

**DENMARK VILLAGE BOARD MEETING  
MONDAY, MARCH 7, 2016  
4:30 PM, DENMARK VILLAGE HALL**

**CAL TOODERROL CAL**

Resident Meza called the meeting to order at 4:30 pm at the Village Hall, 118 East Main Street, Lamak, WY 82428

Present: V. Ward, May Jo Edinki, Milton Edinki, A. Shille, P. Hagsten, S. Samr, G. Meza

**OFFICIALS STATE PRESENT**

Clark Sami Korko, Treasurer Kim Cooke, Director of Public Works Erika Seel, DCDan Debrau

**REMARKS/COMMENTS BY VILLAGE RESIDENT**

Resident Meza welcomed all present. He repeated the rules of an open meeting and added the two opportunities outlined in the agenda where registered citizens or anyone present could speak

Resident Meza extended congratulations to Matt and Ike Vard and Brock Berglin for representing Lamak at the State Vesting Competition in Madison. And congratulations to Berglin for winning the state title for the second year in a row

Resident Meza also wanted to address a question Trustee Samr had about the board getting a raise and he stated that board pay was raised last year at a meeting specifically mentioned in the minutes of November 16, 2016. Meza also stated that according to §61-193 one of the methods for filing nomination papers involves not going to the commissioner of the election ten days before the election

**REGISTERED CITIZENS TO BE HEARD**

Roxany Vann, 150 Hide Awe, thanked the board for all they've doing. She stated a lot of difficult decisions were made that the board is to be commended for. Vann's concern is the lighting on Woodrow Street in Lakeview Estates. She would like to see more street lights along Woodrow Street because she has grand children living there and stated that it is dangerous because there are so many children on that street and it is so dark

Resident Meza stated he believed the requirement for street lights in Lakeview Estates was one light on every corner, and that will check the code to see what is required

**APPROXIMATE AGENDA ALL ITEMS UNDER CONSENT AGENDA ARE CONSIDERED ROUTINE AND WILL BE ACHIEVED UPON BY ONE ACTION ITEM. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A RESIDENT SPECIFICALLY REQUESTS IN WHICH EVENT THE ITEM WILL BE REMOVED FROM THE REGULAR AGENDA AS DESIGNATED BY THE VILLAGE RESIDENT**

**M. Edinki/Shille moved to approve consent agenda as presented. Motion carried**

BOARD DISCUSSION AND ACTION ON SETTING DATES FOR THE 2016 VILLAGE BOARD MEETINGS

The board had a discussion on setting dates for meetings for the remainder of 2016 to so none conflicts with meeting dates for other entities. The July meeting which lands on Friday the 1st, July 4, 2016 will be held on the 27, 2016 and the September meeting which lands on Labor Day, September 5, 2016 will be held on August 29, 2016

RESOLUTION 01-2016 ESTABLISHING SEGREGATED FUND ACCOUNT FOR STADIUM DISTRICT EXCESS SALES TAX

**Stra/Wild approved to approve Resolution 01-2016 Establishing Segregated Fund Account for Stadium District Excess Sales Tax. Motion carried.**

RESOLUTION 02-2016 AUTHORIZING SHERRI KONOL, VILLAGE CLERK TO FILE THE RECYCLING GRANTS FOR RESPONSIBLE UNITS AND RECYCLING EFFICIENCY IN NINE GRANT APPLICATIONS

**M Beirski/Wild approved to approve Resolution 02-2016 Authorizing Sherri Konol, Village Clerk to file the Recycling Grants for Responsible Units and Recycling Efficiency Initiative grant applications. Motion carried.**

COMMITTEE REPORTS

Trustees presented reports for their respective committees. Higaten Law Enforcement, Stra/ Administrative & Finance, Shille/Park & Recreation, Milton Beirski/Public Works & Streets, Vate/Water Utility and Mary Jo Beirski/Sewer Utility.

COMMENTS SUGGESTIONS FROM CITIZENS PRESENT REGARDING AGENDA ITEMS

Helen Meza, 49 S. Sgt Court, in response to the Water Committee Report, asked why have stopped billing the fire department for water? They have always been charged for the water they use.

Bruce Christensen, 341 Fishman Avenue, asked if they would take water from the tower and charge. Sid stated that yes, they are charged. The water is metered.

REPORT OF VILLAGE OFFICIALS

**Kird**

Straedy with the Board there requirements for postings with the information provided by Attorney Terry Buessa. Village Board Meetings must be published in the local newspaper 24 hours prior to the event, and the Attorney General's office recommends that meeting notices be posted at three different locations within the jurisdiction.

Vickie Baker contacted the Village and stated that Michal Hoff, of Gas Anonymous would be willing to come and do a Power Point Presentation on their Trap Water Release program for the board and upon completing, Meza stated that they should be a Law Enforcement Committee Meeting scheduled to discuss the stray cat population and what the options are in the Village.

