

MINUTES

DATE: TUESDAY, JULY 5, 2022

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 p.m.
2. **Roll Call:** Kate Reimann, Kathy Stoltz, Tami Erspamer, Melissa Bandell, Jim Doerflinger, Kristen Shea
3. **Pledge of Allegiance**
4. Motion made by Bandell to **Approve July 5, 2022, agenda.** Seconded by Stoltz. Motion carried.
5. **President's Report**
 - A. Motion made by Shea to **Appoint Brittany Carney for Village Trustee seat, Term expires 4-2023.** Seconded by Erspamer. Motion carried. **Oath** taken.
 - B. Motion made by Stoltz to approve **2022-2023 Standing Committees.** Seconded by Shea. Motion carried.
6. **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 7, 2022, Regular Board Meeting**
 - b. **Approval of monthly invoices and biweekly payroll**

Motion made by Stoltz to approve above consent agenda except for the Madison Area Drone Service invoice until further explanation is done with the board. Seconded by Shea. Motion carried.
7. **Public Comment – Please be advised per State Statue section 19.84(2), information will be received from the public; be further advised that there may limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a two-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.** None
8. **SPEAKERS: Sean Crook – Highway access for development.** Did not show
Ken Amble – Arena Cemetery Board letter regarding mowing – Noted agreement was made in 2006 for the village to mow unused cemetery plots. Had indicated previously that the new part was for sale but was incorrect, new part is not plotted with iron rods and not for sale until the old part is filled up. Has talked with previous employees that indicated they mowed it. Feel it's a small price to ask for the village's sign to be on cemetery property. Read letter – "Village should provide proof that they have permission to have the welcome sign on cemetery property or we will ask you to have the "Welcome to Arena" sign removed. Or if the village wishes to continue mowing the unused portion of the cemetery, the welcome sign can remain in place. If the village chooses the later, we will require written contract drawn up stating that the cemetery board has given the village permission to have the sign on cemetery property and the village has agreed to keep the unused area mowed. We would also consider a fee for having the welcome sing on the cemetery property equal to the increase mowing fee. This season fee if \$75 and would be reviewed annually, with increases as mowing charges increase."

Clerk indicated questions were asked of the village attorney and were there for Trustees review. Talked with DOT who indicated the sign is 1-2 feet on the cemetery property per

GIS and recommended applying for a permit and moving the sign completely on DOT ROW. Neither Clerk nor DOT could find a permit for the sign which was applied for back in 1999.

Motion made by Bandell to move the 'Welcome to Arena' sign to DOT ROW and follow DOT process. Seconded by Doerflinger. Motion failed 0-7. Discussion followed: How much would it cost to move the sign – unknown at this time. Would moving the sign interfere with sight lines on the HWY – no, DOT has regulations were it can be placed. The Village hasn't mowed the unplotted area in the past years, who has been mowing it? – Ken Amble don't know. Trustee members would like to come to a compromise with a new agreement. Motion made by Shea to have the village attorney draft an agreement mowing a portion of the cemetery by the sign and unplotted open area renewable every five years. Seconded by Erspamer. Motion made by Shea to amend motion to have village draw up agreement with attorney to review to reduce costs. Seconded by Erspamer. Motion carried. Motion made by Bandell to have the PW mow DOT ROW around sign and portion of 'unplotted' area until agreement is drawn up. Seconded by Erspamer. Motion carried.

9. Monthly Maintenance Report

10. **Clerk/Treasurer Report: League Insurance Dividend** – received \$2,953; **Ehlers email regarding fees for loans** - \$4,000 for each loan ; **JRB Minutes & TID report** – for review; **Safe Water Drinking Loan application received; Follow up on sewer project, contingent on attorney review** – attorney approved bid. MSA provided an update on the projects:

SANITARY SEWER & LIFT STATION UPGRADE PROJECT

PROPOSAL B - SEWER REHABILITATION MSA is processing construction contracts with Hydro-Klean. HK is tentatively planning to complete the manhole work this fall with ling and lateral grouting to be completed in the spring of 2023.

PROPOSAL A - GRAVITY SEWER AND LIFT STATION IMPROVEMENTS Per discussion with the Village Board at the June meeting, no bids were received for Proposal A. MSA is having ongoing discussions with contractors to determine the possible reason for no bids and the best time to re-bid. The prevailing feedback is contractor schedules are full for 2022. There is some indication of contractor capacity to begin work this fall however bidding competition may be low. The prevailing contractor recommendation is to re-bid the project later this fall for 2023 construction. MSA will continue to monitor the construction market and make a recommendation for a re-bid date and construction schedule at the August 2022 meeting.

MUNICIPAL WELL #2 The application for Construction Authorization was submitted to the PSC today. Previous conversations with PSC indicate they may be asking for documentation that the Village residents are aware of the potential for a significant rate increase. MSA will coordinate option for public notice if/when PSC requests additional documentation. The topographic site survey has been completed design process is underway. Later this month we will be coordinate a meeting at the MSA office with the DPW and interested members of the Board. The purpose of the meeting is to introduce the design team members and discuss facility options and preferences.

