

CITY OF OWEN COMMON COUNCIL MEETING MINUTES

DATE: Tuesday, September 22nd, 2020

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

TIME: 6:00pm

CITY OFFICIALS PRESENT:

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

CITY OFFICIALS EXCUSED: Mayor Charles Milliren

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

COMMUNITY ATTENDANCE: Nicole Rogers/Sentinel & Rural News, Cindy Cardinal/O-W Enterprise, Stacy Wallace, and Andrew Childs

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

Public Comment:

none

Minutes:

Motion by Martine/Mauel to approve the minutes from September 8th, 2020 – see attached. Motion carried.

Approve Beverage Server licenses: – see attached:

Motion by Martine/Mauel to approve the beverage server licenses for Elizabeth Rue per recommendation by Chief Ibarra. Motion carried.

Temporary Street Closure from Last Ace to Skunky's:

Motion by Wilczek/Martine to do a temporary street closure of the parking spots between Last Ace & Skunky's for a Benefit for Diffie on Sept 26th from 3-10pm. Motion carried.

Public Works to provide barriers and Last Ace to send a Flyer to Clerk Kind.

Raze Order 131 E 4th Street and 319 E 2nd Street:

Motion by Wilczek/Martine to have Wilczek draft a letter from the Fire Dept and City of Owen to the DNR regarding the property at 131 E 4th Street and bring it back to Council. It has been deemed unsafe as the structure is pulling apart thus making asbestos review and demolition difficult. There is also not a lot of area to work in as the building size is most of the lot. The building has been locked to prevent those going into the building. Motion carried.

The Environmental PLM testing from approved for Cedar Corp will not be needed as it was included in the original testing provided by Northstar Environmental.

OWPC Joint Agreement for Owen and Withee:

Motion by Martine/Wagner to table the joint agreement for Owen and Withee joint Police Dept until final corrections are received from Legal. Motion carried.

OWPC Referendum for 3rd full time officer:

Motion by Martine/Wagner table until the Withee meeting. Motion carried.

A wage summary with and without Health Care benefits (estimated at \$18,200) was reviewed. The totals were \$11,967 divided by both communities for the additional 10 hours for the 3rd officer (30/hrs already budgeted) and with health care if the officer enrolls at an additional \$18,200. Referendum breakdown including the health care for the total of \$30,166 with a breakdown per municipality of Owen \$19,910 and Withee of \$10,256 per \$100,000 property values was reviewed. It is estimated at \$50 per \$100,000 or \$21 per resident. Additional options of a School Student Resource Officer Grant are being reviewed. The workload of cases depends on the type of call. Depending on the severity of the call, the County Sheriff's office will assist with the coverage when our officers are off duty but not normally the case load itself. Citizen education on the process of calls has changed greatly in the last decade and several items should be discussed for the public to have a knowledgeable decision. Also, if Withee does not also agree it would not pass. A binding or non-binding referendum was discussed as well as timelines. There will be no cost for this onto the April ballot, rather than the February Election.

Budget Updates:

Kind sent each Dept Head their Quarterly and YTD payroll to be able to budget for 2021. Kind sent Committee Budgets out for transaction reviews to verify expenditures for 2020 and process any Journal Entries needed to prepare budgets for 2021. Swiggum will be asked to review all the Revenues and Expenditures for an additional review with Council as not everyone is on all Committees and review the TIF info. Please provide any Committee budgets with expected 2021 projects are forwarded so I can enter them into the budget reports. Personnel to give wages & COLA to Finance. Then Finance to meet several times for each Dept's budget and the whole. If each Dept or Committee Chair does not have what they need to start, please contact the Treasurer. Community Building budget numbers are needed. Several grants were applied for by the Office and should between the three of them cover the needs to be able to effectively communicate in this new COVID environments such as Office computers, Security Lock box for ballots and payments, audio visual and computer for the Council room.

Personnel Committee Report

Personnel meet to discuss meeting pay rates and eligibility for Council, Employees, required Citizens and volunteers for each committee.

Also reviewed the flow chart timing of reviews. Employee to be reviewed by Dept Head. Then Dept Heads reviewed by Mayor. Mayor to forward reviews to Personnel. Personnel to review raises and COLA and forward to Finance Committee. The exception to this is 6-month reviews for new employees will be meeting with Personnel. Another meeting scheduled for 10/5 at 3:30 to review more of the employee handbook.

New Community Building Committee Report

Motion by Martine/Mauel to approve the metal roof color of Crimson Red. Motion carried.

A master building schedule starting the project 9/23 was provided and reviewed by the Council – see attached. Wilczek to organize moving help needed for items inside. Meetings will be moved back to the Library in the interim as they are only open Mon/Wed/Fri. If the Fire Dept is available Wilczek will check as they have audio visual equipment.

CDC/Downtown Revitalization Committee Report

Motion by Wilczek/Martine to approve the details of Autumnfest. Flyer promotion on the website and surrounding businesses will be sent out. Event to be held at the Mill Pond Park on Halloween and will start off from 11am-3pm with a Chili Cook off & pie eating contest, Scare Crow contest, Music by Art

Petke, Kids Costume Parade at 4pm with judging and prizes to follow, Trick or Treat from 5-7pm– see attached. Volunteers will be soliciting donations from several businesses for treat bags. Additional vendors of drinks and food will be available. Their Vendor fee to be waived this year to encourage them to come to the event. Due to COVID the Owen Library is not doing a trunk or treat but rather donating to the treat bags. In the event of adverse weather, it will be moved to the Old School. Motion carried.

Planning & Zoning Committee:

Swiggum reported Planning & Zoning will hold a joint meeting 9/30 on Wed 3:30 at Library to discuss a duplex in lieu of a mobile home on Ash & 2nd Street.

Police Dept:

Police Dept report noted several gas drive offs, sexual assaults, and speeding tickets. The new squad pickup truck will go in for outfitting this month. Several fundraising ideas were discussed for the K9 fund.

Library Dept:

Library Dept reported one of their staff members tested positive for COVID so as a precaution they are closing as follows – see attached report.

Clerk/Treasurer:

Council was asked if anyone wanted to attend Conferences from the League of Municipalities and WI Town's Association.

Disbursements/Accounts Payable:

Motion by Mauel/Wilczek to approve the accounts payable of \$47,909.35 as presented – see attached. Motion carried.

Suggested Items for Future Agendas:

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

President Jaffke adjourned the meeting at 7:29pm.
Next Council meeting is Tues. Oct 6th at 6pm.

Respectfully submitted, Michelle Kind,
Clerk/Treasurer WCMC