

**APPROVED**

**CITY OF OWEN COMMON COUNCIL MEETING MINUTES**

**DATE:** Tuesday, October 13th, 2020

**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

**CITY OFFICIALS EXCUSED:**

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

**COMMUNITY ATTENDANCE:** Nicole Rogers/Sentinel & Rural News, Cindy Cardinal/O-W Enterprise, Brian Chapman/Cedar Corp, Teale Bohl, and Ken Truman Jr.

A quorum being present, the meeting was called to order by Mayor Milliren at 6:00pm & the Pledge of Allegiance was recited.

**Public Hearing consideration of duplex at 700 E. 2<sup>nd</sup> Street Parcel #265.0644.000:**

Public Hearing Opened at 6:02pm

Planning & Zoning noted they recommended the rezone to add the duplex.

No other comments.

Public Hearing Closed at 6:03pm

**Approve construction of duplex at 700 E. 2<sup>nd</sup> Street Parcel #265.0644.000**

Motion by Mauel/Jalling to approve the duplex at 700 E. 2<sup>nd</sup> Street Parcel #265.0644.000 and change the zoning from R6 to R3 and add an conditional use. The trailer was taken away in the lot. Motion Carried.

**Public Comment:**

Truman noted several items regarding the revised Truck Route and routing away from 5<sup>th</sup> street with additional miles and time around the 2.2 miles, turn around concerns, and no notice. Smith noted the quiet zone requirements noted the truck route does not have enough space to turn from Industrial to 5<sup>th</sup> so it was rerouted, 5<sup>th</sup> street was paved with regular traffic weight, and to minimize safety & noise concerns of semi-trucks going through Pine & Central in our Downtown.

**Cedar Corp presentation for 9<sup>th</sup> Street Utility and Street Improvement Bid – see attached:**

Motion by Jaffke/Martine to approve the bid report from Cedar Corp and the low bid from Haas & Sons Inc of Thorp, WI of \$161,620.25 as attached for the Utility and Street Improvements for 9<sup>th</sup> Street. Motion carried. Bids ranged from \$161,620 - \$205,808.

**Minutes:**

Motion by Mauel/Jalling to approve the minutes with corrections from October 6th, 2020 – see attached. Motion carried.

**Approve Beverage Server licenses:** – see attached:

Motion by Wilczek/Wagner to approve the beverage server licenses for Joseph Deluca per Police Dept

recommendations. Motion carried.

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

Motion by Wilczek/Mauel to approve the cost from the contractors who bid for the two buildings with a cap of \$25,000 paid in 2021 for work to be completed by 2020 with DNR approval. Safety is a concern to abate it and the cost to remove will be tax rolled in 2021. Smith noted it will be cheaper and safer to demo & haul both away to the special hazard landfill in Chippewa Falls than to abate & haul away. Jalling voted no due to budget concerns. Motion carried 5-1.

**OWPC Committee Report**

Jaffke noted the new Squad Truck is getting outfitted and should be delivered this week. The OWPC recommended to move forward and obtain legal wording for the referendum on the April ballot. The also recommend the attached budget for 2021 with a 3<sup>rd</sup> officer at 30/hrs per week. Lastly the joint agreement was also finished and the Village of Withee also signed it.

**OWPC Joint Agreement for Owen and Withee:**

Motion by Mauel/Jaffke to approve the joint agreement for Owen and Withee joint Police Dept – see attached. Motion carried. It is ongoing with a two-year notice for withdrawal.

**OWPC Referendum for 3<sup>rd</sup> full time officer:**

Motion by Wilczek/Jaffke to approve Yde Legal to draft the Referendum wording for a 3<sup>rd</sup> full time officer paid for by the OWPC. Mauel & Jalling voted nay. Motion carried 4-2.

**OWPD Budget approval for 2021:**

Motion by Mauel/Jaffke to approve to 2021 OWPD budget – see attached. Also accept the offer of the Village of Withee using their remaining Route to Recovery funds of approx. \$1,000 for PD computer monitors with video and audio capability. Motion carried.

**Quiet Zone Road Requirements Bid:**

Motion by Wilczek/Jalling to table the Quiet Zone initial 5<sup>th</sup> Street quote for delineators and channelization 100 feet of \$7,802.59 plus two additional sites of approx. 400 feet long each at County Road D and County Road X and review the plans with Clark County. Many other Counties have these but there is concern with the Clark County Hwy Dept. on the maintenance during winter plowing. A mailer was suggested to be sent out via the Utility Bills for Community Consent. Motion carried.

**Road to Recovery Grant Expenditure Request – see attached:**

Motion by Martine/Wagner to approve the Yellowstone quote of \$15,184.00 to upgrade the City Hall offices and new Board room with technology capable of complying with the new COVID State mandates – see attached. Motion carried.

**Election Security Grant Expenditure Request – see attached:**

Motion by Martine/Wilczek to approve the Yellowstone quote of \$1,310.00 to upgrade the City Hall Clerk computer with technology capable of complying with the new Election Security requirements – see attached. Motion carried.

**Budget Updates & Time Schedule:**

The 2019 Audit has still not been received from Clifton/Larson/Allen of Stevens Point. Latest expectations were July, we may need to look at other firms for a quicker response.

