



## OFFICIAL NOTICE AND AGENDA

Pardeeville Public Works, Parks, Public Property Regular Meeting

Pardeeville Village Hall – Board Room

114 Lake Street, Pardeeville, WI 53954

**Wednesday, April 03, 2024 – 6:30 PM**

1. **Call meeting to order:**
  - 1.1. Roll Call
  - 1.2. Approval of Agenda
2. **Approval of Minutes** – March 05, 2023
3. **Comments from the Floor** - *(Please be advised per State Statute Section 19.84(2), information will be received from the public. The comments made must remain respectful. The Chief Presiding Officer has the right to end an individual's time should an individual become disrespectful. It is policy of the Village that each individual may receive up to two (2) minutes to speak. More time may be granted by the Chief Presiding Officer. There may be limited discussion on the information received, however, no action will be taken under Comments from the Floor).*
4. **Old Business:**
  - 4.1. Maple Trees on Chestnut
  - 4.2. Leaf Pickup
  - 4.3. Dress Code Policy
  - 4.4. Pickleball Court
5. **New Business:**
  - 5.1. Tree Planting at Senior Center
  - 5.2. Chandler Park Softball Diamond Electrical
  - 5.3. Park Bathroom Repair
  - 5.4. DNR Forestry Grant
  - 5.5. Resolution R24-01 Resolution Authorizing Staff Apply for the DNR Urban Forestry Grant
  - 5.6. Veterans Park Cleaning
6. **Consideration of items for future agendas**
7. **Adjournment**

---

Denise Vater, Clerk/Treasurer

*For more details on reports and agenda items, please see the packet on the website: [villageofpardeeville.net](http://villageofpardeeville.net)*

*The Village Hall is fully accessible. If you require additional assistance, please contact the Village Office (Phone 608-429-3121) 48 hours prior to the meeting. This is a public meeting. As such, all members or a majority of the members of any given Village Committee, Commission, or Board may be in attendance. While a majority of any given group may be present, only the above Board will take official action based on the above agenda.*

**VILLAGE OF PARDEEVILLE  
PUBLIC WORKS, PARKS, & PUBLIC PROPERTY COMMITTEE MEETING  
MINUTES**

**March 05, 2024**

**Pardeeville Village Hall**

**7:00 PM**

**Call to Order:** The meeting was called to order at 7:00 pm.

**Roll Call:** Present: Rick Henslin, Angie Engelmann, Mike Babcock substituting for Michale Haynes.  
Absent: None.

**Staff:** Austen Frederickson, Director of Public Works.

**Guests:** Mark Taylor.

**Approval of Agenda**

Frederickson stated he made an error and it would be beneficial to move item 5.7 before 5.5.  
Engelmann moved to approve the agenda as amended. Second by Henslin. All in favor.  
Motion carried.

**Approval of the Minutes**

Henslin moved to approve the July 11, 2023 Public Works, Parks, & Public Property minutes as presented. Second by Engelmann. All in favor. Babcock abstained. Motion carried.

**Comments from the Floor:**

None.

**4.1 Maple Trees on 3rd and Chestnut.**

Frederickson presented questions on the item.  
Committee directed staff to verify the trees in question and whether proper process was followed.

**5.1 Arbor Day Proclamation.**

Frederickson presented the need for the proclamation.  
Henslin motioned to recommend the Village Board make an Arbor Day Proclamation. Second by Engelmann. All in favor. Motion carried.

**5.2 Arbor Day Tree Planting.**

Frederickson presented the topic.  
Henslin motioned to recommend the Village Board announce a tree planting event for Arbor Day. Second by Engelmann. All in favor. Motion carried.

**5.3 County Aid – Chip Sealing.**

Frederickson presented the topic.

Engelmann motioned to recommend the Village Board cancel the County aid project and refund the \$7,000 advanced money. Second by Henslin. All in favor. Motion carried.

**5.4 LRIP – Schneider & Herwig.**

Frederickson presented the topic.

Engelmann motioned to recommend the Village Board postpone the LRIP project in 2024 and return for discussion in 2025. Second by Henslin. All in favor. Motion carried.

**5.7 Yard Waste Site Application.**

Frederickson presented the topic.

Engelmann motioned to recommend the Village Board apply for the Yard Waste Site License only, using the already paid money. Second by Henslin. All in favor. Motion carried.

**5.5 Yard Waste Site Opening Date.**

Frederickson presented the topic.

Henslin motioned to recommend the Village Board set an opening date of March 28th, 2024. Second by Babcock. All in favor. Motion carried.

