

## MINUTES

DATE: TUESDAY, JULY 7, 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, Barb Beran, Jessica Voight, Paul Pustina, William Hanson, Tasa Hill via phone
3. **Pledge of Allegiance**
4. **Approve July 7, 2020 agenda.** Motion made by Hanson to approve the July 7, 2020 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.***
  - a. **Approval of minutes from the June 2, 2020 Regular Board Meeting and Special Brd Mtg Minutes June 11, 2020**
  - b. **Approval of monthly invoices and biweekly payroll**
  - c. **Approval of VISA/BP online payment**

Motion made by Hill to approve the above consent agenda. Seconded by Beran. Motion carried.
6. **Two Minute Public Comment - None**
7. **SPEAKERS:**
  1. **Kathy Jennings, MSA –**
    - a. **Manhole Rehabilitation bids –** Had 5-6 contractors take out bid information and only received one back. Kathy indicated has worked with this contractor and they are fantastic. Bid was for 5 manholes in the TID and 5 manholes that were in bad repair. This is to reline the entire manhole vs just the manhole lids to help with infiltration of water into the sewer system. Clerk indicated funds were available in the sewer given the Dane-lowa true-up. Motion made by Voight to accept the bid from Hydro-Klean in the amount of \$48,480.00 for the manhole rehabilitation project. Seconded by Stoltz. Motion carried.
    - b. **Change LGIP grant to Broadway St, survey needed, MSA to provide estimate on costs.** Estimate for just the street is \$67,361.25 and if wanted to also do the water main would be \$117,531.15. Survey still needed. Item was moved back to PW for further discussion.
    - c. **Starting the process for a second well using TIF funds – water system study.** Recommended starting with a water system study which will tell you what you need, why, estimated cost and timeline. Would take approximately one month to do the study. Motion made by Voight to pay up to \$5,100 to have MSA do a water system study. Seconded by Beran. Motion carried. Study to go to PW committee for review.
    - d. **MSA Professional Services for South St Lift Station Evaluation.** Initially it was recommended to get a quote for a backup generator for the lift station utilizing TIF funds. Mike recommended looking at the lift station to ensure it does not need an upgrade to ensure the generator will work. Motion made by Voight to approve the proposal from MSA for the South St Lift Station Evaluation for \$3,500. Seconded by Pustina. Motion carried.
    - e. **Update on Construction observation of water and sewer, street/road staking, curb and gutter, and street paving in the Prairie Heights subdivision of Samuel Circle, Nightengale Court and Mourning Dove Court.** MSA provided observation for the installation of the sewer and water, and not for any staking, concrete or paving.

The last day MSA was on-site for observation was November 1, 2019. MSA was told the crew was done for the year. Kathy didn't receive any notifications when construction started back up in 2020, or if any work took place after November 1, 2019. MSA oversaw the installation of water/sewer main and water/sewer laterals on Samuel Circle, and the installation of water/sewer main and 1 water & 1 sanitary sewer lateral on Nightengale Court, which took place in 2019. Contractor did not notify the village of the extension. Questioned if General Engineering did the inspections. Clerk to contact Dave Forseth to have him come to the PW Committee meeting to explain.

8. **President's Report** – Joint Review Board met on June 23<sup>rd</sup> and approved the TID report.

9. **Monthly Maintenance Report** – reviewed and noted the dog park has been completed.

