

# Village of Lena

## Utility/Board Meeting Minutes

### Monday, December 17, 2018 6:30 p.m.

Call to order at 6:30 p.m.

Roll call: Nicholas Heise, Craig LeFebre, Terry Hinds, Judy Patenaude, Linda Hinds, Larry Belongia and Steve Marquardt.

Also present: Craig Schuh-Ayres Associates and Charlene Meier.

Approval of Agenda: Motion made by LeFebre/Patenaude to approved the agenda. Motion was voted and carried.

Approval of the minutes: Motion made by Patenaude/L. Hinds Belongia to approve the minutes from November 19, 2018. Motion was voted and carried.

Open forum: None.

#### **Committee Reports:**

Public Works: Utility Report was informational. Sewer Relining Bid Opening Results – Motion was made by Patenaude/L. Hinds to accept the bid from Dave Tenor Corporation with a base bid of \$143,724.75 for the sewer relining. Roll call vote: Heise aye; LeFebre aye; T. Hinds aye; L. Hinds aye; Patenaude aye; Belongia aye; Marquardt aye. Motion carried.

Public Safety: Police monthly report and Fire Dept. Quarterly report were informational. 2019 Building Inspector Contract renewal – Motion was made by Patenaude/LeFebre to approve the contract pending appropriate documentation. Motion was voted and carried. Officer Garrett Baeten and Officer Ryan Nemetz resignations – Motion was made by LeFebre/L. Hinds to accept Officer Baeten and Officer Nemetz resignations. Motion was voted and carried.

Plan Commission: Committee continues working on Phase 2 of the Comprehensive Plan.

Finance: T. Hinds will review the monthly financials. Fortifi Bank Account Review – Motion was made by Patenaude/L. Hinds to allow the Finance Committee to optimize the Village accounts. Motion was voted and carried. Resolution 2018-05 Corporate Authorization Fortifi Credit Cards – Motion was made by Patenaude/L. Hinds to approve Resolution 2018-05 as presented. Roll call vote: Heise aye; LeFebre aye; T. Hinds aye; L. Hinds aye; Patenaude aye; Belongia aye; Marquardt aye. Motion carried. Credit Card Review – Motion was made by T. Hinds/Belongia to re-issue credit cards from Fortifi Bank for the Village (Clerk/Treasurer) and the Police Chief with a limit of \$2000. Motion was voted and carried. 2019-2023 Capital Improvement Plan – Motion was made by T. Hinds/Heise to approve the plan. Motion was voted and carried.

Personnel & wages Update: Nothing new to report.

Weeds Update: Nothing new to report.

Recycling Update: T. Hind update on the recycling center being closed on the previous Saturday due to lack of pickup/dumping the dumpster.

Promotions Update: L. Hinds reported that Village of Lights went well.

#### **New Business:**

2019 Property, Liability and Worker's Comp Insurance Renewal: Motion was made by T. Hinds/Belongia to approve and annual renewal of the 2019 Property and Liability Insurance policy in the amount of \$20,739 and the Worker's Comp policy in the amount of \$10,261 through Vintage Insurance. Roll call vote: Heise aye; LeFebre aye; T. Hinds aye; L. Hinds aye; Patenaude aye; Belongia aye; Marquardt aye. Motion carried.

2019 Lena Library Board Appointee for approval Tara Sellen: Motion was made by Marquardt/Patenaude to approve Tara Sellen as Village appointee to the Lena Library board. Motion was voted and carried.

Ordinance 22 Budget & Finance Request for Quotation Form: Motion was made by T. Hinds/Belongia to approve the Request for Quotation form. Motion was voted and carried.

Old Street Ornaments (3): Ornaments are to be sold.

Holding Tank Agreement 2019: Motion was made by L. Hinds/Belongia to approve the 2019 Holding Tank Agreement. Motion was voted and carried.

Cooperative Agreement of Joint Recycling Program 2019: Motion was made by Marquardt/L. Hinds to approve the Cooperative Agreement with the Town of Lena. Motion was voted and carried.

Village Complaints/Concerns: None

Presentation of Bills: Motion was made by L. Hinds/Patenaude to pay the monthly bills in the amount of \$126,540.94 and to include the final payroll dated December 28, 2018. Roll call vote: Heise aye; LeFebre aye; T. Hinds aye; L. Hinds aye; Patenaude aye; Belongia aye; Marquardt aye. Motion carried.

Permits/Correspondence/Miscellaneous: Motion was made by LeFebre/L. Hinds to approve the operator's License for Brook Rotter. Motion was voted and carried.

Announcements/General Information/Set next meeting date: Next meeting date if January 21, 2019 at 6:30 p.m.

Adjournment: Motion was made by L. Hinds/Belongia to adjourn. Motion was voted and carried at 7:53 p.m.

Respectfully submitted,

Charlene J. Meier  
Clerk/Treasurer