**5.6 Yard Waste Site Hours of Operation.**

Frederickson presented the topic.

Henslin motioned to recommend the Village Board set the regular hours to be open year-round at all times of the day. Second by Engelmann. All in favor. Motion carried.

**5.8 Brush Pickup.**

Frederickson presented the topic.

Engelmann motioned to recommend the Village Board conduct brush pickup monthly, on the first Monday of the month, from April to October, weather dependent as decided by the Director of Public Works. Second by Henslin. All in favor. Motion carried.

**5.9 Leaf Pickup.**

Frederickson presented the topic and the Villages current capabilities.

The Committee directed staff to research options and return with findings.

**5.10 Public Works Dress Code.**

Frederickson presented the topic.

The Committee directed staff to create a policy for dress code.

**5.11 Pickleball Court.**

Frederickson presented the topic.

The Committee directed staff to research the topic and provide the most suitable location.

**Consideration for items for future agendas.**

None.

**Adjournment:**

The meeting was adjourned at 8:16 pm.

Michael Haynes – Chairperson



## Public Works Director Memo

---

---

**Meeting Date:** 03 APR 2024

**Topic:** Maple Trees on Chestnut

---

This memo is in regards to the Maple Trees agenda item.

At the last meeting this agenda item was elusive to staff, but the Committee recalled the topic being brought up, and requested quotes for the removal. It appears the topic was later brought to Village Board and approved there, without this Committees recommendation or review. With that being said, the trees are gone. The crew claims to have never been consulted about these trees. Likewise, the poor looking tree that still exists near that intersection was also brought up by the crew for removal. This Committee had brought up the tree at the last meeting, so staff instructed to do nothing at this time, until this Committee could discuss.

Respectfully,  
Austen



## Public Works Director Memo

---

---

**Meeting Date:** 03 APR 2024

**Topic:** Tree Planting

---

This memo is in regards to the Tree Planting at the Senior Center agenda item.

A member of the Garden Club discussed with staff the possibility of a tree planting at the Senior Center. This could be the tree planting event that the Village needs to do to satisfy the Tree City event, and is something the Committee and Board discussed at the previous meeting. Due to the Senior Center Commission not being up and running yet, this Committee is the de facto overseeing committee of the Senior Center.

Should the body agree, a motion would be in order to recommend the Village Board direct staff to work with the Garden Club to conduct a tree planting at the Senior Center.

Respectfully,  
Austen

## Chandler Park softball diamond electrical

Trustee 1 <pvtrustee1@gmail.com>

Mon 3/18/2024 09:08

To:Austen Frederickson <dpw@villageofpardeeville.net>

Austin, I wanted to make this more formal by dropping it in an email. It has been requested an electrical outlet be made available closer to the softball (small) diamond than the equipment shed. They are currently running electrical cords across the parking lot to the ball diamond. Please act on this or refer it to the Parks committee to consider. the Pardeeville Boys club contact is [REDACTED], he can be reached at [REDACTED] should you have any questions. He did indicate the Pardeeville Boys club would be willing to secure the electrical hookup. Please let me know if you have any questions.

Thanks,

Rick Henslin



## Public Works Director Memo

---

---

**Meeting Date:** 03 APR 2024

**Topic:** Park Bathroom Repair

---

This memo is in regards to the Park Bathroom Repair agenda item.

The Villages Public Works Crew has identified a couple of issues in the park bathroom, most notably the urinal being broken. Staff solicited a few local plumbing companies, but only received one quote back. The attached document is the quote received from Schepp Plumbing & Pump, Inc. The Village would utilize the 100-55-5520-340 line item labeled "PARKS – Operating Supplies & Equipment" which indicates in the comments a urinal repair. Normally, staff could receive a number of quotes and select the lowest as this price falls within the purchase policy and is budgeted for, however, due to the lack of three qualified bids, staff is requesting Committee and Board approval, or direction to search for more bidders.

Should the body agree, a motion would be in order to recommend the Village Board approve the quote for the repair for an amount not to exceed \$450.00.

Respectfully,  
Austen



# PLUMBING

**Schepp Plumbing & Pump, Inc.**  
N7228 Circle Drive  
Pardeeville, WI 53954  
(608)429-1519  
Master Plumber #MP 220425  
Licensed Pump Installer #4321

**Date: March 9, 2024**

**Village of Pardeeville**  
114 Lake Street  
PO Box 217  
Pardeeville, WI 53954

**RE: Replace Park Restroom Urinal**

---

We hereby propose to furnish, in accordance with specifications below or on attached pages, all material and labor necessary to complete the following:

Furnish and install all drain, waste, and vent piping using PVC pipe and fittings. All water lines to be Rehau Pex Tubing

1-Kohler 4904 Urinal, Reuse Existing Flush Valve

**For the sum of Four Hundred Fifty and no/100 dollars (\$ 450.00)**

Payments to be made as follows: Payments due monthly according to labor and material furnished.

