

**CITY OF OWEN COMMON COUNCIL MEETING MINUTES**

**DATE:** Tuesday, September 8th, 2020

**LOCATION:** Owen Community Building 833 W 3<sup>rd</sup> Street., Owen WI 54460

**TIME:** 6:00pm

**CITY OFFICIALS PRESENT:** Mayor Charles Milliren

Alderspersons: Joan Jalling, Pam Jaffke, Bob Wilczek, John Mael, & Al Wagner

**CITY OFFICIALS EXCUSED:** Ken Martine

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

**COMMUNITY ATTENDANCE:** Nicole Rogers/Sentinel & Rural News and Cindy Cardinal/O-W Enterprise, Henry Barry/Ratsch Engineering, & Brian Chapman/Cedar Corp

A quorum being present, the meeting was called to order by Milliren at 6:04pm & the Pledge of Allegiance was recited.

**Public Comment:**

none

**Minutes:**

Motion by Wilczek/Jaffke to approve the minutes from August 25<sup>th</sup> with corrections, 2020 – see attached. Motion carried.

**Approve bid for 833 West 3<sup>rd</sup> Street City Hall & Community Building:** – see attached:

Motion by Mael/Jaffke to approve the construction bid of Rhom Construction of \$200,349.78 including the smoke detection system plus the Alternate bid #1 of \$4.00 if the roof decking needs to be replaced – see attached. Motion carried.

Recommendation from Ratsch Engineering and the Building Committee. A 5% retainer will be held until the end. There were 5 bids received ranging from 199,066.00 - \$262,900.00. The two lowest bids were then verified for consistency by Ratsch Engineering. Due to COVID, the building materials have increased and the upgrade to the air conditioning heating system as the current one is not functioning correctly. Anticipated schedule is end of September – January 2021 completion. The computer systems and security cameras to be provided by Yellowstone Computing will be additional for both the office, police dept, council meeting room upgrades. The building committee will collect the additional bids and start the loan process with Kind and Swiggum reviewing the borrowing capacity.

**Cedar Corp Project Update:**

Discussion held on the 5<sup>th</sup> street project the curb & gutter and sidewalks are complete, more concrete to follow with driveway approaches and alley ways weather permitting. Ditches and boulevards will be completed. Additional base course to come next week to follow. They do not suggest anyone driving on the concrete alone without the pavement, especially for garbage or heavy trucks. Kind noted the pay request #1 of \$373,000 for the check to Steen of \$270,000 was received from the Grant and the pay request #2 of \$430,000 has been sent out and we are hoping for a quick turnaround of those funds for the percentage of the grant.

Smith is in discussions with Casper to find another Owen location for their building supplies and possible

new building development as they will be vacating the lots in the Industrial park for the new Bogseth Transport Bus development.

**9<sup>th</sup> Street Expansion estimate from Cedar Corp:** - see attached:

Motion by Wilczek/Mauel to approve Cedar Corp to proceed to bidding services and engineering not to exceed \$14,900 of the additional street upgrades to provide the needed utilities sewer and water due to the purchase of the two lots estimated construction at \$200,000 which will be put into the TIF #4 – see attached. This will provide the plans until the project is approved to be constructed. Motion carried. Swiggum noted the TIF has a positive fund balance of two years' worth of loan expenditures and we have funds available for this project to add to the TIF.

**Industrial/5<sup>th</sup> Street/Pine Street Truck Route:**

Motion by Wilczek/Jaffke to abandon the existing truck route and approve a revised truck route off Willow and Paul leaving the 5<sup>th</sup> Street railroad crossing out of the route per the Railroad request and Smith to purchase directional signs to be installed – see attached map. This will allow us to keep the heavy semi traffic off the new 5<sup>th</sup> street pavement decreasing the cost of pavement lift needed on 5<sup>th</sup> & Pine and leaving on Oak Street. Motion carried. Swiggum & Smith to review truck route with Commercial businesses.

**Raze Order 131 E 4<sup>th</sup> Street and 319 E 2<sup>nd</sup> Street:**

Motion by Jalling/Mauel to approve Cedar Corp to provide the Environmental PLM test of approx. \$1,500 of the 4<sup>th</sup> street building and to bring in the DNR to provide a site inspection safety of the building to see if it is safe enough to put up scaffolding or containment for the asbestos removal. Additional \$1,200 to Cedar Corp to provide for the site testing and inspection. Motion carried.

The estimates Smith received for the asbestos abatement and removal. 2<sup>nd</sup> street/Parker house is estimated at \$4,196 due to asbestos in the siding and window calk. The 4<sup>th</sup> street building quote was estimated at \$34,000 due to the paint on the exterior of the building so we will proceed with additional testing. Also discussed was the number of cats have inhabited the 4<sup>th</sup> street building. All expenses will be placed on the tax roll for these parcels.

**Population Evaluation Challenge:**

Motion by Wilczek/Jalling for Swiggum to proceed in challenging the 2021 population estimate due to the decrease of 27 residents as it is anticipated to affect our shared revenue. There is not cost for the challenge – see attached. Motion carried.

