

# Village Board Minutes

## June 16, 2014

Draft-unapproved

Meeting was called to order by President Steve Marquardt at 6:38 p.m.

Present: Steve Marquardt, Chad Misco, Craig LeFebre, Terry Hinds, Larry Belongia, Linda Hinds, Judy Patenaude

Also present: Ed Patenaude, Craig Schuh-Ayres Associates, Charles Dufek, Mike Huberty, Charlene Meier

Agenda: Chad Misco made a motion to approve the agenda and give the President authority to re-arrange the agenda as needed. Larry Belongia seconds the motion. Terry Hinds requested that item #3 under Personnel and Wage be moved to New Business. Also Terry wanted item IX Correspondence moved to after Open Forum. Motion carried.

Minutes: Motion to approve the minutes from May 19, 2014 was made by Chad Misco. Linda Hinds seconds the motion. Motion carried.

Open Forum: Discussion followed regarding the ally that joins Cody King and Leland Alsteen's property. Piles of gravel after snow plowing in the winter and what can be done about it. The Public Works committee will review.

Correspondence: A resignation letter dated June 2, 2014 from Cory Marquardt was read to the Village Board stating his last day will be July 15, 2014. This letter was originally accepted by the Utility Committee.

### **Committee reports:**

Planning & Development - 22 acres - Charles Dufek and Mike Huberty expressed interest in a portion of the 22 acre parcel for the possible USDA Farm Service Agency building. Discussion followed. Terry H. made a motion to commit to allocating a section in the NE corner of the 22 acres parcel as a possible construction site for the Farm Service Agency building. Craig LeFebre seconds the motion. Roll call vote: Steve-abstained; Chad M. aye, Craig LeFebre aye, Terry Hinds aye, Larry Belongia aye; Linda Hinds aye; Judy Patenaude aye. Motion carried. A letter from the Village stating this decision is needed as part of the bidding process for Charles Dufek and Mike Huberty. The clerk will have the letter of intent ready for signature tomorrow.

Public Works – Resolution 2014-13 Compliance Maintenance Annual Report (CMAR) was reviewed before approval. The status of the CMAR is a report on the Village's waste water treatment plant operation and operator for 2013. The waste water treatment and operator received a 4.0, which is the highest possible score. Craig Schuh-Ayres Associates explained the report and that receiving an "A" is very good and rare. Motion was made to approve this resolution. Roll call vote: Steve aye; Chad M. aye; Craig LeFebre aye; Terry Hinds aye, Larry Belongia aye; Linda Hinds aye; Judy Patenaude aye. Motion carried.

Advertise summer help - A sample ad for summer help was discussed. Corrections/changes were made. Chad M. made the motion to approve the ad for part time summer help. 15-20 hours per week with a valid driver's license. Judy seconds the motion. Motion carried. Ad will be posted on Facebook, website and village official newspaper. Discussion followed. Chad made an amended motion to hire part time limited term summer help for 15-20 hours per week with valid driver's license. Judy seconds the motion. Motion carried.

Additional utility worker long term – Discussion followed. Chad M. made the motion to wait to see how things work with the new Utility Worker Doug Bergeson. Judy P. seconds the motion. Motion carried.

Easements - A letter was received from Wayne and Judy Conklin regarding correspondence they received from the Village Attorney pertaining to the easement for the water/sewer improvements. Ayes Associate Engineer Craig Schuh will check with Conklin's and hopefully clear up any confusion they may have. Motion by Terry H. to have the Village President contact Mr. Conklin to explain the easement. Linda H. seconds the motion. Motion carried. Chipping needs to be done.

Police & Fire – monthly meeting was postponed. Nothing to report.