---

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above or attached specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

---

Brian P. Schepp  
President, Schepp Plumbing & Pump, Inc.

This proposal may be withdrawn by us if not accepted within 30 days.

**This proposal may be withdrawn by us if not accepted within 30 days.**

**Prices subject to Change, due to Fluctuating Market Cost.**

---

ACCEPTANCE OF PROPOSAL: The above or attached prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_



## Public Works Director Memo

---

---

**Meeting Date:** 03 APR 2024

**Topic:** DNR Forestry Grant

---

This memo is in regards to the DNR Forestry Grant agenda item.

The Villages various Public Works and Utility crews have indicated several problem trees or hazardous trees in the Village that should be removed or at the very least trimmed. These trees are out of the Villages realm of capability, due to safety and current equipment. With that in mind, there are DNR grants for tree service. Both are 50/50 matches. One is a start-up and the other is a regular. The start-up is a maximum of \$10,000 project (match of \$5,000). The regular is a maximum of \$50,000 project (match of \$25,000). The start-up is not very competitive, and almost guaranteed, the caveat is that a community may only secure three (3) start-up grants in the lifetime of the program, but the third must be used for a tree inventory if one does not exist. The regular grant is very competitive and is not guaranteed but has no limit on number of grants that can be secured. Discussion from the body should include which grant is requested to secure, if one should be pursued.

Should you agree with the information presented, a motion would be in order to recommend the Village Board approve of the submission of a \_\_\_\_\_ DNR Urban Forestry Grant application.

Respectfully,  
Austen



## Public Works Director Memo

---

---

**Meeting Date:** 03 APR 2024

**Topic:** Resolution R24-01

---

This memo is in regards to the Resolution R24-01 agenda item.

Attached is a copy of the draft resolution.

To be allowed to submit an application for the DNR Forestry Grant, a resolution must be passed authorizing a specific individual to be the chief official of the project, essentially the DNR's main point of contact. It further implies to the DNR that the Village Board supports the application and supports the project. This is done to mitigate the rogue employee applying or the application but lack of commitment from the governing body.

Should you agree with the information presented, a motion would be in order to recommend the Village Board approve Resolution R24-01.

Respectfully,  
Austen

**RESOLUTION NO. R24-01**

**A RESOLUTION AUTHORIZING STAFF TO APPLY FOR THE DEPARTMENT OF NATURAL RESOURCES URBAN FORESTRY GRANT**

**WHEREAS**, The Village of Pardeeville, Columbia County, Wisconsin (the “Village”) is a municipality located in Wisconsin; and

**WHEREAS**, The Village owns and maintains many trees within its municipal boundaries; and

**WHEREAS**, The Village is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects as specified in Wisc. Stats. 23.097(1g); and

**WHEREAS**, the Village attests to the validity of veracity of the statements and representations contained in the grant application; and

**WHEREAS**, the Village requests a grant agreement to carry out the project.

**NOW, THEREFORE, BE IT RESOLVED**, the Village shall comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost share agreement.

**BE IT FURTHER RESOLVED**, the Village shall budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Village Public Works Director, its official to act on its behalf and to carry out all necessary requirements for this project.

Adopted by the Board of Trustees of the Village of Pardeeville on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Michael Haynes, Village President

ATTEST:

\_\_\_\_\_  
Denise Vater, Village Clerk-Treasurer



## Public Works Director Memo

---

---

**Meeting Date:** 03 APR 2024

**Topic:** Veteran Park Cleaning

---

This memo is in regards to the Veteran Park Cleaning agenda item.

Village staff had a contractor stop by Village Hall to offer a free power washing of the Veterans Park monuments. Since the Village does not have a formal donation policy/procedure, and Veterans Park is a very sensitive item, staff felt it necessary to receive Committee and Board approval to accept this. The contractor is Sassy Heifer Cleaning and they have stated it would be a free pressure washing of the Veterans Park monuments.

Should the body agree, a motion would be in order to recommend the Village Board approve the donation.

Bonus: the body may also look to direct staff to develop a donation policy & procedure for the future, and defer that item to the Finance & Personnel Committee.

Respectfully,  
Austen