

**VILLAGE OF PARDEEVILLE  
FINANCE & PERSONNEL COMMITTEE  
MEETING REVISED AGENDA  
Village Hall – 114 Lake Street, Pardeeville  
Tuesday, August 8, 2023 at 5:00 PM**

- I. Call to Order
  - II. Roll Call
  - III. Agenda Approval
  - IV. Minutes Approval
  - V. NEW BUSINESS:
    - A. Roosevelt Street lots
    - B. Updated Capital budget report – Bobcat Expense in July
    - C. Crossing Guard Position
    - D. Office/Front Counter Person – additional position to make 5
    - E. Summer Hire in Parks – Mowing/Trimming and Watering around the Village
    - F. 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.
      - 1. Staffing structure for the Village
        - i. Village Administrator/Director of Public Works
        - ii. Clerk/Treasurer – with role of Office Manager
        - iii. Deputy Clerk/Administrative Assistant
        - iv. Water/Sewer Operators Wage (Info. Only)
- E. RETURN TO OPEN SESSION to formally dispose of any issues discussed in closed session.
- VI. Adjourn

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Kayla Lindert, Clerk/Treasurer  
Posted: 08/07/2023

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The Village Hall is accessible to the handicapped. If you require additional assistance, please contact the Village Office no later than 48 hours prior to the meeting date. Phone 608-429-3121. If members are present from other recognized Boards, Commissions, or Committees which may constitute a quorum, the meeting is presumed to be for the above-stated agenda/purpose. An updated agenda may be posted 24 hours before meeting time.

**F&P Committee  
Special Meeting  
Monday, June 26, 2023 at 5:00pm**

**I. Call to Order**

At 5:00pm. Chairperson Babcock called the F&P Committee meeting to order.

**II. Roll Call**

Members present: Babcock, Griepentrog, Pufahl

Guests present: Michael Haynes, Mark Taylor, Angie Engelmann

**III. Agenda Approval**

*Motion by Pufahl, second by Griepentrog, to approve the agenda as posted. Motion Carried.*

**IV. New Business**

- A. CLOSED SESSION - pursuant to section 19.85(1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations

- a. Babcock read the committee into CLOSED SESSION.
- b. The committee agreed to allow fellow trustees Haynes, Engelmann, and Taylor attend the closed session.
- c. *Motion by Pufahl, second by Griepentrog, to move into closed session at 5:03pm. Motion Carried.*

1. Village Administrator

- d. Babcock made a verbal presentation of the complaint that was filed against the village administrator. The committee discussed the facts of the complaint and reviewed the related sections of the Village of Pardeeville Personnel Benefits & Policies Manual.

**B. RETURN TO OPEN SESSION**

- a. *Motion by Pufahl, second by Babcock to return to open session at 6:10pm. Motion carried.*
- b. *Motion by Pufahl, second by Griepentrog, as follows:*
  1. *The Finance & Personnel Committee authorizes the Village President to finalize the closure of the complaint.*

Motion carried.

**V. Adjourn**

- a. Babcock adjourned the committee meeting at 6:11pm.

Minutes respectfully submitted by:  
Michael Babcock, Chairperson

**VILLAGE OF PARDEEVILLE  
FINANCE & PERSONNEL COMMITTEE  
MEETING MINUTES  
Village Hall – 114 Lake Street, Pardeeville  
Tuesday, July 11, 2023, at 6:00 PM**

**Call to Order** – Chair Babcock called the meeting to order at 6:07 PM

**Roll Call** – All trustees present, as well as Administrator/DPW Salmon, Clerk/Treasurer Lindert, Trustee Henslin, Trustee Engelmann and President Haynes. Sgt. Chase Brock arrived at 6:31 PM. Dave Warnke arrived at 6:40 PM.

**Agenda Approval – Motion to approve Pufahl/Griepentrog. Motion carries unanimously.**

**Minutes Approval – Motion to approve Pufahl/Babcock. Motion carries unanimously.**

**NEW BUSINESS:**

**Crossing Guard Advertisement – wage**

- Babcock stated reason for agenda item. Highlighted comparisons included in packet. Babcock would like to see a per shift rate and school bus drivers are making a \$23/hr pay currently. Routes are about 45 minutes to an hour.

-Discussion on \$20/shift rate to advertise for. Trustee Pufahl agrees.

**-Motion to recommend \$20/shift to full Village Board and advertise at this rate Pufahl/Griepentrog. Motion carries unanimously.**

**Crossing Guard Gift – 20+ years of service**

- Babcock stated reason for agenda item; current manual states the retirement gift after an x amount of years, as a full time employee. Salmon provided Babcock with an alternate idea. This crossing guard is part-time and not covered in manual with a full-time employee.

**-Motion to approve \$100 gift card to Piggly Wiggly and present to retiring crossing guard Babcock/Griepentrog. Motion carries unanimously.**

**Senior Center budget**

- Babcock stated reason for agenda item and highlighted breakdown that was including in packet on page 12 that came from Salmon. Babcock desires a specific budget for future spending that is just for Senior Center. Possible creation of an ad-hoc committee in the future and budget set for spending funds.

