

Denmark Village Board Minutes
December 1, 2008 7:00 P.M.

Village President Bob Goral called the meeting to order at 7:00 p.m. Trustees present: Brandon Wotachek, Dan Dvorak, Cathy Duescher, Bob Sekora, Gerald Steinberger and Ryan Radue. Others Present: Attorney Dennis Duffy, Gordon Ellis, Jim Blelinski, Lawrence Lacenski, Jon Monquin, Art Rademan, other citizens.

AGENDA ITEMS:

APPROVAL OF MINUTES

Motion by Dvorak, second by Sekora to approve the minutes of the November 3, 2008 Village Board meeting. All ayes. Motion carried.

CSM approval/development agreement (Trustee Radue was excused from the meeting at this point)

At a previous Village Board meeting the CSM from Radue was tabled until a development agreement could be drafted and agreed upon to cover the cost of the extension of utilities to the lots to be created by the CSM on Danish Way and Scandinavian Court. Normally utilities must be extended entirely across the frontage of each lot and not just half-way across a property so that future lots that are created can also connect to services at the corner of their lot. Attorney Duffy and Ryan Radue have discussed the concerns expressed at the last Board meeting. Attorney Duffy presented a term sheet for a Development Agreement outlining the terms and conditions that should be incorporated into a Development Agreement as a condition of the approval of the proposed Certified Survey Map. Concern about the prior placing of a home on an outlot was expressed. A building permit had been issued for this transaction and the site was reviewed for wetland concerns. Motion by Dvorak, second by Wotachek to approve the CSM contingent upon the development agreement being completed between the developer and the Village Attorney. All ayes. Motion carried.

Dredging of Storm Water Retention pond at Daybreak

Stone Creek Contractors presented a proposal to excavate the pond for \$19,740 or to only do the west half of the pond for \$8,520.00 In a letter, Dave Welsing of Robert E Lee & Associates discussed the condition of the pond at present and what options are available. The DNR would need to approve any modifications to the pond but didn't believe the pond needed to be dredged at present. Motion by Dvorak, seconded by Sekora to table the matter. All ayes. Motion carried.

An Ordinance to Create Chapter 24 relative to Site Plan Design and Review (Trustee Radue returned to the meeting at this point)

Brown County Planning Commission Senior Planner Jon Motquin appeared to discuss/present an ordinance to require site plan design and review. The ordinance will require developers/petitioners to appear before the plan commission and submit a site plan for a proposed development. Various items will need to be addressed and once the plan has been approved, no modifications can be made to the site plan without further approval of the Village. Motion by Radue seconded by Dvorak to refer the ordinance for a public hearing at 6:30 p.m. on January 5, 2009. All ayes. Motion carried.

Charge card/procurement policy/procedures

The Village auditing firm recommended the Village adopt procedures to the use of charge cards by authorized Village employees. Administrator Ellis present a proposed policy and the procedures to control the use of charge cards or the ability to charge items to area merchant accounts. No employee may charge any amount above \$500 per day to one of these authorized accounts. Trustee Dvorak asked if the Treasurer currently checks each transaction listed in each bill at the end of each billing cycle and the justification for the purchase. Administrator Ellis indicated that she currently does and that most of the written policy clarifies, in writing, what the Clerk already does perform on a monthly basis. Motion by Wotachek, second by Steinberger to approve the Procurement process/charge card Policies and Procedures dated Dec 1, 2008. All ayes. Motion carried.

Permit for Open-cutting of Village Streets

Administrator Ellis presented an ordinance amending Chapter 8 of the Municipal Code of Ordinances which further identifies the quality of work that must occur whenever a road is open cut along with a detailed specification sheet outlining the materials and work that must be done by any business being given permission to open-cut a street to install utilities. The general consensus of the Board was that a permitting process was necessary but that a \$1,000 security, a one year warranty and a permit should be part of the process. They also believed that the specs that were presented needed to be modified from the suggested 5 ft cut on each side of the trench to only the area that needs to be cut. Motion by Steinberger, second by Radue to table the matter. All ayes. Motion carried.

Sixty day extension of Rescue Services contract with Viking Rescue

A letter dated November 24th from LeRoy Meles, Secretary/Treasurer of Viking Community Rescue Squad asked that the contract between the Village of Denmark and Viking Community Rescue Squad remain in force until the merger with County Rescue Services can be achieved, on a monthly basis based on a \$7.50 per capita assessment. Captain Ullmer of County Rescue Services indicated that they would be assessing the Village at \$9.67 per capita for their services. Capt. Ullmer also indicated that communities could also consider applying some of the current cash reserves of approximately \$75,000 to reduce the per capital amount. The increase between the \$7.30 and \$9.67 is attributable to County wanting to compensate current rescue squad members more in line with current County wage amounts. Motion by Dvorak, second by Steinberger to approve a 60 day extension for rescue services with Viking Rescue Squad until the merger with County can be completed. All ayes. Motion carried.

