

VILLAGE OF ARENA
Arena, WI 53503

MINUTES

DATE: **TUESDAY, FEBRUARY 4, 2020**

TIME: **7:00 PM**

PLACE: **Village Hall, 345 West Street, Arena, Wisconsin**

PURPOSE: **REGULAR MONTHLY BOARD MEETING WITH THE FOLLOWING AGENDA:**

- 1. Call to Order at 7:00 p.m.**
- 2. Roll Call:** William Hanson, Charles Burch, Melissa Bandell, Kate Reimann, Tara Hill, Jessica Voight
Absent: Kathy Stoltz
Others: Mike Schmidt, PW Sup; DaNean Naeger, Village Clerk/Treasurer
- 3. Pledge of Allegiance**
- 4. Approve February 4, 2020 agenda.** Motion made by Bandell to approve the February 4, 2020 board agenda. Seconded by Voight. Motion carried.
- 5. Consent Agenda: *Items listed under consent agenda will be approved in one motion without discussion unless any Board member requests that an item be removed for individual discussion.***
Motion made by Bandell to move monthly invoices to individual discussion and to approve all others (a, b, c, e). *Seconded by Hill. Motion carried.*
 - a. Approval of minutes from the January 7, 2020 Regular Board Meeting**
 - b. Approval of minutes from the January 14, 2020 Special Board Meeting**
 - c. Approval of minutes from the January 16, 2020 Special Board Meeting**
 - d. Approval of monthly invoices and biweekly payroll**
 - e. Approval of VISA/BP online payment**Motion made by Bandell to approve monthly invoices with a contingency on all village shop invoices that will not be mailed until final inspection has been completed. Seconded by Burch. Motion carried.
Motion made by Bandell to approve paying late invoice to Vandewalle & Associates for \$1,241.00 and no other invoices will be paid until Halverson/Capelle sign an agreement. Seconded by Hill. Motion carried.
- 6. Two Minute Public Comment - None**
- 7. President's Report – Village shop is close to completion.**
- 8. Monthly Maintenance Report - Reviewed**
- 9. Clerk/Treasurer Report**
 - 1. Outdoor sign policy.** Motion made by Voight to approve outdoor sign policy with the addition of will be posted for seven days unless noted. Seconded by Hill. Motion carried.
- 10. SPEAKERS:** None
- 11. OLD BUSINESS:** None
- 12. NEW BUSINESS:**
 - 1. Special Board Meeting - Emergency Plan tabletop exercise: Feb. 25 or 27 or March 5 or 17.** Motion made by Voight to hold a Special Board Meeting for the emergency plan tabletop exercise on Tuesday, March 17, 2020 at 6 p.m. Seconded by Hill. Motion carried.

2. **Set Open House date for Shop Building.** Motion made by Hanson to hold an open house for the village shop on Saturday, June 13, 2020 from 11 am – 1 pm in conjunction with clean-up day. Seconded by Hill. Motion carried.
3. **SWCAP Housing Invitation – Feb. 19th at 2 pm**

Discussion and possible action regarding reports from the following Committees:

13. Public Works

1. **Letter to residents regarding sump pump water to Dane/Iowa.** Motion made by Bandell to send residents the letter regarding sump pump water to Dane/Iowa with utility bills with the change of 'future' increase cost to sewer bill. Seconded by Voight. Motion carried.
2. **Recycling fees for multi-family/annual billing.** Clerk indicated the board approved recycling fees to be charged on utility bills effective January 1, 2020. Clerk noted there are a couple of multi-family units and commercial properties that are receiving recycling bins through the village. Per Village Ordinance, recycling bins are provided for one – four-unit buildings. Questioned if the village wanted to continue offering this service; if so, recommended to change the ordinance. Also does not co-inside with the recycling grant (1-4 units) can be included. Motion made by Hill to remove commercial and multi-family of over four units off the recycling/refuse contract with Pelletteri. Seconded by Bandell. Motion carried.

14. Finance, Technology, Licensing

1. **In person Audit review by Johnson Block cost.** Bandell explained she felt it was important that the board be aware of the financial status of the village and feels this would be beneficial. Motion made by Voight to approve an in-person audit review to the whole board for a cost of up to \$200 and will adjust budget in six months for any overages. Seconded by Hill. Motion carried with Bandell abstaining due to conflict with work.
2. **Resolution #2020-02 Amend 2019 Budget.** Bandell explained that this resolution places the 2019 budget in balance. Motion made by Bandell to approve Resolution #2020-02 Amend 2019 Budget. Roll call vote: Hanson -I; Burch -I; Bandell-I; Reimann-I; Hill-I: Voight-I. Motion carried 6-0.
3. **Resolution #2020-03 Set Reserves.** Bandell explained these are the reserves that are carrying over into future budgets to be used for specific purposes. Also noted that the village is at 20% of undesignated funds so each expenditure not budgeted will need to be pulled from another place in the budget. Motion made by Bandell to approve Resolution #2020-03 Set Reserves. Seconded by Hill. Roll call vote: Hanson -I; Burch -I; Bandell-I; Reimann-I; Hill-I: Voight-I. Motion carried 6-0.
4. **Credit Card policy.** Motion made by Burch to approve the credit card policy. Seconded by Bandell. Motion carried.
5. **Resolution #2020-05 Establishing an Investment Policy.** Bandell explained this gives the Clerk the right to invest the village's funds without placing risk on the taxpayers. Currently using the 'sweep' and LGIP as investments. Motion made by Burch to approve Resolution #2020-05 Establishing an Investment Policy. Seconded by Voight. Roll call: Hanson -I; Burch -I; Bandell-I; Reimann-I; Hill-I: Voight-I. Motion carried 6-0.

15. Dane-Iowa/Wastewater – Village to receive true-up in the amount of \$29,220.

16. Emergency Response

17. Fire – Meeting to be held on Thursday, February 27, 2020 at 6 p.m. to discuss EMT Q&A. To hold a public meeting on Saturday, February 29, 2020 at 1 p.m. at the Fire Station. (Clerk to post notice incase there is a quorum present of the village board.)

18. Library

19. Personnel

1. **Resolution #2020-04 Establishing wages for employees.** Motion made by Voight to approve Resolution #2020-04 Establishing wages for employees. Seconded by Bandell. Roll call - Hanson -I; Burch -I; Bandell-I; Reimann-I; Hill-I: Voight-I. Motion carried 6-0.
2. **Personnel Manual Changes.** Motion made by Voight to approve Personnel Manual changes. Seconded by Bandell. Motion carried. Motion made by Voight to have employees and board members return the acknowledgment signed within seven days. Seconded by Burch. Motion carried.

20. Plan Commission:

1. **Recommendation for appointment of members.** Due to work schedule, Charles Burch is unable to attend these meetings and is stepping down. Motion made by Bandell to appoint William Hanson as Village Trustee representative and Tami Erspamer as a citizen to the Plan Commission. Motion carried.

21. Police – Report - reviewed

22. Informational/Education - [Basics of Local Government Financial Management](#) and [Local Government Budgets](#)

23. Adjourn. Motion made by Voight to adjourn at 8:05 p.m. Seconded by Hill. Motion carried.