-Haynes stated leaving the leftover where it is. Babcock questioned where this \$103,000 is coming from. Salmon provided the breakdown for the committee.

-Babcock stated and re-iterated that if we have to wait to come back to committee once a month, items will wait for too long.

-Haynes clarified on what we can do to save Village money per Village attorney to be able to get prep work done on building. Trustee Engelmann brought up grant she found that we could apply for the Senior Center and when money has to be utilized by. Babcock questioned on timeline and when award date is. Trustee Engelmann was directed by Trustee Babcock to email Salmon and Lindert the link for an initial review and then to come back to a committee

### **Leave Report, to date**

- Babcock stated reason on the agenda. Lindert stated what she included in packet. Babcock stated showing overtime hours on a report. Discussion on what Lindert could provide. Salmon stated overtime hours with current payroll.

-Further discussion on what the committees and Board want. Prep for budget 2024 and what Salmon will bring to committee with pay increases.

-Babcock directed Salmon and Lindert to prep something before coming with potential changes to committee

### **Dog expenses at LaToya's Legacy**

-Salmon stated reason for agenda item and highlighted letter included in packet. Babcock stated he sees the dog online is available for a \$350 adoption fee. Members reviewed online on Facebook on LaToya's Legacy page.

-Sgt. Brock stood up and explained incident that they handled with this particular dog.

-Babcock stated he would feel more comfortable having a letter from the Corp Counsel. Further discussion on process and communication with owner of the dog.

-Salmon stated budget is at 80%

**-Motion to recommend to full Village Board and pay LaToya's Legacy \$500 for expenses incurred with this dog, Olivia Griepentrog/Babcock. Motion carries unanimously.**

### **Alliant Energy Grants**

#### **Tech Refresh & Giving for Good**

-Lindert opened up agenda item and stated what she found out regarding grants.

**-Motion to approve and for the Village administration to move forward applying for the Tech Refresh Babcock/Griepentrog. Motion carries 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.

Babcock read us into closed session.

Motion to go into closed session at 6:46 PM Babcock/Pufahl. Motion carries unanimously.

1. Utility/Billing Clerk; evaluation of position after 6 months

**RETURN TO OPEN SESSION to formally dispose of any issues discussed** in closed session

Motion to return into open session at 6:56 PM Babcock/Griepentrog.

Motion to recommend to full Village Board what was discussed in closed session Babcock/Griepentrog. Motion carries unanimously.

**Adjourn** – Babcock adjourned meeting at 6:57 PM

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Kayla Lindert, Clerk/Treasurer  
Approved:

**VILLAGE OF PARDEEVILLE  
FINANCE & PERSONNEL COMMITTEE  
SPECIAL MEETING MINUTES  
Village Hall – 114 Lake Street, Pardeeville  
Thursday, July 20, 2023, at 5:45 PM**

**Call to Order** – Chair Babcock called meeting to order at 5:45 PM

**Roll Call** – All committee members present. Trustee Griepentrog attending by phone. Also present is Administrator/DPW Salmon, Clerk/Treasurer Lindert, President Haynes, Trustee Taylor, Brent Nelson, Village auditor with Johnson Block, Tami Olszewski, Ehlers, and Joe DeYoung, MSA

**Agenda Approval** – Motion to approve agenda as presented Pufahl/Babcock. Motion carries.

**NEW BUSINESS:**

**Annual Audit - Presentation from Johnson Block**

-Brent Nelson came to podium and presented to committee on 2022 audit. Audit is still in draft format and plan to finalize audit in August. Highlighted PowerPoint slides and communication report. Gave high level highlights to committee; intergovernmental funds, fund balance benchmark, historical trends in utility net income, capital fund trends and gave final observations, comments and overall conclusions. Took questions on the utility accounts (electric, water, sewer), and budgeting shortfalls (cash vs. accrual differences). Discussion on the some of the trends, historical items and the rate case on the electric utility.

**Possible transfer of Village funds – Johnson Block & Ehlers present**

-Tami, Ehlers, came to podium and presented to committee. Highlighted current market rates, coming up with a long-term investment plan (bucket funds) and cash management strategy, income projection – general funds, and income projection – water/sewer. Gave her recommendation to committee.

-Addressed segmenting question

**Maple St. Reconstruction – TIF or Utility Expense**

- Joe DeYoung, MSA, came to podium and presented to committee. Stated reason for agenda item: could be a TIF or utility expense. Highlighted excel included in packet and being already over budget when we took out the 4.2m loan.

-Salmon highlighted excel as well and explained numbers in each column and what they meant.

-Babcock questioned DeYoung about schedule. DeYoung answered.

