

**CITY OF OWEN COMMON COUNCIL MEETING MINUTES**

**DATE:** Tuesday, January 12th, 2021

**LOCATION:** Owen Library 414 N Central Ave., Owen WI 54460

**TIME:** 6:00pm

**CITY OFFICIALS PRESENT:** Mayor Charles Milliren

Alderspersons: Joan Jalling, Pam Jaffke, Bob Wilczek, John Mauel, Ken Martine, Al Wagner via zoom

**CITY OFFICIALS EXCUSED:**

**ATTENDANCE LIST:** Clerk Michelle Kind, CDC/Tim Swiggum, PW Chad Smith, & Chief Ibarra

**COMMUNITY ATTENDANCE:** Nicole Rogers/Sentinel & Rural News and Cindy Cardinal/O-W Enterprise, Joy Palmer of CLA, Joe Smoczyk/Yellowstone Computing, and Brian Chapman/Cedar Corp

A quorum being present, the meeting was called to order by Mayor Milliren at 6:05pm & the Pledge of Allegiance was recited.

**Public Comment:**

none

**Minutes:**

Motion by Jalling/Jaffke to approve the minutes from December 8th, 2020 – see attached. Motion carried.

**Beverage Server Application:**

Motion by Wilczek/Mauel to approve the beverage server application for Brandon Barker for Creekside Convenience – see attached. Motion carried.

**Data Contract with Yellowstone Computing for 833 3<sup>rd</sup> street:**

Motion by Martine/Jaffke to approve the IT networking of the new community building by Yellowstone Computing for \$14,087.50 or less. A meeting at the new building to review the number of network communication drops needed with an estimated completion date of 2 weeks will be done next week. Motion Carried.

**Cedar Corp pay request #3 for 5<sup>th</sup> Street project:**

Motion by Mauel/Wilczek to approve the pay request #3 for Steen Construction and Cedar Corp for the 5<sup>th</sup> street project of \$263,624.24 – see attached. Motion carried.

Chapman of Cedar Corp reviewed the project costs. The construction costs of the project are now estimated to be 1,263,000 under the grant award of up to 1.5 million. The grant will cover up to 1 million if Owen reaches \$500,000 in construction costs. With that it was verified that the Engineering and Administration costs are not grant matched & the total project is estimated at \$1,610,000 with Owen's share estimated at \$610,000. Additional funding may need to finance the amount over \$500,00 initially taken in the loan.

**Ratsch Engineering Construction Pay request #3:**

Motion by Jalling/Jaffke to approve the Rhom Street Pay request #3 for \$29,071.54 – see attached. Motion Carried.

### **3<sup>rd</sup> Officer Referendum OWPC:**

Motion by Jalling/Wagner to approve the 3<sup>rd</sup> officer OWPB Ballot referendum to be added to the April 6<sup>th</sup> election for an annual cost of \$19,910– see attached. Motion carried.

### **2019 Audit review with CLA:**

Palmer of Clifton Larson Allen presented the 2019 Audit results and letters of financial statements to the Council – see attached. Review of the audit noted Fund balances of the following:

General -\$308,348 TIF #3 -\$295,453 TIF #4 2,029,595 Lake District 51,232 CDBG Housing fund 72,649 for a total of \$1,549,675. Net positions in Water were \$1,654,391, Sewer \$3,919,863 for a total of \$5,574,254. Also discussed were the TIF balances, revenues, years to recover and remaining life of each TIF district. The Finance Committee will have an additional meeting next week for a detailed review and suggestions for the City as well as the Water Rate Case for the PSC.

### **Building Committee:**

The building committee will meet next week 1/19 at 6:30pm for the final inspection and punch list. Members of the Owen Council, Withee Police Committee, and Employees are invited. After the punch list is completed, and the IT is finished a move in date is estimated for February.

