

## **December 15, 2009**

Regular meeting of the Village Board was called to order by President Rogers at 6:30 p.m. Roll Call: Grace, Livingstone, Fischer, present; Roehrick absent, Zabel, Beiser, and Rogers; present.

Pledge of Allegiance was said in unison.

BID OPENING – Sale of three vehicles.

At this time the Village Administrator opened and reviewed the bids.

### **Approval of November 2009 Minutes**

MOTION by Beiser, seconded by Fischer, to approve the November 2009 minutes as presented. Carried by voice vote.

### **Village and Utility Bills**

Trustee Livingstone inquired about the pepsi bill.

Trustee Zabel inquired about MSA Professional – should be construction design.

Trustee Grace – BBE Community Investor – why do we pay monthly but we receive interest quarterly. Funds are in CD – mature dates are based on when the funds are needed.

MOTION by Grace, seconded by Beiser, to approve the bills as presented and order paid.

Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer and Rogers; ayes.

### **Financial Report**

MOTION by Grace, seconded by Fischer, to accept the Financial Report as presented.

Roll Call: Zabel, Beiser, Grace Livingstone, Fischer, and Rogers; ayes.

### **Public Participation**

- None

### **Communication**

- Clerk read thank you from the Coughlin Family.

### **Adopt Agenda**

MOTION by Grace, seconded by Livingstone, to adopt the amended agenda. Carried by voice vote.

### **Administrator's Report**

- Presented a brief synopsis of the 2009 Budget. Revenues are down.

### **DPW Report**

- Introduced new director of public works – Chris Hardy.
- Next meeting January 6<sup>th</sup>

**Finance**

- Refer to minutes.
- Refer to agenda.

**Library**

- Refer to minutes.

**Park Board**

- Refer to minutes.

**Police & Fire**

- Thanks to the entire community for their support of the Christmas Crusade. Overwhelming support! To be delivered on Friday and Saturday.

**Fire**

- Driver simulator is here. In the process of training the trainers.
- Automatic Mutual Aid agreement with Omro should go into effect at the end of the month.

**WCDA**

- Building the Way – Christmas Crusade.
- Industrial Park – Meraton Metalworks put on website.
- Meeting with Switchgear in January to put on website.

**Cemetery**

- Taking a couple of trees down.

**Historic Preservation**

- Meeting later this week.
- Met with Chris Hansen, new curriculum director, about local history in the classroom. Suggested 3<sup>rd</sup> grade level. Would also like projects at the Middle School and High School levels.

**Beautification, Plan Commission, Industrial Dev Board**

- did not meet.

**Bridge Meeting.**

- Another meeting will be held in February.
- Try to glean public response before the February meeting.
- State wants to put a fixed bridge . . . . members want a lift bridge.
- Life and breath of this community.
- Could be a substantial cost to the Village. Village would be responsible for sidewalks, lighting, etc.
- Width of bridge was discussed. Narrow traffic slows down.
- Be aware and listen to the residents . . . .get involved.

### **Amend the Adopted 2010 Budget**

- The correct number should be \$1,358,931.00.

MOTION by Fischer, seconded by Beiser, to amend the adopted 2010 budget with a levy of \$1,358,931.00. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer, Rogers; ayes.

### **Approve 2010 Salaries for Non-Represented Staff**

- Finance Committee recommends a 3% wage increase

MOTION by Grace, seconded by Fischer, to approve a three percent wage increase in 2010 for the non-represented staff. Roll Call: Zabel, no; Beiser, aye; Grace aye; Livingstone, no; Fischer aye and Rogers ayes.

Trustee Grace – increase of health insurance that administrative staff pay is 5% . . . even with 3% increase in wages they will be taking home less money.

### **Approve Vacation Carryover Hours – Stelzner**

Trustee Grace inquired why this was an agenda item. Requesting to carry over 8 hours more than allowed. Decision made at committee level. Not necessary to go before board.

### **Approve Contract with Associated Appraisals 2010 – 2011**

- Finance Committee recommends approving contract with Associated Appraisals for 2010 – 2011 which includes the revaluation.
- Trustee Grace biggest advantage was the website.