Met with PD and Library and made journal entries and have correct budget #'s in each account. Year to Date for Payroll and well as transaction reports were also sent out. Will need to meet with Wilczek, Swiggum, & Smith regarding the larger park expenses of the Crowley campground bathroom, pavilion, and the Mill Pond trail grant. Working with Smith on verifying if there are enough funds to pay off the plow truck loan of approx. \$23,000. Owen loans and amortization schedules binder has been made & sent out. Personnel to met 10/14 to recommend raises to Finance for Cost of Living and those who have 6-month and 1-year anniversary is coming up.

### **Owen-Withee-Curtiss Fire Dept Committee Report**

As Lublin has disbanded its Fire Dept, those nearby communities are looking elsewhere for service. Maplehurst has now requested to be served by O-W-C Fire Dept as of 1/1/2021. The Fire District now covers 200+ miles. The 2020 Equalized value to determine the 2021 Fire Assessment is attached. Owen's share is \$44,059.71. Resolution to come to add Maplehurst. Looking at a new pumper truck of approx. \$560-\$615k to replace Engine #1.

### **Personnel Committee Report**

Recommended meeting pay revisions & reviewed the employee handbook on 10/5, and the following meeting 10/14 to review COLA & raises.

### **New Community Building Committee Report**

Walls up and floor being poured, applying roof sheeting and asbestos abatement. Several change orders provided were discussed with the Committee, items that were structurally needed and the abatement were approved. Soffit and gutters have a change order and was reviewed by the Committee and they are looking into options including having Public Works provide the labor for the soffit and gutters. Martine noted the gutters & soffit can be done later as long as the exterior building is secure. Water issues have sunk the foyer a bit so the floor will have leveler added and see if that solves the problem. The State approved plans were provided. The contract with Ratsch was signed by Mayor Milliren.

### **OW Area Development Committee Report**

Jaffke reported the committee met and discussed the business loans available for Owen and Withee businesses. For example, for a new furnace or remodeling at low interest rates. Pam noted additional information can be made with inquiring with Jesse Nelson/Forward financial Bank or Bonnie Wachsmuth/Legal. Wilczek noted they have a business listing from the Fire Inspections done. Jaffke to send Kind a flyer to post on the website to promote the loan options.

### **Public Works Dept Report**

Smith noted in the Water Dept – cross connection in home inspections have begun. Hydrant flushing will run Oct 19<sup>th</sup> – 30<sup>th</sup>. Ground Water Reservoir inspection, overflow quote and additional rock. Also updated Emergency Response Plan as it was last updated 6 years ago. Wastewater items are Withee lift station #3 is being rebuilt, jetting main sewer lines, remove algae & duck weed from the ponds, CMAR & DNR response, Vac Truck issues. In Streets they are cleaning up the shop, installing shelves, and getting the equipment winter ready.

**Police Dept Report**

See attached OWPD Call log of traffic stops, animal complaints, child sexual assault complaint, child abuse complaint, suspicious activity, gas drive offs, and noise complaints. Some of these calls take 40-60 hours to complete the case inquiry. Wilczek thanked the PD and PW for their hard work.

**Library Dept Report** - October Newsletter attached

**Clerk/Treasurer Dept Report**

Bank reconciliation is up to date, Thank you to Deputy Clerk Rau  
Nov Presidential Election is less than 20 days away, any questions on the election process or election security are welcome to talk to Clerk Kind or stop by Election day as an Observer  
Budget coming along for 2021, Election security and Route to Recovery Grant, and reviewing gas purchases with PD & PW to have a joint location for fuel. Kind to then send in the State Fuel Tax report for the tax credit.  
Several opportunities for County Social Services support for Owen renters who need assistance with their Sewer and Water utility bill, information will be added to the website or call 715-743-5238

**CDC Report**

Autumnfest updates, Assisting with Budget, reviewing offers to purchase to send to Planning and Zoning, updating the website.

**DRC Downtown Revitalization Committee Report**

Finished the Farmers Market a big thank you to Marge Rohland.  
For Autumn fest, please socially distance. Hoping the weather will be OK and we encourage masks.  
Family Units are to group together for trick or treating. Several vendors are encouraged to come and sell food and treats for the day. Sellers permit fees to be waived due to COVID.  
The Main Street Banners were approved – see attached design.  
Looking for local non-profit fundraising groups to sell food or crafts at the Mill Pond Concession Stand for 2021. Swiggum reported the Mill Pond farmers market wanted to encourage food sales. To fill in and encourage participation Lamont Freet used it several times this summer and sold sandwiches. Food truck licenses were not issued this year due to COVID, so the hope is to encourage nonprofits next year.

**Planning & Zoning Committee Report**

Motion tabled by Martine/Jalling on the offer to purchase from Sean Reed a Lead Superintendent employee of Casper Construction who made a second offer to Planning. The Planning Committee recommended that the Council sell the 5 acres for \$2,500 (500 per acre), buyer will be responsible for developing the entrance and roadway access and pay the closing costs and electric extension if required. Wilczek noted there is also a request of adding a building within 5 years. Currently the land is being leased by Martin for agricultural use with a 5-year lease through Dec 2021 at \$165/year or \$4,125 for the 5 years. The soybeans were just harvested. Martine questioned the best area for the construction site with possible fencing.

**Disbursements/Accounts Payable:**

Motion by Wilczek/Wagner to approve the accounts payable of \$216,733.29 as presented – see attached. Motion carried.

**Suggested Items for Future Agendas:**

Budget, Personnel, Finance, Building update, and offer to purchase in Industrial Park

Mayor Milliren adjourned the meeting at 8:35pm.

Next Council meeting is Tues. Oct 27th at 6pm.

Respectfully submitted, Michelle Kind,  
Clerk/Treasurer WCMC