

Village of Lena Board Meeting

June 17, 2013 7:30 pm

Present: Steve Marquardt, Terry Hinds, Judy Patenaude, Cody King, Linda Hinds, Chad Misco & Craig LeFebre

Absent: None.

Also Present: Charlene Meier, Mike Hodkiewicz, Becky Bartell, John Flannery, Aldona Hansen

President Marquardt called the meeting to order at 7:30 p.m. with the above people in attendance. T. Hinds wanted the following additions under old business: Village website and Drainage District. Judy P. made motion to approve with additions. Seconded by Cody King. Motion carried.

Minutes: Minutes from May 21, 2013 special meeting were not available. Motion by T. Hinds to approve the minutes from May 20, 2013 regular board meeting. Second by C. King. Motion carried.

Open Forum:

Mike Hodkiewicz from the Lena Public Library board talked about the Joint Library agreement between the Village of Lena and the Town of Lena. The Town of Lena would contribute \$22,000 per year to the library budget plus share the expenses. They will match of Village's contribution. Mike H. explained the cost of using the Brown County Library system. The library board is looking for approval from the village on the joint agreement. Aldona Hansen reported that the library is used approximately the same amount by Village residents verses town residents. The Village board stated they need more time to review the agreement. Also the Village Attorney Tim Schmid needs to review and work with the Town of Lena's attorney to reach an acceptable agreement. When and if the Village agrees to the agreement, it then goes before the Oconto County Board for passage. The agreement then goes to the State. The deadline for the state is September 1st. If it is not in by then we will have to wait until next year. After the board reviews the agreement any questions raised should be sent to the Village Clerk which will then be compiled and sent to the Attorney Schmid. Deadline for the questions will be Friday, June 19th, 2013. Attorney Schmid will be at the July 15th board meeting. The library agreement can be reviewed at the time. The library board will postpone their July 10th meeting until Wednesday July 17th.

Committee Reports:

Police/Fire:

The police chief position was discussed. John Flannery, NWTC Consultant was present to help the board decide what is needed, how often, etc. John discussed the different options available such as Police Chief, Officer in Charge, Marshal, Director of Public Safety. He stated someone needs to be in charge of the police dept. A point person for the State. The board explained that the police chief position started out as part time with a COPS grant. There was a referendum which changed the position to full time.

Linda H. questioned Mr. Flannery if he had a chance to review the activity of our police dept. He stated he had not but that could be done. Terry H. asked if there was another COPS grant available and John stated is it a possibility but very rare. Board discussion followed. John suggested a survey to the tax payers asking their views on the police chief position. It was stated it could go in the water/sewer bills. John will draft a sample copy of the survey the Village can use. John F. will also check the call/activity history of the police dept. for the village. John also stated the some communities are combining police departments.

Recruitment was another topic for the board to consider. Things to consider: how large an area for the recruitment; local, regional, statewide; compensation; clothing allowance, etc.

Public Works:

C. LeFebre stated that the hours for the workers are 6-3p.m. Monday-Thursday; 6-Noon Friday. S. Marquardt stated cell phone uses will be reviewed with each employee. Employee handbook will need to be updated. The board would like to familiarize themselves with the public works positions. Members expressed that they would like to do a "ride along" for a day.

Finance:

T. Hinds reported that interim financing will need to be investigated. Suggestion was USDA grant/loan and Safe drinking water program. Ayres Associate Cindy Wojtczak & Sarah Nunn will contact USDA to have them set up a meeting to discuss financing options. Village Attorney Tim Schmidt has been contacted and will help the village with the legal procedures.

Wage/Personnel:

Judy P. stated the employee handbook was reviewed. A draft copy of changes will be given to the board to review. Job descriptions will be a separate item from the handbook. Employee comp time has a max of 40 hours per year. Comp time will be paid out at the rate it was earned.