**OWPC Committee Report:**

Motion by Wilczek/Mauel to approve the \$1.00 raise for Chief Ibarra effective Jan 1<sup>st</sup>, 2021 with great reviews for Ibarra performance. Motion carried.

The OWPC met last week – see attached minutes. The Owen Withee Joint Police agreement is still in draft form and corrections are expected to be back within a few weeks for approval. Ibarra provided three scenarios for the 2021 budget in regard to the part time officer hours between zero, 30 hrs as is currently, and full time.

**Personnel Report:**

Personnel met last week on the EEOC complaint and Smith/DPW's yearly review. They are very pleased with Smith's performance and his whole team. Smith received a \$1 raise at his 6-month review so additional increases will be reviewed at budget time. The committee is looking to get on a routine schedule of the reviews and increases.

### **Downtown Revitalization Report:**

The committee met 9/3 – see attached minutes. Swiggum estimated the financial report of the DRC to be approx \$5,000. They approved a purchase of a 100' power cord of \$250.00 for the train and are also planning to order a caddy to hold the heavy rolled hose to carry it around and plug it in between runs. The Farmers market is going well with Marge Rohland organizing the market. Looking to get Organizations to sign up to fill spots next year to sell items in the Concession stand. T-shirt sales for charity. On Saturday Sept 19<sup>th</sup> we are looking for a photo of all the volunteers to send Pictures for the Growin' Owen competition. If everyone who helped with the Flowers, Growin' Owen, Car Show, Weeding crew and Train drivers can come down to thank them and celebrate their efforts. They allotted \$1,500 to provide patriotic banners from Jeff Connor. Autumnfest will be moved to Halloween 10/31 to coordinate with Trunk or Treat with the Library, there is a meeting Sept 16<sup>th</sup> at the Red Daisy Girl to coordinate the event.

### **Community Development Report**

The deeds are being recorded for the Bohl and Bogseth parcel sales. Swiggum was contacted by a company possibly interested in building new 100,000 sq foot building for cold storage.

### **Police Dept Report**

Ibarra reported on the August call log – see attached.

### **Public Works Report**

Smith provided a Sept report – see attached.

*Water:* Lead & Copper testing passed. Meeting with vendors for automatic water meter readers.

Well #2 building has been taken down as it was closed in 2017. This will save on electricity & heat and we salvaged several items such as electrical panels for spare parts from the well and now have a hydrant in its place.

They will be replacing check valves on water well houses that hold chemicals & working on updates per DNR code.

The crew met with Cedar Corp for a display of a GIS tracking system. This would enable the crew to locate with GPS the water and sewer lines, 90 hydrant's, 300+ manholes, 200+ valves and can also verify water main breaks. The handheld unit and cloud-based software is approx. \$50,000 including the cost to get your system marked. The yearly maintenance is approx. \$1,500/year. The City can also rent these items. This would allow for easy access to our systems with our cell phones, allow for a tracking system on updates, and reduce the paper plans in the plant. This would be more accurate than the CAD system.

*Sewer:* Insurance company denied the UV light claim for the 3<sup>rd</sup> time as they claimed they do not cover corrosion, even after finding the cause. When there is a peak power ban, the generator should turn on and the computer system did not reboot itself during the last hot day and the UV lights flooded. Smith worked with Yellowstone Computers to provide a failsafe for approx. \$300 to prevent this from happening again. The A/C unit on the blower building was installed. The pond cover seams were inspected for weeds and foliage that attracts marine life and animals. Phosphorus is holding.

*Streets:* Update on 5<sup>th</sup> street, Casper Construction, and brush removal for residents will continue. Meeting with Residents along Harding regarding their large trees.

### **Clerk/Treasurer Report**

See attached report, need website pictures & updates. Looker retirement party went really well, thank you to all those who attended.

Election Grant funds of \$1,200 were received from the Wisconsin Election Security Grant. The funds will go towards new computers for the office and security training.

The Wisconsin Elections Commission mailed all voters a flyer on the 3 ways for vote in November. This has never been done before so I hope many residents prepare ahead of time to verify they are registered to vote, and review ways to vote for Nov 3<sup>rd</sup>. Remember your photo ID when sending in your information. We hope to increase the knowledge of on-line banking for Utility residents by sending a flyer from each of the local banks in town. Both banks have noted that this is typically free for their checking customers. With COVID the office has been closed and so we have been receiving less cash transactions. The resident can also choose to have reminders set to pay their bills on time. 2021 Insurance costs have been forwarded to Finance & we are waiting to receive the 2019 Audit to prepare for budgeting. I would like to meet with each Dept and Committee Chairs so that we can verify if any adjustments needed to be made and run YTD reports at the end of third quarter.

**Disbursements/Accounts Payable:**

Motion by Wilczek/Mauel to approve the accounts payable of \$130,903.36 as presented – see attached. Motion carried.

**Suggested Items for Future Agendas:**

Budget, OWPC Final Draft Agreement, Raze Orders with asbestos/demolition plan

Mayor Milliren adjourned the meeting at 7:51pm.  
Next Council meeting is Tues. Sept 22nd at 6pm.

Respectfully submitted, Michelle Kind,  
Clerk/Treasurer WCMC