

Village of Melrose, Wisconsin

April 6, 2022

The Village of Melrose Board of Trustees met at the Village Hall, on Wednesday, April 6th at 6:30 PM.

All Board Members in attendance.

Clerk Cottone attested to the Verification of Publication.

President Young made the announcement that we will not be going into closed session.

Pledge of Allegiance.

Motion made by Trustee Nordstrom and second by Trustee Murray to approve the minutes. Motion carried by unanimous vote.

The following bills were presented for approval:

VILLAGE

3/7/22	3	JE1	1110	Credit to Cash	-2,425.40	
3/7/22	3	JE1	2100	FICA Withholding	1,250.00	
3/7/22	3	JE1	2110	Medicare Withholding	292.32	
3/7/22	3	JE1	2120	Federal Withholding	883.08	
3/7/22	3	JE2	1110	Credit to Cash	-457.34	
3/7/22	3	JE2	2130	State of WI Withholding	457.34	
3/11/22	3	JE3	1110	Credit to Cash	-65.00	
3/11/22	3	JE3	51460	WMCA	65.00	
3/21/22	3	JE4	1110	Credit to Cash	-19.55	
3/21/22	3	JE4	51610	Xcel Energy	19.55	
3/21/22	3	JE5	1110	Credit to Cash	-137.68	
3/21/22	3	JE5	51130	CenturyLink	137.68	
3/21/22	3	JE6	1110	Credit to Cash	-469.02	
3/21/22	3	JE6	53621	Waste Management	469.02	
3/7/22	3	13373	51440	Cardmember Service	38.67	
3/7/22	3	13373	51440	Cardmember Service	11.65	
3/7/22	3	13373	51440	Cardmember Service	37.61	
3/7/22	3	13373	51440	Cardmember Service	52.44	
3/7/22	3	13373	53313	Cardmember Service	43.44	183.81
3/7/22	3	13374	53635	Hilltopper Refuse&Recycle	588.00	588.00
3/7/22	3	13375	51600	Village Water Department	93.82	
3/7/22	3	13375	55200	Village Water Department	55.00	148.82
3/7/22	3	13376	53901	RC's Tree Service	3,100.00	3,100.00
3/7/22	3	13377	51440	MCS Networks	70.00	70.00
3/7/22	3	13381	51410	Command Central	60.65	60.65
3/7/22	3	13382	52400	Diggers Hotline	1.74	1.74
3/8/22	3	13383	55200	Bigger Brush Brothers	800.00	800.00
3/21/22	3	13384	51600	Nordstrom Const. & Lmbr	12.99	
3/21/22	3	13384	52313	Nordstrom Const. & Lmbr	59.97	72.96
3/21/22	3	13385	59210	Village Sewer Department	5,000.00	5,000.00
3/21/22	3	13386	53620	Waughtal Motor Sales	725.00	725.00
3/21/22	3	13387	51500	Gardiner Appraisal Servic	121.99	121.99
3/21/22	3	13388	51440	E.O. Johnson	26.00	26.00
3/21/22	3	13389	51440	Advantage Computer	310.00	310.00

3/21/22	3	13390	51130	U.S. Cellular	111.97	111.97
3/21/22	3	13391	51510	Engelson & Associates Ltd	4,500.00	4,500.00
3/21/22	3	13392	53313	Health Tradition Health Plan	1,228.80	1,228.80

