

Village of Lena
Board Minutes
Monday November 16, 2015 6:30 p.m.

Roll Call: Steve Marquardt, Terry Hinds, Craig LeFebre, Linda Hinds, Larry Belongia, Ken Linzmeyer,

Absent: Judy Patenaude – excused for training

Also present: Craig Schuh-Ayres Associates, Larry Shallow-Public Works

Agenda – Motion by Linzmeyer to approve the agenda. Belongia seconds the motion. Motion carried.

Minutes – Motion by Linzmeyer to approved October 5, 19 and 28, 2015 minutes. L. Hinds seconds the motion. Motion carried.

Open Forum: - none

Committee Reports:

Utility Department – Larry Shallow reviewed the utility workers report. 5 acres were approved for sludge hauling. Wastewater Laboratory Evaluation Update was received stating the Village has completed the requirements from the on-site evaluation (three year audit). Electronic balance is needed for the sewer plant.

Public Works – Per Craig Schuh-Ayres Associates another letter will be sent regarding the punch list items not completed. Pay request for Oudenhoven Construction for \$27,816.41 #11. Motion by Hinds to approve the pay request as stated. Belongia seconds the motion. Motion carried. Change orders: none. Recycle Center Building update- ordered and a down payment was made of \$500. Discussion followed regarding Iron Horse.

Police/Fire – Chief Herald incident report was reviewed. T. Hinds asked about the quarterly report from the Fire Department Fund Raising account.

Finance – CDBG – nothing to report. Saputo Waste Water – closed session not needed. Discussion followed. Motion by Linzmeyer to contact Village Attorney Tim Schmid to continue to finalize the agreement. L. Hinds seconds the motion. Motion carried. SDWL – nothing to report. Village finances and segregation of duties – T. Hinds explained the new procedures the Finance committee will use per recommendations by Kerber Rose. 2015-05 Adoption of the 2016 Budget – Motion by T. Hinds to approved the 2016 budget. Second by Linzmeyer. Roll call vote: Linzmeyer aye; LeFebre aye; T. Hinds aye; L. Hinds aye; Belongia aye; Marquardt aye. Motion carried.

Rosera Business Park – Closed session not needed. Nothing new to report. Waiting for the DOT regarding the park and ride.

Property Acquisition South Rosera Street – Closed session not called. Discussion followed. A certified survey map will be needed.

Village Property Land Lease – Discussion followed. Agreement needs to be re-worded. Motion by Belongia to allow the Finance Committee to handle the new agreement/contract for land use

L. Hinds seconds the motion. Motion carried.

Wage & Personnel – Draft employee handbook was given to the board members to review. Please forward any changes/suggestion to Terry Hinds. Discussion followed regarding short hand pay for the recycle center. Operating rules/procedures for recycle attendants was discussed.

Planning Commission – Street signs are on hold till next spring. Proof of Insurance for contractors is required.

Drainage District - nothing to report.

Weeds – nothing to report. Discussion followed regarding businesses appearance in the village. Letters will be sent to Roger Coppersmith, Village Tavern, Bavarian Inn and Randy Vollmar.

Promotions Committee – Village of lights is being worked on. The Finance committee requested a budget detail for 2016 from the Promotions Committee. 2016 Barn Quilt Tour was referred to the promotions.

Old Business:

Emergency Sire Update – Site visit will cost \$525. Purchase order is needed. Clerk will provide a purchase order. Emergency plan for the village needs to be reviewed by the Police & Fire Committee.

New Business:

Committee Expectations – Committees should meet minimum once a quarter, more if needed. Steve M. reminded the trustees the requirements of closed session.

Village Complaints/concerns – none for November.

Presentation of Bills – Motion by LeFebre to approve the monthly bills in the amount of \$111,521.28. L. Hinds seconds the motion. Roll call vote: Linzmeyer aye; LeFebre aye; T. Hinds aye; L. Hinds aye, Belongia aye, Marquardt aye. Motion carried. Building Permits for Cecelia Dantine and Cheryl Howe were presented.

Announcements/general information/set next meeting date – Terry Hinds questioned the status of the GIS system. Monday December 21st at 6:30 p.m. Clerk updated the board regarding the Town of Spruce annual Fire Department billing, outstanding utility bills and dog licenses.

Adjournment – LeFebre made the motion to adjourn. L. Hinds seconds the motion. Motion carried at 9:22 p.m.

Respectfully submitted,

Charlene J. Meier
Clerk/Treasurer