Finance – CDBG – grant is signed. PSC Rate Study – working on it and should be done by the end of the month. Saputo User Agreement – Terry Hinds reviewed the packets each trustee was given with the changes. The Village is closer to an agreement with Saputo. Deadline is June 30<sup>th</sup> to give the notice to proceed with construction. Safe Drinking Water Funding – Deadline for filing is June 30, 2014. Construction contracts were ready for signature. Motion by Terry Hinds to authorize the Village President and Clerk/Treasurer to sign the construction contracts. Larry Belongia seconds the motion. Roll call vote: Steve aye; Chad M. aye; Craig LeFebre aye; Terry Hinds aye; Larry Belongia aye; Linda Hinds aye; Judy Patenaude aye. Motion carried. Rebecca Speckhard from Quarles and Brady needs to be notified of the deadlines. A special board meeting will be scheduled for June 30 or as soon as needed to proceed with the Saputo agreement.

Wage & Personnel – Employee handbook page 11 ‘Employee Termination’ exit interview. Discussion followed. It was decided the exit interview will be completed by the Committee responsible for the employee plus the Village President and the Chairperson of the Personnel and Wage Committee. Employee handbook update – Committee members are currently working on updating the handbook. A copy of the handbook should be given to each employee to review and bring changes to the committee. Recommendation of creation of a Safety & Emergency Management Committee – this item was tabled.

Planning & Development – Chad Misco reported on the study for the street signs and possible liability.

Drainage District – nothing to report.

Weeds – A letter was sent to landowners for their long grass. A letter needs to be sent to owners at S. Third Street regarding length of grass which is in violation of Village’s ordinance.

**Old Business:**

Joint Library agreement – nothing new to report.

Water Treatment – Escanaba & Lake Superior Railroad Company permits – These permits are part of the water/sewer improvements the Village is planning. They need to be signed and a check for \$800 needs to be issued. Motion was made by Chad M. to sign the permits and pay the \$800. Motion was second by Larry Belongia. Motion carried.

**New Business:**

Ordinance 103-4b. (3) Establishing Duties of Personnel, Wage Committee as a permanent special committee – Terry Hinds suggested this Ordinance. Motion by July P. to accept Ordinance 103-4b (3) Establishing Duties of Personnel, Wage Committee as a permanent special committee. Linda Hinds seconds the motion. Roll call vote: Steve aye; Chad aye; Craig LeFebre aye; Terry H. aye; Larry B. aye; Linda Hinds aye; Judy Patenaude aye. Motion carried.

Village Newsletter – copies were given to each trustee to review and changes were made. They will be mailed with the utility bills.

Village Board Policy – Conduct of Village Board Meetings – Copies of the League of Municipalities manual were given to each Village Trustee to review.

Presentation of Bills – Monthly bills in the amount of \$109,558.84 were presented. Motion was made to pay the monthly bills was made by Craig LeFebre. Chad Misco seconds the motion. Roll call vote: Steve aye; Chad aye; Terry aye, Craig L. aye; Larry B. aye; Linda H. aye; Judy P. aye. Motion carried.

Correspondence, Permits, Miscellaneous – Building Permits were reviewed. Reid Ribble invitation to Heritage Hill on July 1, 2014. CenturyLink permit was replacement of defective telephone cable in the alley and across 3rd Street between Main St. and Maple St. Phillip Dziki ATF Investigator sent an e-mail asking the zoning of property owned by Mr. T. Schaal at 410 ½ E. Main St, Lena. Mr. Schaal plans to start a firearms business at this location. Lena Snowdrifter’s Temporary Permit for August 2, 2014 for their tractor/truck pulls. . Motion was made by Craig L. to approve the permit. Larry B. seconds the motion. Motion carried.

Operator's licenses were presented. Motion by Craig L. to accept the Operator's licenses presented. Larry B. seconds the motion. Motion carried.

Announcements/General Information/Items for next agenda - agenda information needs to get to the Clerk/Treasurer earlier to be posted in the timely manner. Items for next agenda are: Summer part time help, Saputo User agreement, PSC rate study, CDBG, Safe Drinking water Loan.

Adjournment – Motion by Craig LeFebre to adjourn the meeting. Judy P. seconds the motion. Motion carried. Meeting adjourned at 9:23 p.m.

Respectfully submitted,

Charlene J. Meier  
Clerk/Treasurer

DRAFT