### **Police Dept Report**

December Call report attached with over 79 calls. Wilczek is reviewing the 2020 call log and will present it at the next OWPC meeting for review of total calls, type, and which municipality located. Chief also noted they are seeing increased reports of scam calls to residents.

Chief Ibarra noted results from the 3<sup>rd</sup> officer referendum are 36 yes, 17 no, and 5 maybe to date but more are coming in each day. The comments are attached here. Chief notes if any Citizens have questions regarding the survey to contact him directly.

Big thanks to Kerry Ingredients for a \$1,000 donation to the K9 fund.

Signage from DJ Metals at the new building for city hall and the OWPB as well is being designed.

### **Public Works Report**

DPW gave the following Municipal Water, Sanitary Sewer, and Streets report. The bathrooms are open at the Mill Pond, Ice Skating rink open, and the lack of snow plowing has allowed the team to finish the inventory, water tower inspection, scada upgrades, and clean up. High phosphorus levels were found coming from an Industrial facility and they are working on controlling the levels with them. The 1984 dump truck was sold for \$1,000. New toolboxes, fireproof cabinets, & tools are being purchased to update the equipment as needed. Items of review are a Sewer Commission Ordinance regarding the phosphorous discharge into the system with a fee schedule to correlate with the fees paid to the DNR. Also noted Clark County will be paving County Road D next spring, and the costs to continue and go north of County Road X will need to be reviewed by Council.

### **Library Report**

Library report – see attached. Next library meeting is set for Feb 17<sup>th</sup> at 5pm.

The Library needs a new Board member as Mike Ojanpera has resigned as a Library Board trustee. They are grateful for his years of service. Recommendations for a new member should be forwarded to Mayor Milliren for appointment.

Marathon County Public Library is considering leaving the WVLS in 2022 and it could impact the library membership fees/aid.

Peterson is reviewing fundraising ideas for nonprofits as the library is in need of a new roof, updates, and

maintenance.

**CDC Report**

New developments discussed for apartments and/or duplex off 1<sup>st</sup> street south and offer to purchase a land locked parcel off County Road D. Also noted ordinance review for Agriculture for a concerned citizen, freedom of information requests, and legal issues reviewed.

**Clerk/Treasurer Dept Report**

Kind gave the CT report with a 2020 year in review – see attached. Website roll out, 5 elections, refuse cart rollout and billing, Handbook and payroll process updates, Devine Retirement and Rau coming on board, COVID, Board of Review, Licensing, Financing and Loans, Bank Rec/AP/AR and Audit, O-W police committee, new community building plans, Utility billing updates and Flyer inserts, \$17,632 in grants received. Kind thanked Owen for the first year and hopes it will be a smoother ride in 2021 with the new processes in place.

Also noted the Clark County Social Services has grant assistance available from the State due to COVID for those who need help with their Water and Sewer bill. Information is on the News page of the website.

**Disbursements/Accounts Payable:**

Motion by Martine/Wilczek to approve the accounts payable of \$334,957.27 as presented including \$158,00.77 for the January tax settlement to the County, School, and Tech College - see attached. Accounts Receivable of \$101,536.97 – see attached. Loan summary review. Motion carried.

**Convene into Closed Session:**

Motion by Mauel/Jaffke to go into closed session for Consideration of Wages & Benefits Under WI S. S. 19.85(1)(c) Consideration of employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried.

**Reconvene in Open Session:**

Motion by Jaffke/Mauel to reconvene in open session. Motion carried.

**Announce Recommendations:**

CDC job description to be released at the next Council meeting. Accept a PIP. Position of Clerk/Treasurer to return to salary effective immediately.

**Suggested Items for Future Agendas:**

CDC Job Description, City Hall office hours, land purchases, building updates.

Mayor Milliren adjourned the meeting at 10:05pm.  
Next Council meeting is Tues. January 26<sup>th</sup>, 2021 at 6pm.

Respectfully submitted, Michelle Kind,  
Clerk/Treasurer WCMC