

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.

Jennifer Becker, Clerk/Treasurer

Approved 04/20/2021