Genl Cdr or contractor for recodification is working on the first step in the project, and we should leave the materials by the end of the month

Working on getting fees schedules from other municipalities to see how the Village fees compare to surrounding municipalities and if any adjusting needs to be done with our fees

**Code**

- Audit of 2015 books was completed in February
- Mike Koenig will be retiring this summer, Bryan Gurevich will be our new Shank contact
- Final audit results will be presented during our April board meeting
- There will always be a need for some adjusting entries at the end of the year
  - In an effort to minimize adjusting entries, treasurer requested we ask pros/speakers to support their entries so entries can be made correctly throughout the year which will result in more accurate information throughout the year
- Shank will complete our 2015 Form 990 and municipal financial report to the WI Dept. of Revenue. Treasurer will be working closely with them to make sure going forward it will be reported in time (Cost is \$1000 annually)
- In 2016 our depreciation records will be maintained internally. Currently paying \$400 annually for this service
- During our meeting with Mike & Bryan preliminary draft numbers were discussed. Some items with findings were:
  - Final audit of Genl Fund balances showed an increase of \$311,000
    - \$6,000 due to staff changes made by Village Board. In the past the IIF was used to absorb a significant amount of administrative expenses. With the IIF doing in 2015 the Genl fund had to absorb those. Staff had been allocated to the IIF over the past years so this 6,000 due to staff changes would be due to \$10,000
    - \$41,000 for sold equipment
    - \$10,000 for Home County excess sales tax
- There are changes in the Genl Fund balances for the past 5 years
 

○ 2015	+\$311,000
○ 2014	+\$2,000
○ 2013	+\$1,000
○ 2012	-\$511
○ 2011	+\$41,693
- This is important to have the important of good data numbers to follow throughout the year & how we respond to decisions made by the board for the Village
- Shank was overall very impressed with our change in cash position
- As of 12/31/15 the Village has \$678,000 in outstanding debt. With the IIF doing we have some debt obligations coming up in 2018 & 2019 (approx \$50,000 - \$100,000 additional for these 2 years)

We are in a dire cash crunch because we have a deficit of us the good news is that if we continue in the direction we're heading we'll be in a better position. Also of future projects that are currently working on 3-5 year future budgets so as projects come up we can see what can be afforded in what year.

**Electric Costs.** Treasurer checked with Bow County to see if we can bill the Denmark School District for electric costs & the only time we've been is if the L&D runs a special election

**Cash Transfer Paperwork received with the help of Nelson Tuttle - Gen By.**

**S&E**

The Village has several projects coming up in the near future and we've had different engineering firms work with different departments. For example, Ares down street, storm water and paving work, ACCO Mill in SE. Has done our sanitary sewer and WWP upgrades, Capital Systems for our Village work and last year we had M&M do conceptual design for a new Public Works Garage and Salt Shed

Many of our vendors used different funding sources and Rural Development may be one of them. One of the Representatives explained that if we go through them for funding and in many engineering reports not be complete and why ever firm we would do to do that would be the firm we would have to stay with though not the project. So I told them about our village and she suggested going through the Quality Based Selection process to determine which engineering firm would be best for the Village and our projects

The Quality Based Selection is provided as a public service (free of charge) by the American Council of Engineering Companies of Wisconsin and the American Institute of Architects. They provide an annual and a facilitator to speak with if you have questions regarding the process

**Quality Based Selection - QBS**

**Definition:** A process that helps you select the highest qualified engineering firm for upcoming projects

**The QBS Process - Three Step Process**

1. Planning - describe project needs and goals, identify selection committee, establish schedule for selection, establish selection criteria, compile list of firms, prepare request for Statement of Qualifications (SQ)
2. Selection - Evaluate SQs. If a let or a lead is based on SQ, you may proceed to Step 3 - negotiation if not, establish short list of firms, inform all firms of selection results, arrange site tour, interview and rank firms and inform firms of selection results
3. Negotiation - Discuss approach, schedule resources with highest ranked firm, negotiate services, terms and fees

On February 10<sup>th</sup> the Request for Statement of Qualifications was sent to 7 firms. 6 of those 7 responded and with 1 firm in mind which was accepted according to our terms in the SQ. The deadline was March 3<sup>rd</sup>.

We read through and graded each SQ based on the criteria, which were:  
- Project interest and understanding  
- Firm's history  
- Firm's ability and expertise  
- Assigned personnel

Related project experience  
Reference Checks

Vendor has confirmed that stool out from the rest. Tomorrow the updated firms will be notified

**Sirer**

The Demak Lions will be sponsoring the 2<sup>nd</sup> Annual Shedding Event on Sunday, April 16, 2016 from 10:00am to 1:00pm at Le Gards Family Restaurant, 631 LePee Road

**Mizva**

A portable heater was purchased for the DCO's office

**Dubreu**

Any bad news can be handled along with him when he is on duty to see what happens during a shift.

**CLOSURE**

Shirley M. Binkins moved to open in the possession pursuant to V.S. State 1985(10) concerning the regulation of public utilities, the licensing of public utilities, or conducting public utilities, as it relates to electrical development and review of public utilities where on public utilities requires require a possession

and

V.S. State 1985(10), concerning employment, pension, compensation or retirement, and had any public employee as it relates to employment benefit is a supervisor with the government body has jurisdiction over a possession. Rll  
Call vide: Vtd - ae; Mizva - ae; Mincanied - ae; Shirer - ae; Mizva - ae; Mincanied

Vtd/M. Binkins moved to reconvene in possession Mincanied

**ADJORN**

Shirley M. Binkins moved to adjourn at 7:06pm Mincanied

Minutes submitted by Sam Kork, Village Clerk