WATER

3/7/22	3	JE1	1020	Credit to Cash	-59.19	
3/7/22	3	JE1	6820	CenturyLink	59.19	
3/1/22	3	JE2	1020	Credit to Cash	-54,831.00	
3/1/22	3	JE2	2510	USDA Loan Payment	54,831.00	
3/21/22	3	JE3	1020	Credit to Cash	-59.19	
3/21/22	3	JE3	6820	CenturyLink	59.19	
3/21/22	3	JE4	1020	Credit to Cash	-1,303.60	
3/21/22	3	JE4	6200	Xcel Energy	1,303.60	
3/7/22	3	6113	6800	Cardmember Service	25.50	
3/7/22	3	6113	6800	Cardmember Service	11.65	
3/7/22	3	6113	6800	Cardmember Service	38.67	75.82
3/7/22	3	6114	6420	Village of Melrose	149.91	149.91
3/7/22	3	6115	6410	Village of Melrose	151.54	151.54
3/21/22	3	6116	6400	Nordstrom Construction	37.98	37.98
3/21/22	3	6117	6600	Davy Laboratories	61.00	
3/21/22	3	6117	6600	Davy Laboratories	61.00	122.00
3/21/22	3	6118	6410	Village of Melrose	570.02	570.02
3/21/22	3	6119	6810	Engelson & Associates Ltd	3,500.00	3,500.00
3/22/22	3	6120	2230	Village of Melrose Sewer	3,008.94	3,008.94
3/22/22	3	6121	2200	Village of Melrose GF	13,652.63	13,652.63

SEWER

3/7/22	3	5007	6800	Cardmember Service	25.49	
3/7/22	3	5007	6800	Cardmember Service	11.65	
3/7/22	3	5007	6800	Cardmember Service	38.66	75.80
3/7/22	3	5008	6300	Hawkins, Inc.	907.19	907.19
3/21/22	3	5009	6400	Nordstrom Construction	33.76	
3/21/22	3	5009	6800	Nordstrom Construction	110.16	143.92
3/21/22	3	5010	6600	Davy Laboratories	604.00	604.00
3/21/22	3	5011	6810	Engelson & Associates Ltd	2,000.00	2,000.00
3/22/22	3	5012	2200	Village of Melrose GF	8,199.12	8,199.12

SWIMMING POOL

No transactions.

The minutes of the March 2nd, 2022 board meeting were motioned for approval by Trustee Nordstrom and seconded by Trustee Murray. Motion carried by unanimous vote.

The bills were approved per Trustee signatures.

Public Comment:

Dan Stern asked if the board ever considered hiring someone part-time to help Ramon in the summer. Brant assures that the Personnel Committee has discussed it.

Discussion/Action Items:

A. Discussion/Action: Badges and Awards Received from Larry Koenen

The Fire Chief badge and service award have been passed down to Larry. Without knowing quite what to do with them, Larry has passed them onto the board, in hope that someone will treasure them. Clerk Cottone mentions she will try to find out through the Fire department for what to do with them. No action.

B. Discussion/Action: Wastewater Treatment Project Update

Clerk Cottone advised to table discussion as we did not go into closed session (no updates). Ramon mentioned purchasing a pontoon boat with remaining available funds, if possible. No action.

C. Discussion/Action: Pay Application #12

Clerk Cottone advised to tabled motion – hasn't been received yet. Motion by Trustee Lockington and second by Trustee Gilbertson to table this topic until the next board meeting. Motion carried by unanimous vote.

D. Discussion/Action: Disbursement #13

Disbursement of Winona Mechanical & MSA - \$18,915.41 Motion by Trustee Lockington and second by Trustee Murray to approve the motion of disbursement #13. Motion carried by unanimous vote.

E. Discussion/Action: Plan Commission Recommendations (d) -Sept. & March Meeting

Amendment to Chapter 16 zoning (where semi's can park & where we allow them to park). The plan commission wants to allow them to be able to park on their personal property as long as they're not idling. They are going to try to implement a parking permit for \$1.00 so residents will have to contact the Clerk/Treasurer and let her know they're going to park a semi-trailer at their property. Also, the plan commission wants to add Bangor's public nuisances to replace our public nuisances – they wanted to add an abandoned vehicles ordinance to our ordinances as well. There's a sign permit section of the ordinance – we just need to amend that to say that we do not need a building inspector for that, that our building committee will take care of that. Clerk Cottone says she can send the ordinance from Bangor to Chief Smokowics and make a list of amendments before sending to Attorney Buswell. President Young recommends to add Chief Smokowics to the zoning committee/plan commission. Motion made by Trustee Nordstrom and second by Trustee Murray to table this topic until the next board meeting. Motion carried by unanimous vote.

