

MINUTES OF THE VILLAGE OF WALDO  
BOARD OF TRUSTEES  
MEETING OF AUGUST 13, 2018

The meeting was called to order at 6:00 p.m. Present at the meeting were President Gary Dekker, Trustees Chris Madgwick, Jerry Hammarlund and Mark Spitz. Absent was Trustee Mike Hintz. Also in attendance were Bruce Neerhof, Michelle Brecht, John & Karen VanEss, John Port and *The Review* correspondent Rodney Schroeter. The group recited the Pledge to the Flag.

The Minutes of July 9, 2018 were reviewed and approved after a motion by Mark Spitz and a second by Chris Madgwick.

A discussion was had regarding the viability and logistics of having a historical marker on behalf of George Pollard. Rodney Schroeter volunteered some information that will be helpful in such a project. Mark Spitz is going to gather information and bring possible proposals to the Board next month.

A new poll worker addition was brought to the Board. Cynthia Turck was approved after a motion by Chris Madgwick and a second by Mark Spitz.

Two Operator License applications were brought to the Board. They were approved after a motion by Mark Spitz and a second by Jerry Hammarlund. The licenses issued were for Nic Wagner (a new Kvindlog's employee) and a renewal for Sharon Roitt-Johnson (a recently re-hired Waldo Cafe' employee).

The monthly disbursements were reviewed. Of note were the following comments from Michelle:

- #13973 to Ayres and Associates for \$1000 represents the first half of the Mill Pond dam inspection fees
- #13980 to Lawns R Us for \$5200.00 represents two months of services for our lawn mowing contract
- #13984 to Town of Mosel for \$230.00 reimburses them for the shared motel room at the Clerk-Treasurer's Conference in Green Bay. Michelle took a moment to share with the Board the list of classes she took this year and to thank them for their support of the this 4 year course of study.
- #13986 Village of Cascade represents two months of Police Protection. The invoices haven't been timely and our two communities are trying to get this straightened out. We still need an invoice for 2017. Hopefully we will have this cleared up by the next meeting.
- #13988 to Waldo Fire Department for \$1,319.13 for annual 2% Fire Dues. Every year the State issues these funds to the Village and we disperse them to WFD. Last month was the first time the whole State received these disbursements via ACH online. There was a glitch and everyone received the incorrect amount. (It was \$5800.02 for Waldo; much higher than normal.) We had issued a check to WFD for the incorrect amount, and then State reversed their payment. Thankfully the WFD hadn't cashed the check yet. That check was voided. The State deposited the accurate amount and this month we are disbursing a more reasonable amount to WFD.
- #13991 to A.Chappa Construction for \$11,025.00 is for the continued ADA project at the Village Hall. There is only about \$4000 work of work and billing to have the project completed. Most of this bill was paid for from a transfer out of the Projects Fund.
- #13992 to Quality Cleaning Service for \$940 was for 3 cleanings at the Memorial Hall and for refinishing of the Treatment Plant floor. The Utility department will reimburse the cost of the floor refinishing next month.
- #13993 to Bruce Neerhof for \$513.93 was for his work as Building Inspector. The report of his services was shared. The bulk of those costs came from the new construction of All American HVAC near Chissy's. The Village receives 30% of the permit fees and Bruce receives 70%.
- Absent in the disbursement list were two contractual invoices received on the day of the meeting. Michelle asked the Board to consider including them in the disbursement total. Those bills included the JD Trucking July bill and the Traffic Services bill for striping the new parking lot at the Village Hall.

Mark Spitz made a motion to approve the online payroll liabilities payments and checks 13958-13993 with the subtotal of \$30,781.13 and to include two checks, with numbers to be assigned by Michelle, for payments to JD Trucking and Traffic Services for a revised total of \$33,609.93. Seconded by Jerry Hammarlund. Approved.