Planning/Development:

C. Misco reported they did not have a meeting in June. The new barber has open on Main Street. Chad suggested everyone pass the word to help promote the business. The board sent a plant. A suggestion was made to put the new businesses on our website. Also the school billboard. A notice will be sent in the utility bills about the new business. T. Hinds reported that the Farm Service Agency will be making a decision at their July meeting regarding locating in Lena. Patenaude reported on the Healthy Initiative in the county. The Planning committee is still looking at benches for the Village. Judy P. questioned about the progress on the Street signs. Chad stated they were picked out. The Village Clerk reported that a new business might be looking at the old bakery building.

Old Business:

Website: T. Hinds reported that Bill Koehne with Packerland Websites is designing a new site for the Village. Hopefully it will be up next week. There will be a directory with the Village Trustees. Also the village will be able to update as needed.

Drainage District:

Terry Hinds reported that the Drainage District held a public hearing on June 8, 2013 at the high school which was well attended. There will be a charge to each parcel of \$95.39 for administrative/legal costs. A bill will be sent to each owner this next week. He stated that the drainage board have a few petitions pending but can't be completed until the Murphy suit is resolved.

New Business:

Clerk/Treasurer Municipal Institute: Training for the new clerk at University of Green Bay will be July 15-19th. Motion made by J. Patenaude to allow the new clerk to attend. Second by C. LeFebre. Motion carried.

Village Hall/Library Cleaning Service: Cecelia Dantine will be off due to surgery for approximately two months. Library cleaning is done weekly and Village hall every other week. Discussion followed.

Liquor License: renewals: Motion by C. Misco to approval the liquor licenses pending payment. Second by C. LeFebre. Motion carried.

Operator's License renewals: Motion made by C. LeFebre to approve operator's license renewals. Second by Chad M. Motion Carried.

Building Inspector Report: Building permits were presented to the board. A letter was read from the Civic Club regarding parcel #146033404512L giving the Village the opportunity to purchase. Discussion followed. The board decided to send an invite to the Civic Club to attend the July board meeting to answer questions. Nadler Auto Service purchased a building next to the Civic Park. The Civic Club asked that the fire bell that is located in the park be re-located.

Board of Appeals vacancies: S. Marquardt stated the there was a vacancy due to the passing of Mr. Detrie. Term is three years. Steve M. suggested Lisa Misco to fill the position. Motion by Judy P. to have Lisa Misco fill the vacancy. Second by L. Hinds. Motion carried.

Fire Department By-laws: The board reviewed the changes presented. The Police & Fire commission also reviewed the changes. Motion to approve the changes as presented by T. Hinds. Second the Cody K. Motion carried.

Bullying Ordinance: Judy P. explained the need for ordinance. Tabled to the July meeting.

Rezoning from residential to Commercial: 440 W. Maple Street. Tabled

Computer Firewall: T. Hinds explained that Wayne Sleeter, from Oconto County who helps the Village with computer issues stated that we need to upgrade our firewall. He will install at no charge to the Village. The cost of the new Cisco firewall is \$364.81. C. LeFebre made the motion to purchase the new firewall. Second by Linda Hinds. Motion carried.

Presentation of Bills: Motion made by C. LeFebre to pay the monthly bills from check #35896-35931 and payroll. Second by T. Hinds. Roll call vote: C. LeFebre aye; L. Hinds aye; C. King aye; J. Patenaude aye; T. Hinds aye; C. Misco aye; S. Marquardt aye. Motion carried. T. Hinds questioned the bill filing system.

Correspondence, Permits, Miscellaneous: Library asked the Village board about having fire arms safety course at the library with a certified instructor. Also Charles Smaney's sister passed away and flowers should be sent from the Village Board. T. Hinds provided a brief bio for the board.

Items for Next Agenda: Civic Club property, Village website, Clerk/Treasurer Institute, Linda Hind's bio; Village Hall appearance; rezoning; joint Library agreement.

Adjournment: Motion to adjourn was made by Judy P. Second by Linda H. Motion carried. Meeting adjourned at 9:58 p.m.

Charlene J. Meier – Clerk/Treasurer