

CITY OF OWEN COMMON COUNCIL MEETING MINUTES

DATE: Tuesday, January 26th, 2021

LOCATION: Owen City Hall Community Center 833 3rd Street, Owen WI 54460

TIME: 6:00pm

CITY OFFICIALS PRESENT: Mayor Charles Milliren

Alderspersons: Joan Jalling, Pam Jaffke, Bob Wilczek, John Mauer, 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, Amanda Mahnke, Brian Chapman/Cedar Corp, Brian Reilly and Josh Low of Ehlers

Financial via zoom

A quorum being present, the meeting was called to order by Mayor Milliren at 6:01pm & the Pledge of Allegiance was recited.

Public Comment:

none

Minutes:

Motion by Wilczek/Jalling to approve the minutes from January 12th, 2020 – see attached. Motion carried.

2019 Audit review from Finance committee:

Jaffke noted the Finance committee met in person with Clifton Larson Allen our Auditors to review the 2019 Audit and a financial overview summary. The general funds have been depleted on going since 2013 due to the number of capital outlay projects completed. The Committee will also have a presentation from Ehlers Financial Services and review their findings for going forward. Additional review of the budgets approved, balancing the list of items needed to finance, and monthly review of the budgets will allow for fiscal monitoring. With the 2019 audit just received the deficit was unknown for the 2021 budget preparations. Wilczek noted several improvements City wide were needed and it had been pushed down the road for this Council to address. Between the 2019 street project repaving and the 2020 5th street project many City streets have now been addressed. Fund deficits will need to be addressed and a savings plan put into place to bring the general obligation funds to balance.

Financial Review with Ehlers:

Presentation by Brian Reilly and Josh Low via zoom discussed the two TIF District fund balances, General Obligation borrowing capacity, loan consolidation, projection of tax levy for debt service and future projects to be financed. Also discussed was the need for a savings plan to add to the General Fund balance. Ehler's preliminary financing plan was provided.

Projects reviewed are: new City Hall \$250k, refinance the \$500k & include additional funding for 5th street approx \$20-50k, Crane Truck \$40k, Garage Shop roof \$31k, County Road D paving project \$102k, future development expansions, etc. Depts to verify their needs and expected costs to establish funding options and the Council to review the top projects needed for 2021. Swiggum noted the 9th street project of TIF 4 would be taken from the LGIP savings account. Loan rates are very low at this time which is a positive but a review of 2020 as quickly as possible will be needed. Reilly noted the Sewer might need

a rate increase and Smith reported the Committee approved a 3% rate increase on the fixed rates starting April 1st of 2021.

Motion by Wilczek/Martine to request additional financial strategies and loan options by Ehlers to include the list of items needed yet to be financed. Motion carried.

Cedar Corp pay request #3 for 5th Street project:

Motion by Jaffke/Wagner to approve the revised pay request #3 for Steen Construction and Cedar Corp for the 5th street project from \$263,624.24 to \$345,025.71– see attached. Motion carried.

Chapman of Cedar Corp reviewed the project and new summary. The total project is now estimated at \$1.27 million with Owen’s share estimated between \$525,000 & \$550,000.

Cedar Corp Rebuild Cty Rd D and North Paul from East 3rd Street to Cty Rd – see attached:

Discussion held with Cedar Corp regarding the County Road D paving and utility project. The total cost for Owen’s section of the road is estimated at \$903,490 with a possible CDBG-PF grant award of \$602,357 and the Clark County match of \$199,300 for their portion could be as low as a total \$101,833 out of pocket for Owen. It is noted this includes the expected Cedar Corp administration, engineering, and grant work costs.

Chapman noted they need to file an intent to apply for the grant by the end of February to prepare the application. Public Works Committee will be meeting to discuss this item and other projects for 2021. Motion by Wilczek/Mauel to table the project until further financial analysis can be done aprox 2/23. Motion carried.

Offer to purchase 2.1 acres for Parcel 265.0427.000, Offer to purchase 30.1 acres of Business Park for Parcel 265.0704.001, .002, .003, .009, & .010, & Offer to purchase 2.1 acres for 14 Parcels on E 1st Street between city garage & S Ash Street– see attached:

Motion by Wilczek/Martine to send all three to Planning/Zoning– see attached. Motion Carried.

