

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 18th (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 1st 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 4th, 2022 and the Holidays it was recommended we cancel the meeting on the 4th and plan for one meeting in January on the 18th.

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 7th, 2022. Position will be posted until January 6th, 2022 at 4:00 p.m. and Finance & Personnel will meet on Monday, January 10th 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.

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