DNR FUNDING MSA staff submitted the Safe Drinking Water Loan (SDWL) Program application and environmental review to the DNR on June 29, 2022. We are currently gathering data for the Clean Water Fund loan application due by September 30, 2022 (CWF).

11. OLD BUSINESS:

- A. **Concession Stand Repair quote.** Received quote from Wicks to do the labor on the concession stand - \$9,217.87. To do the lower half estimated material cost of \$911.27 and to do the full stand \$2,115.07. Andy Bauer noted could possibly get 'seconds' on steel (minor dents) to make materials a little cheaper. Currently have \$1,258.23 in donations. Looking at having PW employees perform the labor. Motion made by Stoltz to postpone concession stand repair until next month's meeting. Seconded by Doerflinger. Motion carried.

- B. Motion made by Bandell to **Amend the to Mary Jones Memorial Park reservation and temporary beer license to add Sunday, July 10th for baseball/softball tournaments from 7 am – 11 pm.** Seconded by Stoltz. Motion carried.

12. NEW BUSINESS:

- A. Motion made by Stoltz to approve **Resolution #2022-05 Authorize Representative to File Application for Financial Assistance from State of WI Environmental Improvement Fund.** Seconded by Shea. Roll call vote: Stoltz – I; Erspamer-I; Bandell -I; Carney-I; Doerflinger-I; Shea-I; Reiman-I. Motion carried 7-0.
- B. Motion made by Shea to approve **Resolution #2022-06 Declaring Official Intent to Reimburse Expenditures.** Seconded by Stoltz. Roll call vote: Seconded by Shea. Roll call vote: Stoltz – I; Erspamer-I; Bandell -I; Carney-I; Doerflinger-I; Shea-I; Reiman-I. Motion carried 7-0.

Discussion and possible action regarding reports from the following Committees:

13. Public Works

- A. **Archery Park & Park light installation – donation.** Andrea Jo donated the bear target that was approved to purchase. Kramer Tree Service donated the boom truck and labor to change out the ball lights.
- B. **Update on West Park Disability ramp project.** Will begin working on it again this month. Have been busy working at Community Park getting it ready for the games/events.
- C. Motion made by Shea to approve Fred Hankel **Trap muskrats at West Park Pond** due to undermining of the pond free of charge to the village. Seconded by Stoltz. Motion carried.
- D. **Park entrance signs.** Andy Baur to get quote for new sign.
- E. **Village Edge Road Construction.** Clerk indicated the last two years the village has applied for the LRIP & MSID funding and have been declined. The MSID funding is offered dependent on available funds on a yearly basis. The Village has \$22,000 coming off this year in debt levy and to keep the tax levy level, it's a good idea to take out a new loan for street work. Estimated to complete Village Edge Road from Hwy 14 to Frontier with a walking path is \$332,000. With costs and interest rates rising unsure how much it would cost to complete work in 2023. Motion made by Bandell to use engineering fees to have MSA give an updated estimate of costs to complete Village Edge Road from Hwy 14 to Sharon Street including the walking path on the east side. Seconded by Erspamer. Motion carried.
- F. **Request for Proposal for Solid Waste/Recycling Services.** Optional services were added such as Clean-Up days, weekly recycling, tire collection, and charge for additional carts. Motion made by Doerflinger to send out RFP for Solid Waste/Recycling Services. Seconded by Shea. Motion carried.

- 14. Finance, Technology, Licensing.** Invoice from Madison Area Drone Services in the amount of \$12,094 would like police department to explain. Officer Benisch indicated the previous drone got damaged, ran into radio tower with a repair cost of \$602. Looked at upgrading the drone, explained all of the new features on the upgraded drone and indicated received \$2,000 for trade-in on the old drone. Asked where funds were coming from, indicated police budget equipment and applying for grants to assist totaling \$7500. Clerk indicated has \$5000 in equipment budget and \$11,900 in capital outlay which needs approval to use. Erspamer indicated she would have liked to see other options for drones that may have options that would work but be cheaper. Motion made by Bandell to approve the Madison Area Drone Service invoice totaling \$12,094 using police budget. Seconded by Doerflinger. Motion carried with Erspamer opposed.

- 15. Dane-Iowa/Wastewater – 2023 budget and 2021 audit provided**

16. **Emergency Response** – Reimann and Shea attended the Hazard Mitigation opening so the village is eligible for FEMA funding incase of a natural disaster.
17. **Fire/EMS**
18. **Personnel**
19. **Plan Commission**
20. **Police – Report**
21. **Informational/Education:**
22. Motion made by Stoltz to **Adjourn**. Seconded by Shea. Motion carried at 8:56 p.m.