Petition for Annexation- Kafka

The Planning Commission recommendations concerning the petition were reviewed by the Village Board. The petition was formally withdrawn by the petitioners prior to the Planning Commission meeting. The Planning Committee reviewed the petition and the impact the development of soccer fields would have upon the Village and recommended the denial of the petition to annex to the Village of Denmark. Motion by Wotachek, second by Steinberger to deny the petition for annexation (an ordinance had not be presented). Six Trustee voting yes. Trustee Radue voting No. The motion carried on a 6 to 1 vote.

Committee Reports

Dvorak reported that the start up on the new sludge reduction equipment will begin next week. The people from Ashbrook are flying in on Monday, checking everything out in the afternoon and training Village employees Sisel and Miller the rest of the week. The rotary lobe pump people and polymer people will also be here and Village employees will receive training for this equipment too.

Wotachek indicated that the website for sex offender registry has been updated and easier to obtain information. A manual for the appeals board is currently being developed for their future use.

Duescher reported that the Lions Club has updated the electrical to the Lions Shelter area and that the ice rink will be constructed as soon as the temperature allows.

Disbursements for Month

Motion by Radue second by Duescher to approve the disbursements for a total voucher amount of \$104,939.33 for numbers 33432 to 33501. Village: \$28,778.86, Water \$8,782.90, Sewer: \$48,388.07, Storm Sewer: \$0 and TIF: \$ 18,989.50

All ayes. Motion carried.

Comments from citizens

a. Pre-registered

Administrator Ellis indicated there were not pre-register citizens wishing to speak

b. Walk-ins

Lawrence Lacenski asked when the entranceway into the Village construction would begin and when it would be completed. Ellis indicated the project (electrical) would begin in March and possibly be completed by Sept 30th, 2009 provided the State bids the project on schedule. Ellis also pointed out that the Village's website has been updated and it was "launched" last Tuesday and construction information will be posted to this site during actual construction as a means of keeping people informed about what's going on. Lacenski asked if the road would be closed at any time. Ellis indicated that being it was a county and state road that one lane is required to be kept open. However, truck traffic will be diverted to Bohemia to Hager to S. Wall to Prospect for cross town travel.

Jim Bielinski asked several questions about snow removal. Ellis asked that a Public Works Committee meeting be schedule for Thursday so that those involved can communicate their concerns and deal with any issues that came up during the recent snow storm. Concern was expressed about the home that experience a fire and what steps were being taking to "safe guard" the premise. Ellis indicated the owner had obtained a building permit to fix up the structure. Trustees ask that the Building Inspector be requested to have the building secured from entry by boarding up the doors.

Memorandum of Understanding for Memorial Park

Administrator Ellis discussed the memorandum and the relationships that exist between the various parties that own/manage Memorial Park. The Memorandum is an attempt to document these verbal understandings so that future participant understand and appreciate the contributions made by each party. Trustee Steinberger indicated he had discussed the draft with Helen Mleziva and that they had a

few modifications/clarifications to be added to the memorandum and would be discussing the document further with their Board members.

Application for Operator License

Motion by Sekora seconded by Wotachek to approve the operator's license application for Laura Lee Blazer. All ayes. Motion carried.

Report of Village Officials

Village Attorney Duffy reported that easements related to the Rural Development grant/loan have been developed and mailed to approximately eight property owners and once they have been signed and recorded this facet of the project should be complete. He indicated that he and the Administrator may be meeting with Rural Development staff in the near future to go over any remaining concerns.

Clerk-Treasure Stipe indicated, in a handout, that the first date to circulate nomination papers for the Spring Election is December 1st and the last date to file these papers will be January 5th, 2009 at 5 p.m. The Spring Election will be held on April 7th.

Administrator Ellis indicated that a contract requested by Village staff Lew, Erika, Robbie, Rob and Dave for on-site training with the firm of Advanced Safety Technology Inc. of New Berlin had been signed for an amount not to exceed \$11,500. Ellis also distributed an article entitled, "Balancing Act: Public Employees and Free Speech" and invited Trustees to review the article. Ellis informed Trustees that staff continue to meet each week to coordinate their work loads and to discuss any concerns they may have. In addition to the weekly meetings a Monthly (full staff) meeting is held after each Village Board meeting to discuss any referrals and issues of concern.

Ellis distributed the final sales result of the recent \$2.9 general obligation note which spells out the distribution of principal and interests cost between TID, water utility, sewer utility and the general fund. Interest payments for the water portion will be \$16,273.00 annually, sewer utility portion will be \$15,501 and the Village's share will be \$37,654. Principal payments will be charged to the TID for the first seven years to lower the impact upon these other accounts.

The Village currently receives approximately \$569,000 annually from TIFD and this borrowing will require that an additional \$230,232 be subtracted from these monies. The first payment will be due in June (interest only) and the principal payment due in December of each year. Ellis indicated the bond payments related to the street, sewer, water, electrical project were structured, in part, to off-set the impact that the Rural Development bonding of \$1.3 will have upon the water utility in combination with the CAP placed upon hydrant rental fees.

President Goral indicated he had attended the recent Fire Department meeting and felt they were doing an excellent job in providing services to our community.

Motion to adjourn

Motion by Steinberger second by Radue to adjourn. All ayes. Meeting ended at 8:44 p.m.

Gordon Ellis recorder for MiLissa Stipe, Clerk/Treasurer

