

## FREDERIC VILLAGE BOARD REGULAR MEETING MINUTES

Village Hall, 110 Oak Street E  
Monday, June 14, 2021 · 7:00 pm

**President:** Harlin Owens

**Trustees:** Brett Daeffler, Brad Harlander, Rob Lillehaug, Jackie Peterson, Patty Swenson, Duane Wisse.

**Call to Order by President Harlin Owens at 7:00 pm. At the Village Hall and Zoom.**

<b>Roll Call:</b>	H Owens - Present	B Daeffler - Present	B Harlander - Present
R Lillehaug - Absent	J Peterson - Absent	P Swenson - Present	D Wisse - Present

**Others Present:** Janice Schott, Village Clerk/Treasurer; Roxanne Howe, Deputy Clerk/Treasurer; Bill Struck, Director of Public Works; Tamara Larson, Chief of Police; Kris Surbaugh, Library Director; Rebecca Harlander, Park Board Chair; Roger Schaunus, CarlsonSV Advisor; Teresa Anderson, MSA Client Liaison

### Agenda Approval

Motion to approve agenda by Harlander/Daeffler Vote: Carried

### Correction and Approval of May 10th, 2021 Minutes

Motion to approve the May 10th minutes as presented by Harlander/Swenson Vote: Carried

**Public Comments** None

**2020 Audit Report – Roger Schaunus.** R Schaunus went over a few notable items in the audit report that was finalized and handed out to the board members last month. The unassigned general funds need to be built up, but overall, the outcome was fair and in line with other similar communities.

**CDBG Sewer Project Update – Teresa Anderson.** The bulk of the project is done with just a few small pieces left. The Village has requested a delay in paving the alley for settling purposes. The contractor has asked us to complete a change order (no cost) due to this delay, as the funding agency will also require this prior to closing out the project.

Motion to approve the change order for the Sanitary Sewer Rehabilitation by Wisse/Daeffler Vote: Carried

A change order is also being requested by Staab Construction Corporation for the monitoring well needing deeper than planned drilling to reach water that meets the DNR requirement. The price is based on drilling to 80 feet and will adjust at a preset rate if it is reached before or after said 80 feet.

Motion to approve the change order for the necessary well drilling by Harlander/Swenson Vote: Carried

At the start of the CDBG Sewer Project, an interim fixed loan was set up instead of the expected revolving loan. Because of this error, available funds have been depleted and an additional loan is needed. Money put in has been paying down the loan as opposed to revolving back out. J Schott has been told there will be no additional costs or fee's in doing so, but the Board has requested this to be verified. This additional loan is not increasing the amount of the loan, just making the money available for use.

Motion to approve the additional Sewer Project loan contingent on no new closing costs by Harlander/Wisse Vote: Carried

## License Renewal

- a) Alcohol – Class A & B Beer and Liquor
- b) Cigarette
- c) Mobile Home Park
- d) Mobile Food Vendor
- e) Operator

H Owens wanted discussion on license fee increases for mobile food vendors to happen at the committee level first, and therefore no changes could happen this year.

Motion to approve the license renewals by Daeffler/Wisse Vote: Carried

**Resolution 06-21 Compliance Maintenance Annual Report (CMAR) – Bill Struck.** B Struck completed the self-audit CMAR, which we scored very well across the board on, all A's.

Motion to approve and submit Resolution 06-21 to the DNR by Wisse/Harlander Vote: Carried

**2021 Consumer Confidence Report – Bill Struck.** This report will be made available to the public and shows we are meeting all the necessary clean water standards. Lead and Copper will need to be retested this year based on not being able to complete it due to Covid restrictions last year, and being unable to get into all the places required for testing.

Motion to submit the Consumer Confidence Report to the DNR and the public by Daeffler/Swenson Vote: Carried

**Organizational Chart – Harlin Owens.** The new organizational charts are still not complete. We are waiting on feedback from our attorney on a couple, and will need more citizen members for some. H Owens checked local and state statutes to make sure the structure of each committee is set up correctly, and all that are finished are in compliance.

Motion to approve the appointments that are completed by Harlander/Wisse Vote: Carried

**Ordinance Discussion.** No update.

**Acceptance of APRA Funds.** H Owens stated the Village is expecting to receive \$113000 from the American Rescue Plan Act to use towards qualifying expenses.

Motion to apply for and accept ARPA funds by Wisse/Harlander Vote: Carried

## Committee and Department Head Reports

a) Public Works – Bill Struck: Settling into summer routine. Roadwork is about 80% done. Waiting for the LRIP process to be done, finish roadwork and ground to settle behind post office.

b) Park Board – Rebecca Harlander: Community Give Back day is done and was successful. National Trails day was first weekend in June and people have been using them. Our new playground is being heavily used and is a great asset. We are in the process of forming a Friends of the Park to complete some projects for the park. We have 5 projects we will be addressing – Boardwalk, bandshell, skate park, splash pad and completing the trail around the lake. We will be submitting an article to the paper about what happened with Friends of the Pool money. H Owens commented on considering a bike rack at the new playground.

c) Library – Kris Surbaugh: Doors are open and masks are no longer required. We are still social distancing but the back room is available if people need a meeting area. The new mural is complete. Over 200 students were involved in that project. Painting of the rest of the exterior will happen in the next couple weeks. Book sale last weekend was successful and we have several other activities planned inside, outdoors and in conjunction with other Polk County libraries.

d) Law Enforcement – Tamara Larson: The new CrimeStar software system breaks down the calls well, but it shows the calls in codes. Contact the police department if you need to know what a code means. The bike rodeo at the school was great and they gave away many bikes to kids that didn't have one. Family Days was very successful, as only one citation was written, and the microchip clinic chipped about 30 animals.

e) Clerk/Treasurer – Janice Schott: The 2022 budget will be starting and the Personnel/Finance Committee will need to meet probably by the end of July. A big thank you to Zac Benson, Chamber President for the impressive time and energy he put into this years Family Days, considering when planning started, we were still wearing masks and did not know where we would be come June. He worked really hard for the Village of Frederic, with very little input beforehand, and a whole lot after.

f) Ambulance Report – Patty Swenson: No meetings or update.

g) Upcoming Meetings and Events: None

**Approval of Check Register – Check #191548 – 191596**

Motion to approve check register as presented by Harlander/Daeffler Vote: Carried

**Convene into Closed Session** pursuant to Wisconsin State Statute 19.85(1)(c) Compensation and Evaluation. Consideration of employment, promotion, compensation or performance evaluation of any public employee in regards to a past employee’s retirement claim; and pursuant to Wisconsin State Statute 19.85 (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved specifically on a village ordinance.

Motion to convene into closed session by Daeffler/Swenson Vote: Carried

**Reconvene to Open Session**

Motion to convene into open session by Harlander/Swenson Vote: Carried

**Action Taken from Closed Session, if Any**

Motion to make an offer to past employee for qualified retirement funds consistent with state calculations.

**Adjourn**

Motion to adjourn Swenson/Wisse Vote: Carried

Respectfully submitted,



Roxanne Howe  
Deputy Clerk/Treasurer