifer Becker, Clerk/Treasurer served as secretary.

**Roll Call:** All trustees were present. Also, present were: amanda Twombly, Rick Wendt, Joe DeYoung - MSA; Nicole Miller – IKWE, Bill Ryan & Brad Servin with ADCI; Jennifer Becker – Clerk/Treasurer, and Erin Salmon – Admin/DPW.

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

**Agenda Approval:**

**MOTION Abrath/Balsiger** to approve agenda as presented. Motion carried unanimously.

**Senior Center design/Senior Living facility update and action on moving forward**

Nicole Miller has been working with ADCI on bringing the idea of the Senior Center into the design of the Senior Living Facility. With the addition of the senior center and layout of the facility the building footprint is encroaching on the buildings to the South. Wanted direction from the board as to if the lot could be reconfigured with more space from the lot to the South and if there was any flexibility with the pond. DeYoung stated that the pond could be reconfigured and the lot with the potential 55+ housing units could be changed if the board wanted to move in that direction. Discussion on the senior center and separation from the housing facility if the ownership is to be separate. There would have to be a parcel established that the senior center sits on that is owned by the Village in order to keep control over the facility. If the building needs to be separate then it would need a party wall for fire control which would eliminate the use of the shared space unless a corridor could be established between the two buildings. The board agreed to have ADCI look into what design changes would have to be made to accomplish the goals by the Village and IKWE on the design and provide project costs at a future meeting. The project schedule would be to finalize the design in December/January, send to bid by March with construction starting around April; looking at a 12-14 month build with a project cost of \$24-26M.

**No formal action taken.**

**Garbage and/or recycling as a special charge on tax bill**

At the previous meeting there was discussion on ways to balance the budget and the idea of moving charges that can be special assessments was discussed. The Clerk/Treasurer was asked to look into what it would take to move these charges and if its possible for the 2021 tax bills payable in 2022. Information was compiled and presented to the board. Trustee Babcock expressed concern over paying 2-3 times for the services and this is just a band aid with no long-term benefit. Abrath enlightened all members that long ago recycling was free. Now the Village pays the fee established by Columbia County Recycling through the contract; and is not a covered service in the levy. The discussion then went to the public protection charge for fire hydrants that could be pulled from the general fund and placed as a charge on the water bills through the water fund. There was no interest in pursuing this option either. The board determined there was no need to pursue moving charges as this time.

**Employee Retirement gift**

The Village has an employee retiring in 2022 that will have 43 years of service in and Administrator/DPW Salmon is looking for direction from the board on a gift. Discussion on if there should be a policy in place for retirements at milestone dates. They threw around some ideas of amounts and years of service.

**MOTION Holtan/Haynes** to proceed with a \$750 gift for 40+ years of service. Motion carried unanimously.

**MOTION Haynes/Balsiger** to have Administrator/DPW Salmon look into and present a policy for retirement gifts at milestone dates. Motion carried unanimously.

**Final Budget Changes – set date for public hearing**

The board went through each fund of the budget. Discussion on putting information in the newsletter regarding costs associated with surrendering of pets; looking into shared services for street sweeping; transportation aid amount not used in 2022 should plan to be used on a project in 2023; use of ARPA funds and having WPPI do a rate study as an agenda item on the next Public Utility Commission meeting agenda. The final numbers were agreed upon utilizing reserves to balance the budget.

**Public hearing and vote to adopt budget will be on November 22, 2021 at 6:00 p.m.**

**Adjourn:** The meeting adjourned by Possehl at 8:14 p.m.

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Jennifer Becker, Clerk/Treasurer  
Approved 11/22/21