

**VILLAGE OF PARDEEVILLE
PARDEEVILLE VILLAGE BOARD
MINUTES**

**Village Hall – 114 Lake Street, Pardeeville
Tuesday June 18, 2019 at 6:30 p.m.**

Call to Order: The regular meeting of the Village of Pardeeville governing body met on Tuesday, June 18, 2019 at the Village Hall at 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

Roll Call: Blader, Buckley, Haynes, Pease, Possehl, Ziehmke; Abrath was excused. Also present, were: Clerk/Treasurer Becker, DPW Salmon, Gene and Shaun Elsing, Kurt Dickinson, Jeri Kelly, arb Smith, Marie Graene, Casey Lyons, Aaron Eberle, Corey and Marcia Bowman.

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

Agenda Approval:

MOTION Ziehmke/Abrath to approve agenda moving item N between B&C. Motion carried unanimously.

Minutes Approval:

MOTION Pease/Ziehmke to approve the minutes from May 21st with minor corrections. Motion carried with Abrath abstaining.

Comments from the Floor: None.

Communications & Reports:

- **Library Report:** Michael Haynes stated they have 31 kids signed up for the summer program, other item regarding mailing is on the agenda and they would like the clerk to look into bake sales during elections. Next election is not until at the earliest February of 2020 so clerk will address before then.
- **EMS Commission Report:** Abrath reported that there will be a meeting at the end of this month, working on staffing for paramedic and calls are on the rise.
- **Ordinance & Violation report** – report was reviewed and discussed. Request to send letters to Main St. businesses before 4th of July to clean up weeds – Angela will provide addresses needing letters by Friday. Also requested to contact school regarding their property with very long grass.
- **Sheriff's Report:** was reviewed and discussed; question as to why overtime is charged when they are not meeting their monthly required hours. Trustee Ziehmke wanted to thank them for their interaction with kids in the park and thanking her son for wearing his bike helmet!
- **Clerk/Treasurer and Financial Report:** reports were reviewed and discussed.
- **DPW Report** – DPW Salmon made a few remarks on her report and the board had a few questions on it. Requested by board to look into composite boards for little blue truck in park and benches.

Committee/Commission Minutes: committee minutes were reviewed.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Presentation of Bills for Approval:

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

Land Lease Agreement for Village owned parcels 331.A & 332.2

Discussion from Public Works, Parks & Property meeting led to the development of a land use agreement for the Elsings that are looking to purchase parcel 332 which has the two parcels note above running through it. Elsing's were present to discuss changes they would like to see to the agreement; board is open to the agreement once details are hashed out. Clerk and DPW will work with them on revisions and bring back next month.

Residents brush/yard waste site for July 1st

In May the Village was notified that residents would no longer be able to use the Town of Wycocena for brush/yard waste effective July 1st. This prompted the board to discuss options at the May meeting and resulted in the site being discussed at the Public Works, Parks & Property Committee meeting in June. The committee did some research and decided the best option was the Village owned parcels located off Vince & Gillette St. Residents were present to state concerns regarding accessibility, aesthetics, hours, smell etc. DPW Salmon addressed all questions and discussed surveillance camera, limited hours, possibility of a fence and trees to screen the site as well as a locked gate when not open. This will be tried as we are pressed for time to get something established for the residents and if issues arise can be addressed at a future board meeting. **MOTION Abrath/Haynes** to move forward with site, fence and trees; send letters to nearby residents and notify others via newsletter. Motion carried unanimously

Special events review application – Pardeeville Summer school program in park

MOTION Abrath/Blader to approve application as presented. Motion carried unanimously.

Special events review application – Pardeeville Volleyball league

MOTION Blader/Haynes to approve application as presented. Motion carried unanimously.

Parcel located behind library parcel #58 listed as unknown

Library board approached the Village about a building permit for a new shed and it was discovered that the parcel they want to put it on is listed as unknown. Clerk notified a member of the board that we are in need of finding a deed to get recorded at the county; if a deed cannot be located then one will have to be drafted and recorded.

MOTION Abrath/Blader to review parcel deed for library, if no deed then clerk is authorized to move forward with drafting and recording a deed for the parcel. Motion carried unanimously.

Liquor Licensing – Renewals for establishments for 2019-2020 year

Clerk provided a list of applications received for renewal licenses.

MOTION Abrath/Blader to approve list as presented. Motion carried unanimously.

Liquor Licensing – operator new and renewal applications for 2019-2020 year

List of new and renewal operator license applications were provided for review. One applicant did not pass background check and therefore was not listed; clerk will contact and will have to go back to committee.

MOTION Abrath/Ziehmke to approve list as presented. Motion carried unanimously.

Open licenses/non-renewal of licenses

The clerk received two applications; The Hangry Chef and Thee Upper Crust for liquor licenses should they be available. Sportsman's Bar did not return their application in time and per village ordinance the Village board has the authority to not renew a license for an establishment that has been closed for 6 months or more.

MOTION Pease/Ziehmke to approve "Class B" beer and alcohol license for the Hangry Chef and Thee Upper Crust; and non-renewal of Sportsman's Bar as they did not return information in time and business has not been in operation for more than 6 months. Motion carried unanimously.

Library request to utilize utility bills for mailing

The library made a request to utilize the utility billing for mailing of information; currently the clerk contacts them when she is doing a newsletter and asks if they have anything they want included if there is space. There is concern in the office that another insert will take more time for stuffing and also increase postage cost as we have bills monthly that are already at the max for standard postage.

MOTION Buckley/Abrath to not allow library to use utility bills for separate mailings, but to continue with current procedure where clerk contacts them when newsletters are being done to see if they have anything. Motion carried unanimously.