10. **Clerk/Treasurer Report**

1. Motion made by Voight to approve **Ordinance #2020-0707 to Amend Section 2.70.070 (d) of the Municipal Code of The Village of Arena, Iowa County, WI Relating to Destruction of Records**. Seconded by Stoltz. Roll call vote: Voight-I; Beran-I; Stoltz-I; Reimann-I; Hanson-opposed; Pustina-opposed; Hill-I. Motion carried 5-2.
2. Motion made by Voight to approve **Ordinance #2020-0708 to Repeal and Recreate Chapter 2.10.040 of the Municipal Code of The Village of Arena, Iowa County, WI Relating to Public Safety Committee**. **Seconded by Beran**. Roll call vote: Voight-I; Beran-I; Stoltz-I; Reimann-I; Hanson-I; Pustina-opposed; Hill-I. Motion carried 6-1.
3. Motion made by Voight to approve **Ordinance #2020-0709 to Create Chapter 2.325 of the Municipal Code of The Village of Arena, Iowa County, WI Creating the Police Committee**. **Seconded by Stoltz**. Roll call vote: Voight-I; Beran-I; Stoltz-I; Reimann-I; Hanson-I; Pustina-opposed; Hill-I. Motion carried 6-1.

11. **OLD BUSINESS:**

1. **Shipping Container bid(s), keeping one for archery park use**. Received one bid from Ronald Miller in the amount of \$1,111.11. Motion made by Voight to accept the bid from Ronald Miller in the amount of \$1,111.11 for one storage container and move the other container to the Archery Facility (landfill). Seconded by Hanson. Motion carried with Pustina opposed.

12. **NEW BUSINESS:**

1. **Appointment of Public Safety Committee**. Motion made by Stoltz to reappoint Courtney Norton (2023), Chand Sackett (2022) and Dwight Reimann (2021) to the Public Safety Committee. Seconded by Hanson. Motion carried.
2. **Request from 113 Thomas PI -Weston on dog limit**. In 2016 Weston received permission to keep five existing dogs. One has passed and got another one. Needs waiver to keep five dogs. Police indicated have had no complaints on the dogs. Motion made by Voight to allow Weston at 113 Thomas PI to keep the existing five dogs. Seconded by Hill. Motion carried.

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

13. **Public Works**

1. **Recommendation on shop paving quote**. Motion made by Voight to accept the bid from Mega Concrete with 5" concrete with rebar for the shop paving in the amount of \$31,372. Seconded by Beran. Motion carried.
2. **Recommendation on use of ball field, WI Heights Babe Ruth**. Motion made by Hanson to allow the WI Heights Babe Ruth to use the field. Seconded by Voight. Motion carried. **Refund payment to Mazo Home Talent – cancelled games**. Motion made by Hill to refund Mazomanie Home Talent \$35. Seconded by Voight. Motion carried.
3. **Recommendation on use of ball field to Nate Jennings July 10-11, 2020**. Motion made by Hanson to allow Nate Jennings to use the ball field July 10-11, 2020. Seconded by Hill. Motion carried.

4. Motion made by Voight to approve **Resolution #2020-11 Arena Archery Facility with the change on item (d) to broadhead tips used on designated targets only**. Seconded by Beran. Roll call vote: Voight-I; Beran-I; Stoltz- opposed; Reimann-I; Hanson-I; Pustina-I; Hill-I. Motion carried 6-1.
5. **Archery Facility – rules/regulations & 13<sup>th</sup> Annual Rush Outdoors Shoot July 25<sup>th</sup>**. Motion made by Voight to approve the Archery shoot on July 25, 2020. Seconded by Hanson. Motion carried.

#### 14. Finance, Technology, Licensing

1. Motion made by Beran to approve **Resolution #2020-09 Authorizing a Taxation District to Waive Interest and Penalties on Property Tax Payment Installments Due on or After April 1, 2020**. Seconded by Stoltz. Roll call vote: Voight-I; Beran-I; Stoltz-I; Reimann-I; Hanson-I; Pustina-I; Hill-I. Motion carried 7-0.
2. **CARES Grant expenditures**. Motion made by Beran to purchase the ICE voting machine for \$9400 using CARE grant funds and wait on park touchless equipment until quote is received. Seconded by Voight. Motion carried.
3. Motion made by Voight to approve **Resolution #2020-10 Amending the 2020 Budget**. Seconded by Hill. Roll call vote: Voight-I; Beran-I; Stoltz-I; Reimann-I; Hanson-I; Pustina-I; Hill-I. Motion carried 7-0.
4. Motion made by Beran to approve **Resolution #2020-12 Update Fee Schedule, park/archery use**. Seconded by Hanson. Roll call vote: Voight-I; Beran-I; Stoltz-I; Reimann-I; Hanson-I; Pustina-opposed; Hill-I. Motion carried 6-1.
5. Motion made by Beran to accept the **Video Surveillance Policy**. Seconded by Pustina. Motion carried.