MOTION by Grace, seconded by Beiser, to approve the contract with Associated Appraisals in the amount of \$56,500.00 for 2010 - 2011. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer, aye; and Rogers; no.

### **Approve Job Descriptions – Park, Assistant Park, and Marketing Directors**

- Trustee Livingstone – maintenance of boat trailer launches should be boat launches.

MOTION by Beiser, seconded by Fischer, to approve the job descriptions for Park, Assistant Park and Marketing Directors. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer, and Rogers; ayes.

### **Resolution 12.1-09 Approve General Reserve Fund Policy**

- Recommended by Finance Committee

MOTION by Livingstone, seconded by Fischer, to adopt Resolution 12.1-09 Approve General Reserve Fund Policy. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer, and Rogers; ayes.

### **Approve Changes to Personnel Handbook**

- Recommended by Finance Committee.
- Three changes relate to Park, Assistant Park and Marketing Directors.
- Reff – recommend it state they are paid bi-weekly and/or monthly at the discretion of the Village.

MOTION by Grace, seconded by Beiser, to approve the Changes in the Personnel Handbook as amended. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer, and Rogers; ayes.

### **Approve Change to Village Administrator's Employment Agreement**

- To include the day after Thanksgiving as holiday.

MOTION by Fischer, seconded by Grace, to amend the Village Administrator's employment agreement to allow the day after Thanksgiving as a holiday. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer and Rogers; ayes.

### **Approve/Accept Bid for Vehicles**

#### **1996 Ford F250 XL 4WD**

##### **Minimum bid \$4,000.00**

4 bids High Bid - Zillges \$4,928.00.

#### **1991 Ford F800 Dump Truck**

##### **Minimum Bid \$5,000.00**

3 bids High bid - Ed's Tractor Repair LLC \$10,657.00.

#### **1990 Ford F150**

##### **Minimum Bid \$200.00**

1 bid High bid – Precision Inc \$302.00.

MOTION by Zabel, seconded by Beiser to accept the highest bid on all three vehicles. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer, and Rogers; ayes.

### **Approve/Accept Bid for Marble Park Storm Sewer Project**

- Storm sewer part of the re-paving of the parking lot project.
- Received seven bids. Low bid was TRC Mid Valley Utilities \$15, 143.40.

MOTION by Zabel, seconded by Beiser, to accept the bid of TRC Mid Valley Utilities for the Marble Park Storm Sewer Project in the amount of \$15,143.50. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer and Rogers; ayes.

### **Subdivision of Washington Street Park Property**

#### **Sell Portion for Residential Development**

- Trustee Zabel . . . Park Board did not have this proposal at their meeting. They did discuss the property . . . but did not address this proposal.
- Park Board – wanted to allow discussion by the Village Board.
- President Rogers – basically are we interested in pursuing this matter.
- Trustee Zabel stated that Ducky is not in favor of this proposal.
- President Rogers – costing taxpayers money to maintain . . .is it feasible to sell a portion for residential.
- Trustee Zabel would like property to remain a park.

- Trustee Grace would also like to keep it a park and rezone it to park.
- Trustee Grace would like the research and make sure the property and Marble Park are zoned correctly.

**Restrict Parking on North 6<sup>th</sup> Street at West Main Street**

- Recommended by Police and Fire Committee.
- Purpose - storm sewer located in this location. Do not want pipe to collapse. Short section runs the length of the apartment building.

MOTION by Livingstone, seconded by Bieser, to restrict parking on a portion of North 6<sup>th</sup> Street at West Main Street. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer, and Rogers; ayes.

**Alcohol License Application – Reserve Class B**

MOTION by Grace, seconded by Fischer, to accept the application from Critters Wolf River Sports LLC for a Reserve Class B Liquor license and order it published. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer and Rogers; ayes.

**Appoint Pollworkers 2010 2011**

MOTION by Zabel, seconded by Beiser, to appoint the pollworkers as presented for 2010 – 2011. Roll Call: Zabel, Beiser, Grace, Livingstone, Fischer, and Rogers; ayes.

**Operator License Applications**

- None

MOTION by Beiser, seconded by Zabel, to adjourn.  
Carried by voice vote.

