

## MINUTES

DATE: TUESDAY, SEPTEMBER 1, 2020

TIME: 7:00 PM

PLACE: 345 West St, Arena, WI 53503

PURPOSE: REGULAR MONTHLY BOARD MEETING WITH THE FOLLOWING AGENDA:

1. **Call to Order** at 7:00 p.m.
2. **Roll Call:** Kate Reimann, Kathy Stoltz, Jessica Voight, Paul Pustina, William Hanson  
Absent: Tara Hill, Barb Beran
3. **Pledge of Allegiance**
4. **Approve September 1, 2020 agenda.** Motion made by Voight to approve the September 1, 2020 agenda. Seconded by Hanson. 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.***
  - a. **Approval of minutes from the August 4, 2020 Regular Board Meeting and Special Board Mtg Minutes August 18, 2020**
  - b. **Approval of monthly invoices and biweekly payroll**
  - c. **Approval of VISA/BP online payment**

Motion made by Pustina to remove Special Board Mtg Minutes of August 18, 2020 to individual discussion. Seconded by Hanson. Motion carried.

Motion made by Voight to approve above consent agenda items. Seconded by Stoltz. Motion carried.

Motion made by Pustina to approve Special Board Mtg Minutes of August 18, 2020 with a change to add roll call completed later after voting for Resolution 2020-16. Seconded by Voight. Motion carried.
6. **Public Comment – None**
7. **SPEAKERS:**
  1. **Jay Bennett, Johnson Block & Co: 2019 Audit/Financial Statement review.** Highlights: Provided an unmodified opinion which is the highest. Unassigned fund balance at December 2019 was 15.2% of 2019 expenditures (due to shop project). Fund policy is to maintain a minimum balance equal to 20%. Levy increased an average of 2.7% over the past five years. Shared Revenue did not get the ERP in 2017 or 2020. Expenditures increased in General Government mostly due to Attorney fees. Capital outlay increased due to village shop. Utilities – increase in water revenue due to billing error for an industrial user that was discovered. Sewer expenses increased mainly due to cleaning and televising sewer lines and sewer study done in 2019. General obligation debt limitation totaled \$2,522,900 (5% of equalized value). The village had 78% of its debt capacity remaining at December 2019. If the TID remain open until the final dissolution date of 9/26/26, the current projection is showing the TID ending with a surplus of approximately \$1,462,000. Material weakness – segregation of duties is common in 95% of there clients. Make board aware and encouraged management oversight. Preparation of Financial Statements – 99% of clients have the auditor prepare. Updated the board on the new lease standards. Error found in utilities, recommended review all meter sizes and rates entered into utility billing software to ensure customers are receiving accurate invoices. Payroll liabilities – Interim Clerk did not pay, trying to get it abated. New- Tax

deferral of taxes, recommended no doing due to tracking issues. Restoring backups – can become corrupt, recommended testing. Sales Tax – invoice found sales tax found, recommended sending documentation for exemption. Reviewed options for TIF extensions and final audit needed. Noted water utility is running in good shape and rates are adjusted by the PSC. Sewer rate increase should be looked at, last increase was in 2000 – operating loss in the last two years. Recommends increase every 2-3 years of 2-3% to keep up with inflation.

8. **President's Report – Commitment for referendum hearings** – all board members indicated they would attend both informational hearings; **write down motions**-feel free to write down motion if needed to ensure it is clear. Made a statement regarding the walking path along Pine Road to West Park to clear up some rumors. See attached.

1. **Emergency Operations Plan to designate Village President and the Emergency Management Director positions.** Motion made by Voight to appoint William Hanson as the Emergency Management Director. Seconded by Stoltz. Motion carried.

9. **Monthly Maintenance Report**

10. **Clerk/Treasurer Report**

1. Motion made by Voight to approve **Resolution #2020-18 Authorizing Election Inspectors.** Seconded by Hanson. Roll call vote: Voight-I; Stoltz-I; Reimann-I; Hanson-I; Pustina-I. Motion carried 5-0.

11. **OLD BUSINESS:**

12. **NEW BUSINESS:**

1. Motion made by Voight to approve **Chicken Permit – Christensen 519 South St.** Seconded by Pustina. Motion carried.
2. Motion made by Voight to unfortunately accept **Barb Beran's Resignation as Village Trustee.** Seconded by Pustina. Motion carried.

**Discussion and possible action regarding reports from the following Committees:**

13. **Public Works**

1. **Timeline for water study/second well and possible extension of the TIF to capture funding for the well.** Kathy Jennings from MSA talked with the board and indicated the water study would take 2-3 years to process and therefore, will not be ready for contract by next Sept. to meet the TIF expenditure deadline. The TIF is performing well and would recommend a three-year extension. Also recommended applying for a Safe Drinking Water loan for 20 years. The TIF 1.4 million dollar that the auditor talked about can be put towards the well. Would like to bring in a specialist that can help with the reports and answer any further questions you may have. Would also need to amend the district to include the well (includes mains but not the well). Noted the well study has begun. Need to update the Capital Improvement Plan – last updated in 2010. Can use to provide information as why the village needs the TID amendment. Motion made by Hanson to continue with the process of a new well, extend the TIF three years and do the amendment. Seconded by Voight. Motion carried with Pustina opposed.
2. **Review and approve Comprehensive Outdoor Recreation Plan (CORP).** Voight indicated she would like someone to review for grammar. Clerk indicated she did not get a chance to read through it. Motion made by Hanson to approve the CORP. Failed due to a lack of a second. Postponed till next month so everyone can review and send changes to Voight and approve via resolution.

#### 14. Finance, Technology, Licensing

1. **Routes to Recovery grant – touchless restrooms fixtures.** Motion made by Stoltz to approve A+ Plumbing quote for the park men & women restrooms of 4-sinks, 4-towel dispensers, 2-soap dispensers, 1-lavatory sink plus labor to not exceed \$5,000. Seconded by Pustina. Motion carried.

15. **Dane-Iowa/Wastewater** – flows are down, repairs are being done.

#### 16. Emergency Response

17. **Fire** – Davy Lucy via email indicated three EMT's have been hired.

#### 18. Reading Room

#### 19. Personnel

1. Motion made by Voight to approve **Resolution #2020-19 Establishing Wages for Employees from January 1, 2021 – December 31, 2021.** Seconded by Stoltz. Roll call vote: Voight-I; Stoltz-I; Reimann-I; Hanson-I; Pustina-nay. Motion carried 4-1.

#### 20. Plan Commission

#### 21. Police – Report

1. **Police Budget** - postponed
2. **Full time patrol position.** Has been open for the last year and half. Would like to fill with Stephanie Benisch beginning of June 2021 after completion of academy. Motion made by Voight to accept Stephanie Benisch as full- time patrol officer after completion of academy. Seconded by Pustina. Motion carried.

22. **Informational/Education:** Need to set up a special board meeting for the following: closed session for lawsuit, approve CORP, appoint Trustee to vacant seat and attendance of Trustee. Motion made by Pustina to hold a special board meeting on Tuesday, September 15, 2020 at 5 p.m. to discuss the above items. Seconded by Hanson. Motion carried.

23. Motion made by Voight to **Adjourn.** Seconded by Pustina. Motion carried at 8:36 p.m.