The Treasurer's Report was reviewed and approved after a motion by Chris Madgwick and a second by Mark Spitz. Mark Spitz asked Michelle to explain about the tax levied short term loan record. In brief, the plan for the Village had been to take out a 5 year borrowing package when the smaller of the two treatment plant loans dropped off. The annual payments were to mirror the amount that had been annually levied for that loan, but would now supply funds that could be used on other needed Village Capital projects. Upon evaluation, the bulk of the projects lined up were more maintenance than new development. With Bruce Neerhof being Project Manager, and keeping each project under \$25,00, the Board chose to levy taxes for a short term loan from the Waldo State Bank in 2018. They embarked on



making the Village Hall handicap accessible, updating the Park electrical and rebuilding the Park chimney and grill. Once the budgeted and restricted loan funds of \$24,000 were paid out to contractors, the remaining project costs would be paid for out of the Projects Fund. The bank loan money was received in December 2017. Tax payments came in and we paid the bank back quickly in order to limit interest costs. The Treasurer's Report showed a breakdown of the loan record and the project fund transfers that are pending. It will be included at the end of these Minutes.

Bruce Neerhof shared an Administrative Report that included the following:

1. Update on Village Hall and Park projects: Only one thing is left to complete at the Village Hall and that is a bit of tile replacement by the entrance. It is scheduled for August 22-24. The Park electrical is complete. The grill and chimney rebuild was supposed to start on August 13th (today) but has been pushed back to October.
2. The dam was inspected. There's several items to be worked on for compliance. They range from removing trees on the embankment to providing a spillway for a 500 year storm event. The estimated cost of all the work would range between \$75,000-\$100,000. There is a 50/50 grant available for such repairs/maintenance and the Village will be filing for it. It is a biennially distributed grant. We will be eligible in 2020. The Board expressed a desire to make sure we itemize these funds in the budgeting plan for 2020. It was voiced "Let's get the dam done; it is worth it for the beauty and community enjoyment". John Port asked if the grant funding is for getting us compliant or do we need to get stuff done before we can receive the funds. The funds are to get us compliant. Any work we get done ahead of time is still helpful in the long run, however. The zoning update requirements are in the DNR's "court" and they need to work that out with the County. The recent foot bridge across the berm will need to wait. It may be allowed in the grant due to the need to cross the berm in order to do lawn care and maintenance.
3. Ferrell Gas Road Bond: In the agreement with Ferrell Gas, they were supposed to issue a \$50,000 road bond to be kept at the bank. It was to cover Depot Street improvements after wear and tear brought on by the trucks. In hindsight they shouldn't have been issued an occupancy permit without getting it settled. Bruce is to document the wear and tear each year. In Bruce's opinion it was a contingency based on good intentions, but will be difficult to prove. It is hard to determine what wear and tear is only from Ferrell Gas. It was also noted that there are three businesses using the road and only Ferrell Gas has this financial contingency. Mark Spitz commented that we can't go back in time to require it of the other two companies, but it is a legal document Ferrell Gas committed to and they should honor that agreement. That road bond only represents a portion of the road replacement in the future. It would be helpful for the Village to at least have that amount. It was commented that perhaps a letter from our lawyer would help them take it seriously and then the matter is firmly in their court. Mark made a motion to authorize Bruce to contact our lawyer in this regard. Seconded by Jerry Hammarlund. Approved.
4. A letter from Cascade has been received. Due to the purchase of the county-based record management system called Spillman, the Police Protection cost is going to go up to \$43.00 per hour in 2019. Gary Dekker shared that he rode along with Chief Liermann recently and saw how the Spillman operates. He feels that the fee is reasonable for what we receive. He also shared that he had asked Jason why there was an additional half hour of time charged last month. Jason didn't realize he was supposed to limit his time to the ten hours. Gary also talked to him about some Village concerns.
5. Zak Rick has agreed to continue serving our snow and ice removal needs in 2019. A contract will be ready in time for the budgeting.
6. The school district has no increase in the levy for 2019 and it should stay the same for the next several years due to the growth in the assessed value.
7. All American HVAC has just a few minor items to get complete for the State's final occupancy permit. None of the "to-do list" items are safety related. Bruce spoke with the State Inspector and they agreed to issue a Temporary Occupancy Permit. They have 30 days to finish up and then there will be a final inspection.
8. New election equipment will be used at the election on August 14th (tomorrow).

