

CITY OF OWEN COMMON COUNCIL MEETING MINUTES

DATE: Tuesday, May 19th, 2020

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

TIME: 6:00pm

CITY OFFICIALS PRESENT: Mayor Charles Milliren, Alderpersons: Joan Jalling, Ken Martine, Pam Jaffke, Bob Wilczek, John Mauel, Al Wagner, and Clerk Michelle Kind

CITY OFFICIALS EXCUSED:

ATTENDANCE LIST: CDC/Tim Swiggum, Police Chief Ibarra. & Public Works Chad Smith

COMMUNITY ATTENDANCE: Kitara Mills/Sentinel & Rural News, Cindy Cardinal/O-W Enterprise, and Brian Chapman/Cedar Corp

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

Public Comment:

None reported

Minutes:

Motion by Jalling/Mauel to approve the minutes from April 28th, 2020 – see attached. Motion carried.

Webteam Website Presentation:

Kris Cvikota of Webteam reviewed the proposal for the City of Owen to develop a new website. It will hold a page for each department, be able to have items uploaded to each such as meeting agenda's & minutes, and interface gmail calendars to show meetings and campground availability. It will include two fillable forms and https security as well as content management system and links to other Government and Owen sites.

Motion by Wilczek/Martine to approve Webteam to develop a new website for Owen for \$2,175.00 – see attached. Motion carried.

Request for reimbursement from CountrySide Estates lot owners:

Discussion held regarding the CountrySide estate lot owners. The sale price of the lots approx. 10 years ago and the curb/gutter/street improvement assessment for the two existing Residents, Jirschele & Clark comparing to the current sale to the new developer were asked to be reviewed along with the covenant restrictions. It was noted the City is the Developer and has the option to make adjustments to the covenants in the best interest of the City. Owen has been asked to provide several open records items by Attorney Feddick-Goodwin representing Jirschele.

Motion by Martine/Mauel to refer to Legal Council before any action is taken to provide information, and to deny or accept a refund request and review the covenants. Motion carried.

Zoning Variance for Duplex at 419 W. Bjornstad Parcel @ 265.0620.000:

Planning and the Zoning Committee recommended approval of this variance – see attached minutes.

Motion by Mauel/Jaffke to approve the zoning variance for the duplex at 419 W Bjornstand for Parcel # 265.0620.000. Motion carried.

CountrySide Estates Wetland Delineation from Cedar Corp:

Motion by Mauel/Jaffke to approve Cedar Corp to provide a Wetland Delineation for the CountrySide Estates subdivision as an addition to the original scope for \$2,350 – see attached. This allow for the field topographic study planning of the subdivision and review of retaining ponds and water flow. This study will last 5 years. Motion carried.

Water System Study review from Cedar Corp:

Brian Chapman of Cedar Corp reviewed the Water System Study they completed for the City of Owen. This water study included information from the last 5 years of the operations costs and current system capabilities including recommendations for improvements on all of our wells, pipeline, and reservoir. Each well was rated for capacity and compared to the daily needs from Owen residents as Commercial uses. The cost of the water bought from Withee, the contract, and projected increases were also discussed. Public Works will continue to review the study and review the DNR inspection for the underground water storage scheduled this year. They will also review the options for additional water supplies after reviewing some wells lack the water output expected and report back to the Council.

OWPC Committee report:

The Committee meet May 5th and reviewed the PTO including vacation, sick, comp, holiday, and overtime as well as the Resolutions/Ordinances compared to a Contract and Administration costs of each. The OWPC will need to review the costs of rent, utilities, payroll admin, Clerk meetings, Accounts Payable & Receivable as well as Audit costs. It was reported that Withee voted down the Contract option after a closed session. Minutes will be requested as they were not provided after their Trustee meeting.

Motion by Wilczek/Mauel to recommend for approval that the Handbook be updated to read the following PTO Schedule for the O-W Police Dept. Motion Carried.

Vacation will be earned on January 1st of each year. Unused Vacation hours can be rolled over to the following year for a maximum of 40 hours. Any amount over 40 hours needs to be used or will be paid out by last payroll of the year or 12/31 whichever is sooner.