Thank You card contest

Trustees have inquired about a Thank you card contest where residents can submit their photos of "Pardeeville" that could be used on cards. Clerk will put in newsletter that we are looking for photos and winners will be chosen at August Board meeting. Prize is 10 cards with their picture on them and a \$10 Carole's Cones gift certificate.

Cats located at 408 Elliott Street

The clerk received a complaint regarding Ferrell cats at 408 Elliott Street, owner was contacted and met with the Village as is taking care of the cats and doesn't want to see anything bad happen to them. It was recommended that he take them to the humane society - he would like to see that the village authorize and pay the fee associated with taking them in. There are currently 12 kittens and 6 adult cats.

MOTION Possehl/Abrath to allow owner till end of July to get rid of cats, Village will not pay for any to be taken to the humane society and if cats are not gone follow up with Sheriff department for further enforcement. Motion carried unanimously.

Electric & Water Rate Case with PSC

Information has been presented from the Auditor and recommendation from the Utility Commission. The Village is looking at a simplified rate case for water which would allow for a 3% increase in rates. The Utility commission recommended that we also look at a sewer increase of 3%. The board reviewed information and discussed.

MOTION Possehl/Abrath to proceed with the 3% simplified rate case with the PSC and also implement a 4% sewer increase at the same time. **Roll Call Vote:** motion carried with Blader opposed and Pease abstaining.

Sale of Village vehicles – direction for purchase of Village Hall vehicle

The Village recently sold two vehicles and received \$7241.00 DPW Salmon is looking for direction on if we should look at a new or used vehicle for Village Hall. Board advised to look at a new vehicle through the state contract; possibly look at a Subaru Legacy or Nissan Rogue.

Garbage Carts for Residents

Village hall receives requests each week to move to garbage carts for collection of refuse and recycling and therefore is bringing it back to the Board to review. Discussion on cost being higher, they look “junky,” there is no need, too heavy for some residents etc. Suggestion to put to referendum in April of 2020 and if residents want them, they can come out and vote for them. Pease asked if this referendum would be advisory where they would not have to go with the results, just take into account.

MOTION Buckley/Ziehmke to have clerk place referendum on garbage and recycle carts on April 2020 ballot as a set referendum, not advisory. Motion carried unanimously.

Revision to ordinance 4-5-1 – Park Rules (dogs in beach and playground area)

Ordinance needed clarification on what constitutes the beach and playground area, revision was presented to the board.

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

Revision to ordinance 9-5-4 – Underage persons, prohibitions, penalties

Sheriff’s department requested a change to the ordinance regarding underage persons. Revisions were presented to the board.

MOTION Haynes/Blader to approve changes as presented. Motion carried unanimously.

5-year Capital Improvement Plan

Board has asked DPW Salmon to put together a rough draft of a 5-year capital improvement plan so that improvements can start getting prioritized and costs estimated for them as we plan for the budget. Plan was reviewed and discussed; no formal action taken.

Discussion and possible action on Senior Center at 106 Roosevelt St.

As part of the capital improvement plan, we needed to see where money should be spent as we plan for the Senior Center project. Discussion on costs, size, what the Lenz foundation may contribute and need for a Village Garage first. Decision to proceed as previously motioned on the teardown of the building, bids will be brought to the board in July. Haynes will take budget and schematic design and talk with the Lenz Foundation and report back.

Vacation Schedule

The current vacation schedule was being looked at as DPW Salmon feels employees should not have to wait a year for any vacation. A new schedule was derived through the Finance & Personnel committee and presented to the board for discussion.

Motion Abrath/Blader to adopt revised vacation schedule as presented. Motion carried unanimously.

Longevity Policy

In conjunction with the revised vacation, the idea to bring back longevity was introduced. A draft policy was presented to the board; discussion on what other businesses are doing to keep employees and how we stay competitive.

MOTION Blader/Abrath to table until July. Motion carried unanimously.

Discussion on moving to two board meetings per month and eliminating committee

Meetings are running long and there is a lot to cover, many items are presented in committee and then also brought to the board where if someone was not part of the discussion, they may have comments/suggestions. Eliminating committee meetings would allow all discussion at the board level. This was just exploratory and board will think about and put on a future agenda.

Closed Session

MOTION Pease/Abrath to go into **CLOSED SESSION** at 11:05 p.m. under WI Stats. Sec. 19.85 (1) (c) for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Roll Call Vote: Motion carried unanimously

- A. Employee evaluations
- B. Municipal Services Crewperson

MOTION Buckley/Haynes to return to OPEN SESSION at 11:30 p.m. to formally dispose of any issues discussed in closed session. Motion carried unanimously.

Discussions and/or action resulting from closed session:

MOTION Ziehmke/Buckley to increase rate of pay for utility clerk from \$14 to \$16 effective July 1, 2019. **Roll Call Vote:** Motion carried unanimously.

MOTION Abrath/Ziehmke to increase rate of pay for sewer operator from \$18 to \$22 effective July 1, 2019. **Roll Call Vote:** Motion carried unanimously.

MOTION Buckley/Pease to increase rate of pay for Director of Public Works from \$68,000 annually to \$75,000 annually effective July 1, 2019. **Roll Call Vote:** Motion carried unanimously.

MOTION Abrath/Haynes to hire Aaron Torgerson per outlined offer. **Roll Call Vote:** Motion carried unanimously.

Items for next agenda: make meetings shorter

Adjourn: The meeting adjourned by Possehl at 11:43 p.m.

Jennifer Becker, Clerk/Treasurer/Utility Clerk
Approved 7/16/2019