



Village Board Meeting Minutes
November 4, 2019

1. Call to Order, Roll Call: President Bob McDermott called the meeting to order at 6:30 pm. Trustee present included Mark Bichler, Barb Ruege, Eric Stowell, Elizabeth Manian, Blaine Werner, and Michael San Felippo. Others in attendance included Arron Groh of Kapur & Associates, Jon Cameron of Ehlers & Associates, Public Works Director Joe Huiras, and Clerk/Treasurer Jo Ann Lesser. For additional attendees at the meeting, see the sign-in sheet.
2. Pledge of Allegiance: All those present stood to recite the Pledge of Allegiance.
3. Action on minutes from the October 21, 2019 village board meeting: Trustee San Felippo made a motion to approve the minutes as presented. Trustee Manian seconded the motion. Motion carried, 7-0.
4. Public comments: None

President McDermott announced that the items on the agenda will not be addressed in the order they are listed. McDermott addressed under new business item D.

5. Old Business:
 - a. Discussion and Possible Action on New Village Website Vendors (GovOffice, CivicPlus): President McDermott explained that at the last meeting there was confusion as to why the two quotes were so different in price; it was determined to contact Civicplus to question their quote. McDermott explained that the quote was in fact incorrect and the packet has the updated version. The new quote is \$500 more for the annual fee than GovOffice. Clerk/Treasurer Lesser was asked if she had a recommendation, Lesser informed the Board that she worked with both providers and felt that the Civicplus was an easier product to work with. Trustee San Felippo made a motion to approve the 3 year contract with Civic CMS with the design feature for the Random Lake website. Trustee Stowell seconded the motion. Motion carried, 7-0.

The Village Board continued with the remaining agenda at item 7.

6. New Business:
 - a. Discussion, Review, and Possible Action on Village Fee Schedule: Trustee San Felippo explained that during budget discussions it was noted that some of the village's charges are under the state maximum or are not covering expenses. The Finance Committee looked at a few and agreed to recommend to the board to increase the operator licenses to cover the background check and cost of processing. Trustee San Felippo made a motion to approve the recommendation to increase operator licenses to \$30 per year starting 2020. Trustee Manian seconded the motion. Motion carried, 7-0.
 - b. Discussion, Review, and Possible Action Proposals from New Uniform Company: Public Works Director Huiras explained that he contacted the current vendor Aramark, and two others

for quotes. Cintas did not respond, Unifirst came in the lowest with a locked in rate at a 3 year contract. Aramark has the state contract they are offering a 5 year contract with a 2% increase each year. Trustee San Felippo made a motion to approve the 5 year contract with Unifirst at \$35.11 a week for high visibility work shirts. Trustee Stowell seconded the motion. Motion carried, 7-0.

- c. Discussion, Review, and Action to Close Carroll Street Between 1st Street and 2nd Street from 3:00 pm to 9:00 pm on Friday, December 6th for Night of Lights: Trustee Bichler made a motion to approve the street closure of Carroll Street between 1st and 2nd Streets from 3 pm to 9 pm on Friday, December 6, 2019. Trustee Stowell seconded the motion. Motion carried, 7-0.

At this time the Village Board went to item A under old business.

- d. Discussion, Review, and Possible Action to Create a Memorandum of Understanding with Krier Foods for Wastewater Treatment Plant Upgrades: President McDermott made an announcement to the Village Board that the upgrade to the wastewater treatment plant is a project being pursued by the village and is required to continue to operate according to specific standards. The village is looking to partner with Krier Foods as a joint effort, but that the project would progress if Krier Foods were not involved.

Aaron Groh explained what a memorandum of understanding (MOU) is; the MOU is a written agreement with one goal. A MOU is used at this time to move forward with gathering project details. A contract will be completed once all the preliminary work is finished and final numbers are obtained.