F. Discussion/Action: Street Committee Recommendations

Discussed several issues: Mill street parking due to congestion from parking on both sides of street. Street Committee recommended no parking at any time along the East side of Mill Street. No parking on the left side of Mill Street from 10pm-6am. Parking signs will need to be installed.

Snow Removal – It was discussed that we do not have the means to hire somebody to do the snow removal and charge people for the snow removal. The price and insurance becomes more of a punishment for the Village. Committee Recommendation: Everyone be allowed one 24 hour warning each winter. 24 hours after the end of a snow, a resident will be issued a warning allowing another 24 hours to clear snow from their sidewalks. After that period, the resident will be fined \$25 per day until the snow has been removed. If a resident has already received one warning for previous snowfall that year, after any snowfall, they will have 24 hours to remove snow. Citations and warnings will be delivered by hand; mail delivery may delay notification for up to a week. Noted: Waiting on bids for grinding and replacing 2" on Clark street to Second street to the end and repair of that small part of third street.

Motion made by Trustee Lockington and seconded by Trustee Boardman to redo Clark Street and the other section on Third Street and use the recycled material for the road by the sewer plant.

G. Discussion/Action: Parks Committee Recommendations

Trustee Boardman advised that the committee has met and discussed grandstand repairs, fence repairs, net replacement, and roof construction. He advised that the estimates would decrease about \$1,500.00 if the labor was provided by volunteers. The Parks committee recommends to utilize \$10,000.00 from ARPA funds to be put towards these repairs and painting of the grandstand, accept the bid River Valley Fence and Plot Planners, and to accept the bid from Nordstrom Construction for the construction of two dugouts. Ramon also mentioned a gate on the far end of the fence across from the pool that would be an additional \$749.00 added to the River Valley Fence bid. All of these would be paid for via ARPA funds, and the remainder from the Parks CD, once that matures. Motion made by Trustee

Gilbertson and seconded by Trustee Lockington to approve the two bids from River Valley Fence and Nordstrom Construction. Motion carried by unanimous vote.

H. Discussion/Action: Personnel Committee Recommendations

Trustee Murray advised that the committee met in regards to Ramon's Health Insurance. He advised that as of June 1, 2022, due to his age, he will be changing to Medicare. He will then be paying for those premiums out of pocket. As a committee it was recommended to take the premium that is currently being paid to Health Tradition, and increase Ramon's wages for that exact amount, so that Ramon can use those funds to pay his Medicare premiums. Trustee Murray also mentioned that Sandy Paisley is retiring from the pool, and Sandy attended the last meeting. They were able to go over the job description for the Pool Manager and get that job posted. He advised that she would continue swimming lessons this year and would train the new manager. He also advised that an email was sent to Mike Baldwin with the Village's offer and job description and that we have not heard any response. Motion made by Trustee Lockington and seconded by Trustee Hanson to post the Pool Manager position and raise Ramon's wages according to the current health insurance premium. Motion carried by unanimous vote.

I. Discussion/Action: Pool Committee Recommendations

Motion made by Trustee Boardman and seconded by Trustee Lockington to approve the replacement of sand and filters by Badger at the Pool. Motion carried by unanimous vote.

J. Discussion/Action: Water Rate Increase

Clerk Cottone advised that the application was submitted to the PSC and they accepted the filing of the paperwork. Ramon advised that information was received from the PSC but it hadn't been reviewed. Clerk Cottone advised to table. Motion made by Trustee Lockington and seconded by Trustee Murray to table this topic until the next board meeting. Motion carried by unanimous vote.

K. Discussion/Action: Penal Codes Time and Enforcement

Clerk Cottone advised this topic can be tabled and her and Attorney Buswell have not drafted the documents as of yet. Motion by Trustee Lockington and seconded by Trustee Murray to table this topic until the next board meeting. Motion carried by unanimous vote.

