

Village of Spencer
Minutes of the Regular Board of Trustees
November 18, 2013

Regular meeting was called to order by President Kilty at 6:30 P.M.

Roll Call:

Trustees Frome, Pokallus, Staples, Gilbert, Hagen and Maurer were present

(Pokallus)(Staples) was carried to approve the minutes as read with a correction made to read "Monroe Truck Equipment" instead of "Mid States Truck Service"

Citizen Comments:

Tom Schafer, chairperson of the special citizens committee about the train whistle – quiet zone initiative, gave a report to the Board. Tom mentioned that he has done much work in regards to the possibility of obtaining a quiet zone status within the village limits. Tom will contact the village office to make an initial correspondence for a feasible study

Announcements:

- a) PSC Water rate increase Hearing – Wednesday December 4th at 10:00 a.m. at the Spencer Municipal Complex
- b) Special Election for the Representative to the 69th Assembly District – Tuesday November 19th

Public Works Report:

Dean reported that the new well logged a better pump per minute rate after the development process was initiated. Initial reports appear that the well will produce 200-225 gallons per minute

Dean mentioned that the well driller used water from well #3 and not the test well. It will be looked into whether they will be charged for the water usage

Trustee Pokallus mentioned that all of the trees, from the fall planting, have been planted

Police Chief's Report:

Chief Shawn Bauer reported about the coverage of his Police Department. As Chief Bauer has changed the schedule, some of the coverage gaps have been covered

Shawn mentioned that winter parking compliance has been good. Very few parking tickets have been issued. Chief Bauer highlighted that all of the revenue collected from tickets will be handled through the Clerk's Office. This change has been sought by the firm that conducts the Village's annual audit. It will accomplish better bookkeeping practices

Shawn mentioned that Edgar hired an interim police chief, so that means that he will not have to spend any time helping them with their proposed search

President's Report:

President Kilty offered an election ballot, for electing the county committee member to the USDA Farm Services Agency, to represent Marathon County. Kelly King was the only nomination on the ballot

Old Business:

(a). Pauline Frome inquired about the fuel purchased for the heavy equipment. President Kilty noted that he will call Harmony Coop and advise them that they will continue the keep-fill program

(b). Diane Maurer inquired about the deer hunt. Chief Bauer mentioned that there is a hunter's meeting scheduled for Tuesday, November 19th at 6:30 pm

New Business:

(a). No employee seminars were requested

(b). (Hagen)(Pokallus) was carried to approve the Tax Increment Financing District #2 Budget for 2014

(c). (Pokallus)(Gilbert) was carried to approve the Water Utility Budget for 2014

(d). (Gilbert)(Hagen) was carried to approve the Sewer Utility Budget for 2014

(e). (Pokallus)(Frome) was carried to approve the Village Levy at \$647,232.00 and approve the budget for the General Fund for 2014

(f). (Hagen)(Frome) was carried to approve Task Order #1 for the initial survey work for the 2014 Streets Project, at a cost of \$1,900.00. This will include survey work on Buse Street, Oak Street and Louisa Street to identify the feasibility for curb and gutter in that area. The cost of this project will not be invoiced until January of 2014

(g). (Pokallus)(Hagen) was carried to approve "Operator's" licenses for Kati Schultz, Dayna Zibrowski and Toni L. Kroening

(h). (Staples)(Gilbert) was carried to approve the updating of the Personnel Policy Manual to remove the Holiday status of Good Friday and add Holiday status to the Day after Thanksgiving and to remove the Holiday status of the half day on New Year's Eve to a full work day and add it to the holiday status of half day on Christmas Eve, making full holiday status

(i). Judy Hanson spoke about the Yellowstone Trail route. This route goes all the way from the East Coast to the West Coast. This trail connects to the Yellowstone National Park

Judy inquired about adding a Yellowstone marker in the park next to the gazebo on the corner of Highways 98 & 13. Greg Pokallus mentioned that he will be scheduling a Parks Committee meeting in December. Judy will be contacted for this meeting.

(j). (Hagen)(Frome) was carried on a unanimous roll call vote to approve updated vouchers totaling \$75,759.13

Clerk's Report:

- a) Building permit issued to Travis Engelberth, located at 409 W Roberts Street, for a sidewalk from the front door to the driveway at an approx. cost of \$2000.00
- b) Building permit issued to Carla Degenhardt, located at 211 E Willow Drive – lot 5, for a carport structure on the side of her mobile home at an approx. cost of \$2000.00
- c) Treasurer's Report was presented

Committee Reports:

A. Personnel, Finance and Emergency Government Committee – Chairperson Staples noted that his report will be in closed session

B. Utilities and Equipment Committee – Chairperson Gilbert had nothing to report

C. Parks and Buildings Committee – Chairperson Pokallus reported on the potential Parks and Receptions position and will set up a committee meeting in December. This will include naming of the parks. The playground equipment, for the park on Madison Street, will have an RFP sent out for the best price. It was mentioned that the skate ramp will be removed and new equipment will be brought in for the skate park.

Greg also mentioned that a resident brought forth an idea of having a Veteran's Memorial for the park on the corner of Hwy's 98 and 13. This matter will be discussed at a later date

D. Health, Safety, Recycling and Downtown Revitalization Committee – Chairperson Frome had nothing to report

E. Economic Development and Industrial Parks Planning Committee – Chairperson Maurer had nothing to report.

F. Streets and Sidewalk Committee – Chairperson Hagen had nothing to report

(Hagen)(Pokallus) was carried on a unanimous roll call vote to enter into Closed Session; Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

Discussion

- i) Discussion and action on Deputy Clerk/Treasurer title change
- ii) Discussion and action on Employee health insurance contribution increase from 10% to 15%
- iii) Discussion and action on Administrator – Clerk/Treasurer wage review

- iv) Discussion and action on Police Chief wage review
- v) Discussion and action on Deputy Clerk/Treasurer wage review
- vi) Discussion and action on Public Works union contract review

(Hagen)(Pokallus) was carried on a unanimous roll call vote to enter into Open Session

(Gilbert)(Pokallus) was carried to approve a title change from Deputy Clerk/Treasurer to Office Manager.

(Staples)(Hagen) was carried to approve the increase of the employees' portion of the health insurance premiums from 10% to 15%

The Administrator – Clerk/Treasurer is not seeking a salary increase

(Staples)(Frome) was carried to approve a salary increase of 2% for the Police Chief and increase the clothing allowance from \$500.00 to \$700.00 annually

(Hagen)(Gilbert) was carried to change the Office Manager's compensation from hourly to salary and increase the salary to \$35,000.00 (which is a 1.99% increase)

(Hagen)(Frome) was carried to approve the wage increase of 1.66 % (maximum allowable under Act 10) for Public Works employees and to continue the performance pay program.

Chairperson Staples acknowledged a letter from John Dunbar. He has accomplished the water department certification through the DNR

(Gilbert)(Pokallus) was carried to adjourn the meeting at 8:20 p.m.

Clerk _____

President _____