#### 15. Dane-Iowa/Wastewater

16. **Emergency Response – Motion made by Voight to hold a Special Board meeting: Tuesday, August 18, 2020 @ 5 p.m. at the Fire Station for Emergency Management Tabletop exercise**. Seconded by Pustina. Motion carried.

#### 17. Fire

1. **Hiring of 3 FT EMT's –** Hill expressed concerns of retention of volunteers and EMT's due to management issues. Feels should hold off and see why EMT's are not being retained. Stoltz asked what happens if the referendum does not pass – option go to contract services. Motion made by Hanson to go in with the Town of Arena and Arena EMS and hire three EMT's at the scale previously discussed. Seconded by Voight. Discussion pursued. Vote was not taken. Motion made by Voight to move to item 17.2 Fire Board Agreement and come back to item 17.1 Hiring of 3 FT EMT's. Seconded by Hanson. Motion carried.
2. **Fire Board Agreement**. Village's attorney proposed questions on the agreement. Motion made by Beran to postpone agreement until the Town of Arena/Arena EMS has review the Attorney's recommendations on items 17.1 & 17.2 hiring of 3 EMT's. Seconded by Hill. Motion carried with Pustina opposed.
3. **Possible November Referendum for EMT's and other village projects**. Attorney recommends starting with a question 'Do you want to provide EMS services? And how much do you want to spend.' Other projects – Personnel is requesting \$75,000 each year for five years. PW is requesting \$375,000 over five years or \$75,000/year. Finance did not discuss but was indicated technology upgrade of email system/laptops should be considered ~ \$1000/yr. over five years. Motion made by Voight to hold a special board meeting on Thursday, July 23, 2020 at 5 p.m. to discuss referendum items/question. Seconded by Beran. Motion carried.

#### 18. Reading Room

#### 19. Personnel

20. **Plan Commission:** Will be setting up a zoning/conditional use meeting for the Archery Facility

#### 21. Police – Report

1. **Recommendation to hire Stephanie Benisch as PT patrol officer**. Motion made by Hill to hire Stephanie Benisch as a PT patrol officer. Seconded by Pustina. Motion carried.
2. **Recommendation to promote Wyatt Miller to Patrol Sergeant**. Motion made by Hill to promote Wyatt Miller to Patrol Sergeant. Seconded by Voight. Motion carried.

3. **Recommendation to send Stephanie to LE Academy Aug-Dec.** No cost to the village, state covers. Motion made by Pustina to send Stephanie Benisch to LE Academy. Seconded by Stoltz. Motion carried.

Beran left at 9:15 p.m.

4. **Squad loan payment.** Balance after drone costs to go towards squad loan.
5. **Arena Drone Program.** Chief explained the drone program, uses, training, pilots. Motion made by Pustina to purchase the drone for the police and fire department for \$4,109. Seconded by Hill. Motion carried.
6. **Relocation of Arena Police Department.** Need more space for evidence security. Talked with food pantry and library and no one had any issues. Would like to move to the east wing of the village. On the south side will be two offices and use of the restroom. North side would be used for storage/record keeping. Food pantry would be moved to current police office. Library to go to the northside of the hall. Historical Society items would be stored in the garage until they move to the school. Motion made by Stoltz to allow the police department to relocate as explained. Seconded by Voight. Motion carried

## **22. Informational/Education: Basic Parliamentary Motions**

23. Motion made by Stoltz to **Adjourn**. Seconded by Voight at 9:29 p.m. Motion carried.