L. Discussion/Action: 2022 Police Budget/2021 Overages

Clerk Cottone advised that the financial information provided last month was still correct after the audit. \$3939.06 was remaining in police wages and \$868.02 was remaining in police supplies. It was requested by Chief Smokowicz to move those funds over to the Law Enforcement CD to use as a squad car replacement fund, in addition to the normal \$2500.00 that is already budgeted. Motion made by Trustee Hanson and seconded by Trustee Gilbertson to move the remaining balances to the Law Enforcement CD. Motion carried by unanimous vote.

M. Discussion/Action: Application for Utility Service

Clerk Cottone created a document for new residents that move into the Village, to apply for utility service. Motion made by Trustee Lockington and Trustee Gilbertson to approve the application for utility service. Motion carried by unanimous vote.

N. Discussion/Action: Battery Replacement for Radar Sign

Clerk Cottone thought this was a police supplies expense, however, it is a Village expense. The cost for a replacement battery is \$599.00. Motion by Trustee Lockington and seconded by Trustee Hanson to approve the replacement batter for the radar sign. Motion carried by unanimous vote.

O. Discussion/Action: Fire Truck

Trustee Lockington advised that the Fire Meeting was the other night and the discussion was based on purchasing a new Fire Truck. The Village's portion is \$70,000. With the money that we have on hand and in our CD's the total amount we have is \$49,708 to put towards the truck. It was discussed that the price has increased on the exact truck almost \$90,000. Trustee Lockington advised the next Fire Board meeting is on April 25th. Ramon advised that if a contract isn't signed by May 1st, the cost will increase another 7%. It was also discussed to use around \$20,000 out of ARPA money to allocate towards the truck. Motion made by Trustee Murray and seconded by Trustee Hanson to approve funding our share of the Fire Truck. Motion carried by unanimous vote.

P. Discussion/Action: Devan Young – 303 Clark Street – FFL

Devan Young was in attendance and wanted to discuss starting a business out of his home, selling and buying guns. He was advised that no homebased business were allowed according to the current ordinance. It was discussed to get a commercial property, but that opportunity wasn't available. He mentioned putting his legal name on the ATF paperwork rather than a business name. Devan is asking the Board if there are any specific ordinances that restrict him from having a Federal Firearm License within his home. It was discussed about someone selling arts and crafts, selling Tupperware, or any other homebased business. Clerk Renning showed Attorney Buswell the section of the ordinance creating the confusion and restrictions. It was discussed to take out #8 and redraft 16.1.72 of the ordinance. Motion made by Trustee Lockington and seconded by Trustee Gilbertson to table this topic until the next board meeting. Motion carried by unanimous vote.

Q. Discussion/Action: Catlin Donnelly – 104 W Hogg Street – Outdoor Convenience Store

Clerk Cottone advised that Catlin messaged via Facebook in regards to Chris Nelson's small building currently zoned residential. She advised that he would like to have an Outdoor Bait Shop, carry beer, ammunition, and other supplies. He was concerned with the size of the building and would want to know if he could add an addition for rest rooms and additional storage. Ramon mentioned that there is no water or sewer to that building, and it would be his cost. It was discussed for him to provide a business plan, petition to change zoning, a building permit application, and other information that would be useful to the board. Motion made by Trustee Hanson and seconded by Trustee Gilbertson to table this topic until the next board meeting. Motion carried by unanimous vote.

R. Discussion/Action: Jackson County Fair Donation Request

Clerk Cottone advised that the Village received the request, if they are to be discussed by the Board of if that is the Clerk/Treasurer's discretion. It was discussed that the Clerk/Treasurer can handle these decisions. No action.

S. Discussion/Action: Names/Signatures on BRCB Bank Accounts

Clerk Cottone advised that Trustee Nordstrom and Trustee Murray are currently listed on the bank accounts along with Clerk Cottone. After the Spring Election, Trustee Nordstrom is no longer an active Board Member. It was discussed to go back to having 1 Village President and 1 Village Trustee along with the Clerk/Treasurer. Motion made by Trustee Gilbertson and seconded by Trustee Boardman to have Village President, Brant Young, replace Trustee Nordstrom on all bank accounts with BRCB. Motion carried by unanimous vote.