Beverage Server Application:

Motion by Jalling/Jaffke to approve the beverage server application for Andrew Childs at Last Ace – see attached. Motion carried.

Appoint Library Board member:

Mayor Milliren appointed Jessie Stolfi to the Library Board. Motion by Mauel/Jalling approved. Motion carried.

Appoint Sewer Commission member:

Mayor Milliren appointed Bernie Shelton to the Sewer Commission. Motion by Mauel/Jaffke approved. Motion carried.

Building Committee:

Final punch list and final pay request will be received. The Change order credit for \$1,040 was for deduction of floor installing in mechanical deemed not needed and trim and door painting to be done when it is warmer in the spring. Wilczek is reviewing the final items. Additional items such as rugs, COVID precautions, and cleaning options reviewed, kitchen appropriations, etc. Quotes to be reviewed with Chief for PD area and brought back to building committee. Office rent for the Clark County Sheriff’s office needs to be discussed and an agreement created. This will allow them to have an office in Owen and therefore increase the ability for officer presence from the County to our area.

Fire Dept Report:

O-W-C Fire Commission approved the new Pumper truck and tanker for \$586,000. With Maplehurst adding to the district our yearly payments should stay the same including the new loan. They will be selling the old truck.

Police Dept Report

The 3rd Officer referendum results are coming in at 64 yes, 33 no, and 8 maybe basically 2 to 1. See attached comments from the survey for those residents that responded. The January PD Call log also attached.

Public Works Report

Smith verified the 5th street project Owen share is going to be between \$520 - \$550k. A single audit statement will be needed from CLA for the project as it expended over \$750,000 in Federal funds in 2020. This is estimated to be an additional \$3-5k. Smith has been looking for crane trucks. Additional discussion was held for the projects budget and additional items needed: Crane truck, Garage shop roof, as well as a possible project on Willow with an LRIP 50/50 grant.

Library Report

Library report email regarding the membership to MPCL– see attached. Next library meeting is set for Feb 17th at 5pm.

CDC Report

Working on offers to purchase, Ordinance items, and the closed session item. Will be reviewing the County Road D project with Public Works as it is in the TIF, meeting to be scheduled.

Clerk/Treasurer Dept Report

February 16th ballot attached and in person absentee voting through 2/102/21. In personal absentee voting will run from 2/2 – 2/12. The 2021 elections will most likely stay at the Library as we move between both. 2021 payroll was processed with many updates to deductions and salaries as requested. Kind suggested if Council decides to sign the engagement letter with CLA for 2020 audit it is suggested to add some timeline due dates to make sure we can receive it by April/May of 2021. CLA knows our projects and our funds so with those added notes to the engagement agreement to continue with them this year in leu of sending it our for an RFP.

Disbursements/Accounts Payable:

Motion by Martine/Wilczek to approve the accounts payable of \$112,197.92 as presented - see attached. Accounts Receivable of \$381,549.03 mostly from tax collections & utility payments – see attached. Motion carried.

CDC Job Description:

Motion by Mauer/Wagner to approve the CDC job description - see attached. Motion carried.

City Hall Hours:

Council would like the City Hall doors open with COVID precautions taken. It is anticipated that Residents would like to see the new City Hall on 3rd street so we will add wall mounted hand sanitizers, plexiglass between the Deputy Clerk and Resident, request masks and use of sanitizer, and limit the time each resident is present, especially if there is another resident waiting.

Milliren noted it is up to City Hall to decide on if they would like to be open over the lunch hour. Kind

noted residents would like to be serviced and many come between 11 & 1pm so to provide the best customer service we should be open as much as possible between 8:30am & 4:30pm. With three people in the office we should be able to flex our lunch hours accordingly.

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.

Action on legal settlement for Schade:

Motion by Mauel/Wilczek to accept the proposed settlement of the former Police Chief Shade. Motion carried.

Suggested Items for Future Agendas:

Zoning & planning, financial budget reviews monthly, move to new building.

Mayor Milliren adjourned the meeting at 8:20pm.

Next Council meeting is Tues. February 9th, 2021 at 6pm at 833 3rd street.

Respectfully submitted, Michelle Kind,
Clerk/Treasurer WCMC