**CDA account – discussion only**

**-Motion to move CDA account discussion to full Board Pufahl/Griepentrog. Motion carries unanimously.**

**Ambulance Loan and Other upcoming loans, Derrick Truck – discussion only**

**-Motion to move agenda item E to full Board with no recommendation Pufahl/Griepentrog.  
Motion carries unanimously.**

**Senior Center**

**- Motion to move agenda item to full Board with no recommendation Pufahl/Griepentrog.  
Motion carries unanimously**

**Social Media**

**-Motion to move agenda item to full Board with no recommendation Pufahl/Babcock. Motion carries unanimously.**

**Adjourn – Chair Babcock adjourned meeting at 6:58 PM**

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Kayla Lindert, Clerk/Treasurer

Approved:

**From:** [Erin Salmon](#)  
**To:** [Kayla Lindert](#); [Paul A. Johnson](#)  
**Cc:** [President Haynes](#)  
**Subject:** RE: Selling of lot #89  
**Date:** Thursday, July 13, 2023 9:25:22 AM

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Perfect. Please print this email to .pdf for packet info on the agenda item.

Thanks much!

*Erin M. Salmon, P.W.M.*

Village Administrator & Director of Public Works  
Village of Pardeeville/Pardeeville Public Utilities  
114 Lake St.  
Pardeeville, WI  
P: 608-429-3121  
F: 608-429-3714

*“A mistake which makes you humble, is much better than an achievement that makes you arrogant.”*

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**From:** Kayla Lindert <clerk-treasurer@villageofpardeeville.net>  
**Sent:** Thursday, July 13, 2023 7:41 AM  
**To:** Paul A. Johnson <pjohnson@boardmanclark.com>  
**Cc:** Erin Salmon <dpw@villageofpardeeville.net>; President Haynes <pvillepresident@gmail.com>  
**Subject:** RE: Selling of lot #89

Thank you Paul for this advice! Erin and Mike, please see below. If there were no prohibitions on the sale of this parcel initially, Paul gives best practice to follow.

Thank you,

*Kayla Lindert*

Village Clerk/Treasurer

Village of Pardeeville  
114 Lake Street  
P.O. Box 217  
Pardeeville, WI 53954  
Phone (608) 429 - 3121  
Fax (608) 429 – 3714

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**From:** Paul A. Johnson <[pjohnson@boardmanclark.com](mailto:pjohnson@boardmanclark.com)>  
**Sent:** Wednesday, July 12, 2023 4:10 PM  
**To:** Kayla Lindert <[clerk-treasurer@villageofpardeeville.net](mailto:clerk-treasurer@villageofpardeeville.net)>



**Subject:** RE: Selling of lot #89

Hi:

I agree that the definition of surplus property does not include land so the provisions of this ordinance do not apply to the sale if this parcel.

Question: how did the Village obtain ownership of this parcel? It appears from the deed that it was conveyed from the funeral home, but was the conveyance made for a specific purpose such as dedicated for parkland or are there any conditions on the use of the property? None are shown on the deed. If the parcel was given for a specific use to the Village there may be prohibitions on the Village's sale of the parcel.

If there are no prohibitions on the sale of the parcel, then I think you can sell the parcel in any way you wish as long as the sale is for "Fair Value" . If you decide to put an ad in the paper or a for sale sign in the street, that is ok as long as you sell for fair value. I usually suggest doing some kind of newspaper publication in which you accept bids for 30 days or something like that or you put out a request for RFPs in an effort to draw as many possible buyers as possible.

I would not rely on the tax bill to set the value of the property. I am not saying an appraisal is required either. But somehow you should determine the value. If you get a bunch of offers, then you will have a real good idea.

I hope this helps



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**From:** Kayla Lindert <[clerk-treasurer@villageofpardeeville.net](mailto:clerk-treasurer@villageofpardeeville.net)>

**Sent:** Wednesday, July 12, 2023 2:29 PM

**To:** Paul A. Johnson <[pjohnson@boardmanclark.com](mailto:pjohnson@boardmanclark.com)>

**Subject:** Selling of lot #89

Paul,

I was directed to review ordinance #2-378 by a Trustee for our special Village Board meeting on July 20<sup>th</sup>.

On this night, the Village will be discussing/might propose to sell a vacant Roosevelt St. lot, owned by the Village.

Please see attached. Per this ordinance specifically, it says surplus property doesn't include land, which this is so this ordinance, the way I read it, does not qualify to this situation. Please verify.

In talking with Erin, we are wondering: can we sell the property ourselves, without having to publicly bid it even though it will be over that \$25,000 value?

We believe we can because its land, but want to be sure for the 20<sup>th</sup> meeting to help guide the Board.

Thank you,

*Kayla Lindert*

Village Clerk/Treasurer

Village of Pardeeville

114 Lake Street

P.O. Box 217

Pardeeville, WI 53954

Phone (608) 429 - 3121

Fax (608) 429 – 3714

	<b>2023</b>	Budget	Actual
Sell existing trailer, 22' Multi-Use Trailer (Trencher/Bobcat/Mowers)		\$12,350	\$12,013
Used Fork Lift for unloading and for the garage		\$8,000	\$7,400
Thumb for JCB		\$2,500	\$0
Floor sweeper for garage bay floors (dust control vs push by hand)		\$2,500	
Track Machine with backup Camera, \$22,800		\$22,800	\$22,607
		<u>\$48,150</u>	<u>\$42,020</u>