T. Discussion/Action: Moving Funds in CD's to MMDA Account

Clerk Cottone advised that after reviewing financials, the interest rates are almost the same for a Money Market account versus CD's. If the funds were in Money Market accounts, the funds would be more accessible than having the accounts locked for 6 months or 1 year. Motion made by Trustee Lockington and seconded by Trustee Murray to table this topic until the next board meeting. Motion carried by unanimous vote.

U. Discussion/Action: Sewer Road Bid

This topic was discussed under action item F. No action.

V. Discussion/Action: ARPA Funds

Clerk Cottone advised that the 1st report is due at the end of April, to report any expenditures. This first report will have a zero report. It was discussed to use the funds towards the roof on the Village Hall, Street projects, Fire Truck, in addition to other items within the Village Hall. Motion made by Trustee Lockington and seconded by Trustee Hanson to put \$10,000.00 to Parks, \$20,000.00 to the Fire Truck, \$ 10,000.00 to Streets, and the remaining amount towards the Village Hall. Motion carried by unanimous vote.

W. Discussion/Action: Previous Alleyway Project- Gerke Invoice

Trustee Nordstrom advised that he contacted Tanner at Gerke in regards to the invoice. MSA was part of the project but they were not part of the financial agreement. Clerk Cottone advised that she paid an invoice that was marked final, and then received another invoice for overages in concrete. Clerk Cottone contacted Tanner, and he stated to disregard the invoice, and that he would handle with the contractor since it has been over 2 years since the project was completed. It

was discussed that there was no change order signed or authorized from the Village. It was discussed to have Attorney Buswell draft a letter. No action.

X. Discussion/Action: Yellow Garbage Bags

Clerk Cottone advised that she received an email from a resident in regards to the weight and transfer of the garbage bags. It was advised that her bags are too heavy, and that Ramon is unable to lift bags over 35 pounds. She asked for it to be on the agenda for her to come and discuss, and she did not attend.

Y. Discussion/Action: Operator License(s)

The Melrose Gym, Tami Boese, background check came back okay, and she provided her sellers certificate. Motion made by Trustee Lockington and seconded by Trustee Nordstrom to approve the Operator License for Tami Boese. Motion carried by unanimous vote.

Reports:

A. Law Enforcement

Chief Smokowicz provided his monthly report. He brought up a grandfather clause within the Zoning Ordinance in regards to the 707 North Washington Street. Discussion began between the Board and Attorney Buswell in regards to 16.1.80. They spoke about when the Zoning Ordinance was established, which was May 5th, 2021. Discussion began again as to if it is a business, etc. Chief Smokowicz was ultimately concerned if he should continue to follow up with this issue. He also brought up a section of the ordinance for storage of motor vehicles, which needs to be updated. He then brought up a \$7,000 grant for the police department. Chief Smokowicz was going to look into pricing for radio, safety signs, signs for the end of town, and other police supplies.

B. Water Department

Ramon advised that hydrant flushing may begin soon and it will be posted beforehand.

C. Sewer Department

Ramon advised it was discussed up above in regards to the road repair, no other items.

D. Street Department

Ramon advised he was trying to have the street sweeper repaired by Nordstroms.

E. Parks and Recreation Department

Ramon advised it was discussed up above, no other items.

F. Building & Other Permits

Melrose Community LLC supplied a building permit to have another storage unit put up within the Mobile Home Park. This information is pending per more paperwork as well as General Engineering Paperwork.

Other Business:

-Trustee Lockington brought up the Fire Board meeting and having President Young sit in the public during Fire Board meetings.

-Village Wide Rummage Sale- Friday and Saturday May 13th and 14th

-Spring Clean Up Date- Monday, May 16th, 2022

Motion made by Trustee Lockington and seconded by Trustee Murray to adjourn the meeting. Motion carried by unanimous vote.

Meeting adjourned at 8:36 PM.

Megan Fredrickson- Village Deputy Clerk/Treasurer

Casie Cottone- Village Clerk/Treasurer