- 1 year - 40 hours
- 2 years – 80 hours
- 7 years – 120 hours
- 15 years – 160 hours
- 25 years – 200 hours

Personal Floating days: Three (3) Shifts per year earned on January 1st of each year

Sick Pay: Eight (8) hours per month will be earned on the 1st of every month.

Up to 90 days of Sick Time can be accumulated to cover for Short Term Disability.

After maximum accumulation of 90 days, the employee shall be paid out at the last check or by December 31st for the balance of all unused sick leave over the maximum.

The City will require medical certification of absence beyond 3 days of sick time used.

Holiday Pay: The City will pay 7-1/2 Holidays of eight (8) hours pay for the following six (6) holidays: New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day. These holidays may be observed on alternative day if they fall on weekend. Example, holiday is on a Saturday so observed on Friday, holiday on a Sunday so observed on Monday.

The City will pay four (4) hours holiday pay for the following holidays: Christmas Eve, New Year’s Eve, and Good Friday.

On top of the Holiday pay of 8 hours, Officers that work the Holiday will also receive overtime pay at 1-1/2 hours for their entire shift even if that extends to 12 hours.

Comp Time/Over Time stays from last meeting at: “Overtime can be transferred to Comp Time at the same 1-1/2-time rate. Up to 80 hours of Comp time can be accumulated during the year, however only 40 hours will be rolled over into the following year. The hours need to be used or will be paid out by last payroll of the year or 12/31 whichever is sooner.”

Public Works:

Smith reported on Water upgrades of Booster pump replacement, main flushing of the system, repaired a water lead on Central, water withdrawal from MWM rail services, and the Consumer Confidence report. The Wastewater facility had the contact tank cleaned, computer upgrade for lab office, UV light replacement and training, and the CMAR and CMOM reports due.

In Streets he reported on the 5th street project, clean-up of ruts and debris piles from snow removal, road repairs, the spraying of goose eggs at the Mill Pond, and employees taking a CPR class – see attached.

OWPC:

Chief reported on the April incident log – see attached.

Community Development Coordinator:

Swiggum reported on the updates to the campground including new posting in the bulletin boards and a campground payment envelope, and the upgrades to the bathrooms & showers for campers. Planning & zoning met regarding the approval of the duplex on Bjornstand. The Farmers Market will be able to start on June 6th. The Train will be on parade to deliver books to children in the City on Thursday. He also assisted with the Commissioner of Public Lands loan payment of \$447,476.40 to pay for the 2019 street improvements. The O-W Senior class banners will be installed on the City light poles with new pole equipment hardware purchased from Stetsonville. The flowers for the light poles are also being hung. The Jazz festival will be canceled due to COVID. The DRC also met regarding the flowers for the showcase garden and upcoming events.

Clerk/Treasurer Report:

Kind reported May 12th Election Dates for Registration & Absentee ballots - see attached
Board of Review dates: Open Book is by appt. due to COVID so Residents can call the Assessor directly and BOR is May 13th 4:30-6:30pm at the City Hall. Liquor licenses received and forwarded to PD for review.

Tracy Rau officially started May 12th and has been a great asset to the team. Katie has also made many improvements to the office, campground & Mill pond.

Items to review are the upcoming loans due, bank reconciliation, streamlining the Utility bills for better gallons sold of all customers, review outstanding accounts, and review OWPD invoicing and receiving. – see attached report

Mayor Report:

Milliren reported the train will be out Thursday to deliver books to the students around the City.

Disbursements:

Motion by Martine/Wilczek to approve the accounts payable of \$132,272.51 as presented – see attached. The invoice from We Energy noting Parks will be verified they are only at Parks, the other items will be moved to the Street account for We Energy. Motion carried.

Suggested Items for Future Agendas

OWPC review of Admin costs

Mayor Milliren adjourned meeting at 8:47pm.

Next Council meeting is Tues. June 9th.

Respectfully submitted,

Michelle Kind, Clerk/Treasurer WCMC