7:45 p.m.

NOVEMBER 2009 FINANCIAL REPORT  
December 9, 2009  
Premier Checking

Balance Forward	<b>\$ 815,083.23</b>
Building Permits/Variance/Fence/Rezoning Applic.	\$1,874.50
Conditional Use/Variance/Rezoning Permits	\$0.00
Operator License	\$40.00
Alcohol License/Cigarette Licenses	\$0.00
Cemetery Fees	\$0.00
Court Fines/Parking Fees	\$28,651.77
Clerk Fees/Property Statements	\$1,623.39
Park Rental Fees/Rec Fees	\$190.50
Compost Sticker Fees	\$125.00
Boat Trailer Parking	\$404.00
Interest -Premier/CentTel/WCDA/	\$252.46
Lease payments - Advantage/Cell towers	\$1,250.00

SD#3 Payment - CWF/Fees	\$17,705.53
CDBG/IDB Receipts	\$3,969.92
Library Fines	\$0.00
NSF/Redeposits	\$280.00
Shared Revenue	\$152,655.98
Credit Card Receipts	\$2,392.39

NOVEMBER Receipts	<b>\$211,415.44</b>
+ Water and Sewer Receipts	\$35,074.27
Sub-Total	<b>\$1,061,572.94</b>

Less NOVEMBER Disbursements:

NOVEMBER Payroll Expense	\$73,571.12
NOVEMBER 15th Bills	\$33,441.48
NOVEMBER Federal/State withholding	\$35,861.50
NOVEMBER Board Bills approved	\$139,701.49
NOVEMBER 30th Bills	\$12,453.93
CDBG Shallbetter	\$3,185.00
EMC Insurance	\$5,441.04
Health Insurance	\$18,602.40
Wisconsin Retirement System/Sales Tax	\$12,651.39
Postage	\$200.00
Maintenance fees/ debit memos/credit crd	\$375.67

TOTAL NOVEMBER DISBURSEMENTS	<b>\$335,485.02</b>
SUB-TOTAL	\$726,087.92
OUTSTANDING CHECKS	\$111,833.07
ENDING BALANCE	<b>\$614,254.85</b>

PREMIER CHECKING	\$248,578.13
CDBG ACCOUNT	\$365,676.72
ENDING BALANCE	<b>\$614,254.85</b>

STATE INVESTMENT POOL

General Fund	\$232,341.16
Cemetery Fund	\$17,008.87
Sewer Equipment Replacement Fund	\$697.16
1999 1.9 Million Bond Proceeds	\$216.69
2001 Bond Proceeds	\$50.52
2005 Bond Proceeds	\$60,016.47
Library Donations	\$12,097.37
2009 Bond Proceeds	\$399,406.92
BALANCE	\$721,835.16

November 2009 Interest Rate	0.22%
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\*\* DID NOT RECEIVE QUARTERLY STATEMENT FROM BANKERS BANK\*\*

Issued 10/26/2009	\$372,353.71
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**NOVEMBER 2009 BUILDING PERMITS**

94	Patti Yehle	119 S 2nd Ave	Roofing	\$8,200.00
95	Susan Davies	220 S 2nd Ave	Roofing	\$6,200.00
96	Craig McMullin	604 Birch St	Electrical Serv	\$1,000.00
97	Randall Harper	221 N 8th Ave	HVAC	\$6,000.00
98	Ken Kronschnable	1000 Calypso	Office Remodel	\$300,000.00
99	Lee Burton	271 N 6th Ave	HVAC	\$5,000.00

TOTAL VALUE OF NOVEMBER BUILDING PERMITS \$57,600.00  
TOTAL VALUE OF YTD BUILDING PERMITS \$1,559,075.00

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CDBG Admin Account	\$7,708.49
CDBG Revolving Loan Fund	
Balance Forward 10/31/2009	\$363,811.23
Proto-I DONE	\$0.00
Midwest Specialist	\$530.33
Multi Conveyor LLC	\$436.04
Multi Conveyor LLC	\$713.76
Critter's	\$0.00
Interest - Nov 2009	\$185.36
TOTAL as of November 2009	\$365,676.72