

**CITY OF OWEN COMMON COUNCIL MEETING MINUTES**

**DATE:** Tuesday, November 11, 2025

**LOCATION:** City Hall

**TIME:** 6:00 pm

**CITY OFFICIALS:** Mayor Scott Jalling(absent)

Alderspersons: Jason Thornton(absent), Ken Martine, Pam Jaffke, Bob Wilczek(absent), John Mauel, Ray Kilty

**ATTENDANCE LIST:** Clerk/Treasurer Tracy Rau, Chief Fehlman, DPW Chad Smith

**COMMUNITY ATTENDANCE:** Cindy Cardinal/ES-Enterprise Sentinel, Kelly Booth

The meeting was called to order by President, Pam Jaffke at 6:01 pm & the Pledge of Allegiance was recited.

**Public Comment:** None

**Approve Council Meeting Minutes 10.28.25:** A motion by Martine/Mauel to approve. Motion carried

**SOP for Financial Procedures:** What the State Statute says versus our handbook. Making sure everyone is on the same page. It doesn't matter if it is the office budget or any budget, the money cannot be moved to even out the line in question. It is the master budget; we must go by it over or short. If the budget needs to be adjusted for an account it needs to be done by the auditors. We also do not have a procedure in place on what to do if the next person comes in. The Clerk is liable, criminally, for everything. We also found out from Alderperson Kilty that the Clerk needs to sign all contracts per the state statutes. We will put this topic on the next Agenda but for now all alderpersons can read and adjust and come to the meeting with questions, concerns, or changes.

**Abatement Update:** Our city attorney said there is something set for December. The Chief of Police met with the person in question and had a good conversation. They have made some progress but that is not up to the Chief to decide what or if they have made any progress.

**Approve 2024 Audit:** A motion to approve Kilty/Martine. Motion carried

**DPW Report:** We have been jetting sewers and started the Standpipe on Monday. We had to bypass the valve into the tank; water was coming out of the ground. Something broke in the ground; they took Decker's vac truck and sucked it out, Staab brought out a pump to help pump that out of the 22,000-gallon tank(thankfully we have a big enough tank). The guys are working 24 hours a day. If all goes well it will be ready to go on Wednesday afternoon and they can finish welding the outside as it is full. Thank you for putting all the hours in. Getting everything ready for winter. Green Grove has about half of their lot done. Sewer is done up there. They may have to do a little pond according to the DNR. We have put the wings on the plows for the winter and shut down the parks.

**Mayor's Report:** The mayor stopped and this is what he said: Mayor would like to put on the next Agenda in November that he would like to increase the per diem to \$10.00 more per meeting. The mayor also would like to investigate hiring an accounting firm to look into our accounts for us to see that we are doing everything correctly and maybe alleviate some of the paperwork.

**Other Reports:** None

**Treasurer's Report:** A motion to approve with the changes to the Treasurer's Report/Owen Fair Savings Martine/Kilty. Motion carried

**Disbursements/Accounts Payable:** A motion to approve Mauel/Martine. Motion carried

**Future Agenda Items:** SOP, Accounting Firm, Per Diem Increase Per Meeting, Abatement Property

**Adjourn:** A motion to adjourn at 6:42 pm Martine/Kilty. Motion carried

Respectfully given to the best of my ability, Kelly Booth, Deputy Clerk