Gary took a moment to thank Bruce for all the hard work coordinating the summer improvement projects. "The Village Hall looks really nice."

The Police Report included

- 4 warnings for 2 non-registered autos, improper tire size and speeding
- 0 complaints investigated
- 24 property checks
- 10 hours & 55 miles

Correspondence included: *Municipality* magazine, the letter from Cascade, *The Capital Buzz*

Reports & Updates from the Board included:

- Upcoming Lions club Pork Chop sandwich fundraiser
- Lions Club wonder if Village would approve of a "free mini library" in town. The Board was positive and asked Michelle to let Tom Reil know. Chris Madgwick shared that some communities are adding mini pantries to their mini libraries as well.
- Gary shared that there were 3 openings on the Planning Commission. Galan Gatzke has agreed to stay on. Gary asked for folks to share any names with him for other members to nominate.
- Jerry Hammarlund shared that there have been some children throwing garbage down the storm sewer by his house. He tried to clean some of it out, but can't reach it all. Bruce said he would have Mike Kitzerow check it out.

There was no public comment.

Motion to adjourn: Mark Spitz Seconded: Jerry Hammarlund Adjourned at 7:00 p.m.



# VILLAGE TREASURER'S REPORT

MEETING OF AUGUST 13, 2018

Account Balances	
Project Fund	\$137,260.54
General Fund	\$20,662.33
Recreation Fund	\$8,405.04
Cemetery Fund	\$7,298.55
Mill Pond Dam	\$1,507.55
Debit	\$1,000.00

General Fund last year= \$16,075.27

DEBIT CARD DETAIL	
Fleet Farm-new stop sign	34.05
Fleet Farm-grass seed Vill.Hall	39.99
Ace Hardware-teeter totter repair	11.47
Fleet Farm-sewer valve replace	14.99
Fleet Farm-teeter totter repair	18.24
<b>Total check #13987</b>	<b>118.74</b>

INCOME & EXPENSES til DECEMBER	
Pending income(see below)	\$117,090.02
current balance (see above)	\$20,662.33
Anticipated cash flow total	\$137,752.35
Cost of running Village estimate	-\$64,000.00
loan payment in October	-\$7,789.91
due to Utilities in December	-\$37,382.31
Subtract restricted cty sales tax	-\$10,483.00
<b>Est.available in General Fund 12/31</b>	<b>\$18,097.13</b>

Significant anticipated income	
Due from Utilities tonight	\$4,934.30
August 22 August Settlement (Cnty)	\$45,377.95
Oct 5 Transportation Aid	\$2,527.27
2nd half sales tax revenue for roads	\$2,600.00
Nov 20 Shared Revenue	\$61,650.50
	<u>\$117,090.02</u>

PROJECTS FUND TRANSFERS PENDING	
Pending ADA at Village Hall	\$4,000.00
Grill & Chimney work at Park	\$4,195.00
NEA parking blacktopping	\$24,520.00
Parking spot painting	\$350.00
Total pending	\$33,065.00
<b>Est. Project Fund balance 12/31</b>	<b>\$104,000.00</b>

<b>Loan Record</b>	\$24,000.00
First A.Chappa bill	-\$6,280.00
First Guske bill	-\$7,465.26
water dept Guske	\$73.00
WE En. Park	-\$1,285.77
Vill. Hall sidewalk	-\$6,114.00
left to "spend"	\$2,927.97
<b>A. Chappa bill</b>	<b>-\$11,025.00</b>
	-\$8,097.03
Project Fund transfer	\$8,097.03