Jon Cameron explained that the village will be applying to the Clean Water Fund program to obtain the funds to complete the WWTF updates. The minimal amount of increase in user rates is 6.5%. Cameron went on to explain that the minimum increase would cover the debt increase and the operating costs; it would leave nothing additional for future repairs or updates. The maximum increase for this project would be 17.9%; allowing for the addition in the debt service, normal operating expenses but also allowing for a comfortable investment for future infrastructure. Cameron noted that this increase is just for the sewer charge, it does not include an increase for water.

Trustee Ruege had a list of questions compiled from phone calls she took from concerned residents. The group went over the list.

Trustee Stowell made a motion to approve entering an MOU with Krier Foods regarding the wastewater treatment plant upgrades. Trustee Manian seconded the motion. Motion carried, 7-0.

- e. Discussion, Review, and Possible Action to Authorize obtaining Information from Local Banks for a Short-Term Loan for Final Design Expenses of the Wastewater Treatment Plant Upgrades: President McDermott explained that the village will need to take out a bridge loan to cover costs of the attorney's fees and the design fees for the upgrades. The bridge loan is only until the clean water fund loan is approved. Trustee Manian made a motion to approve President McDermott obtain loan rates and borrowing information from the local banks. Trustee Werner seconded the motion. Motion carried, 7-0. McDermott explained that the preliminary borrowing will be approximately \$485,000 and that Collins State Bank will match the state trust fund loan program rates which is 3.25%, BMO Harris is at 4.25%.
- f. Discussion, Review, and Action on Purchasing a New Moyno Sludge Pump for the Wastewater Treatment Plant: There was discussion with the engineers from Kapur Inc. regarding the brand of pump that was being purchased. It was noted that Moyno pumps need a lot of service. Public Works Director Joe Huiras stated that it would save the village money by purchasing this brand and the employees installing it. Huiras stated the current pump is 15 years old. Trustee Bichler made a motion to approve purchasing the Moyno sludge pump for \$11,382 and have village employees investigate the installation process. Trustee Stowell seconded the motion. Motion carried, 7-0.

At this time the Village Board went to item A under new business.

7. Consent Agenda: (items listed under the consent agenda are considered under one motion unless a Village Board member requests an item be removed from the consent agenda)
 - Approval of bills: General Fund: \$31,498.41; Sewer: \$8,087.06; Water: \$16,071.73
 - Trustee Stowell to Attend Lobby Day in Madison on November 6th with Reimbursement for 1 Night Hotel Stay, Meal and Mileage.
 - Operator License:
 - Mary Lynn Addy-check ok

There was discussion of allowing Trustee Stowell attend the Lobby Day in Madison, hosted by the League of Wisconsin Municipalities. The discussion was why does there need to be a hotel stay, the drive to Madison is not that far and hotels are expensive in the Madison area. Trustee Manian made a motion to approve Eric Stowell to attend Lobby Day and for the Village to pay for one night hotel stay. President McDermott requested a second after hearing none offered. Another request for a second was called for. President McDermott declared the item dead due to the lack of a second.

Trustee San Felippo made a motion to approve the remaining items on the consent agenda. Trustee Bichler seconded the motion. Motion carried, 7-0.

8. Staff and committee reports

- a. Director of Public Works: Public Work Director Joe Huiras reported that the crew is working on leaf collection though the weather is not cooperating, they will get back at it once it warms up again. The crew worked on replacing the curb by the water tower and will be getting the trench black topped. Road repairs for the year will be complete.
- b. Committees – Eric Stowell to Report on Attending the League of Wisconsin Municipalities Annual Conference in October: Trustee Stowell stated that the conference was well attended, there were many classes to choose from and it was a great learning experience.
- c. President-McDermott directed the Board members to let the office know how they wish to be paid, monthly, quarterly or annually. There is also a sign-in book on the table by Trustee Bichler for each trustee or committee member to sign-in to help keep track of meeting attendance for payroll. McDermott also informed the Board that there will be a Christmas party this year, a date has not been set as of yet and the invites are being worked on by the office personnel.

9. Adjourn: The meeting adjourned at 8:15 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC
Clerk/Treasurer