

## CITY OF OWEN COMMON COUNCIL MEETING MINUTES

**DATE:** Tuesday, July 11, 2023,

**LOCATION:** City Hall

**TIME:** 6:00pm

**CITY OFFICIALS PRESENT:** Mayor Scott Jalling

Alderspersons: Joan Jalling, Pam Jaffke, Bob Wilczek, John Mauel, and Ken Martine. Absent – Matt Riihinen.

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

**COMMUNITY ATTENDANCE:** Cindy Cardinal/Enterprise Sentinel, Andrea Mahnke, Tom Jirschele, and Tim Swiggum.

The meeting was called to order by Mayor Jalling at 6:00pm & the Pledge of Allegiance was recited.

**Public Comment:** Update for next meeting on purchases for Bohl property in Countryside Estates and additional money for curb and gutter.

**Approve Minutes from 6.27.23 Meeting:** Jaffke noticed a spelling error after 100<sup>th</sup> year checkbook. There's should be theirs. Martine/Wilczek motion to approve the 6/27/23 minutes with spelling error correction. Motion carried.

**Cedar Corporation, Pay App #3 from Haas Sons, Inc for Business Park, Trail Update, and Business Park Update:** Wilczek/Jaffke motion to postpone Cedar Corporation, Pay App #3 from Haas Sons, Inc for Business Park, Trail Update, and Business Park update until next meeting. There is a question on Pay App #3. Money that is held until the projects end is in this payment and we want to make sure everything is good and perfect before payment. Would hate to payout and have something not completed. Sent an email to Brian because everything had stopped out in the Business Park. Brian forwarded the email on.

**Update on "Esker" Purchasing Land:** Have not spoken with him yet. Possible interest from another buyer. Will bring back to next meeting.

**Public Works Report:** Municipal Water - Purchased meters from Stanley. Meters are still warranted for 20 years no matter who has them. 36 meters for \$25 each, usually \$140 brand new. 4 new meters coming in and they are selling them for \$100. Stanley will have more and will put some aside for us to look at. ARPA Money (Lane Tank Quote) have budgeted \$7,224 for Special Projects. Won't do any special projects and put that money towards Lane Tanks quote. \$2,000 budgeted for repairs on roofs in case we need to do touch ups here and there. We don't have to put it towards the roof so it can go towards the quote as well. Hoping with moving some things around in budget and not spending we will be able to cover this. Wilczek asked if this covers the external wash too. That is an extra \$7,000. Will check how much is in the Equipment Fund. \$121,000 estimated total. Sanitary Sewer – Quality Trading meeting with Cedar and Davy. Talked about what we want to do. Look at some quality trade and maybe plant upgrade, which we have saved for a plant upgrade. More meetings to discuss. CMAR (Compliance Maintenance Annual Report) is done. All grades were "A's" except Phosphorus, which was a "D" due to the incident with the industry that caused our phosphorus to spike. Doing pretty good. Submitted Phosphorus Optimization report. This must be submitted yearly. Haven't heard anything back. Phosphorus limit for our new permit, DNR was going to drop it to .6 but Chad wrote a letter and now it will stay at .8 for five years. Streets Department – grading alleyways, concrete work on curbs and sidewalks, blacktopped some of the patches from last year, patched bike trail where water main break was. Removed and replaced the walking bridges along the Mill Pond walking trail. They were getting to be unsafe. Bridges are out and culverts are in with gray rock over. Sloped the banks with dirt and rocked it, continued into where the Will Maki Foundation put their rock. Blended so it looks the same. Will let it sit for a year to compact and probably blacktop over. Wilczek asked for a bill for the work to discuss at the Parks and Recreation meeting to reimburse since money was taken out of the Streets

budget. Cutting grass in the ditches, working on getting the area ready for the fair. Clerk Rau was wondering why the grass along the pond had not been cut. Lots of weed whacking and slows the geese from coming into the park and trail. Ordered the toilets and dumpster for the fair. GFL is donating the dumpster.

**Water Tower Update:** Wilczek/Jalling motion to approve \$114,000 for repairs with the option of the \$7,000 external wash for the water tower. Motion carried.

**Block Party Permit and Special Event Permit:** **Everyone** will pay the \$100 reimbursement payment. Jalling/Martine motion to approve the permit forms. Motion carried.

**Planning Committee Meeting Report:** Planning Committee met on June 27<sup>th</sup> at 5:30pm at City Hall. Did receive a request to purchase a chunk of property between parcel #265.0301.019 and #265.0301.004, easement that leads north of Cedar Street. This easement we are not going to use because it dead ends into the corn field. Purchase request from Michelle Krahn, discussed different prices of the lots, figured this would be a quarter of a lot or less, recommended selling the property for \$500. Recommendation from the Planning Committee to sell this easement to Michelle Krahn for \$500. One less property for the city to maintain and it is an easement that will never be used. She plans to just use the lawn and will be maintained by her. J. Jalling asked if there is a way to have a list of all the property that is for sale in the City of Owen. Wilczek said the Planning Committee is working on that. The lots that are slated and plotted were agreed on last meeting. Now the next step is what is surveyed and get those accessible at City Hall and a possible sign down at Countryside Estates. The city doesn't own a lot of land other than in Countryside Estates and where the Business Park is. One step at a time. Jalling/Mauel motion to agree to sell the easement to Michelle Krahn and post on Agenda properly for the next meeting. Motion carried.

**Owen-Withee Police Meeting Report:** Jaffke spoke about the monthly call report, anything highlighted in blue is more than what they have done last year. Working with CAD, Computer Assisted Dispatch. Notes from dispatch make it easier to categorize calls at the end of the day. Voted to go to quarterly meetings with an option for calling a meeting need be. AC needed to be replaced in Jake's vehicle. Talked about the Fleet 3 System from Exon which is a dash camera that links to body cameras and is a license plate reader. The Chief contract was postponed. Went through finance report. Doing well, the only item that was over 50% was fuel. Future agendas items are Chief contract, work on merging Owen and Withee's ordinances (much easier for the Police Department having two communities to have things coordinated) and budget.

**Mayor's Report:** Talked to Chad about the roof down at the Community Garden. Martine mentioned having some steel roofing that would work on top of that roof, just haven't had it taken care of yet. Terry Plautz had stopped by saying the valve on the water tank at the Community Garden broke and went to Joe's Refrigeration to see if he could get a new valve. Joe's donated a whole new tank. The water tank is what the community gardeners use to water the beds. Speed Sign update - ordered new batteries. Junk ordinance, Chief is going to reach out to the city attorney to see if our plan in place will work with him. If he has any other ideas or abilities that we can do. Stommes' letter got mailed to them for the branches over the sidewalk. Some branches were cut. Grass clippings, making sure people are not blowing them onto the streets. Plugs up the storm drains and hazardous to motorcyclists. DPW is sending out letters to those who have done this. If they do it again, Chief will speak with them.

**Office Supplies:** Clerk Rau asked who should be charged when they come in for copies. Residents for a personal nature, yes charge. What about Friends of the Old School, DRC, 100<sup>th</sup> Year? Comes out of the Office Budget. \$1,300 for rent of the printer, \$300 every three months for ink, \$60 for a case of paper which is gone through in three days. Posted Agenda then not charged. No Agenda then they get charged. 25 cents a copy. Martine mentioned bring it up during Finance about moving out of Office Budget into General. Wilczek/Jaffke motion that all city entities that have a posted agenda fall under the city operation of the copy machine, anyone outside of that pay the posted fees. Motion carried.

**Historical Society Requests on "Old City Hall":** Baehr Electric donated their time to repair the items written on the Fire Marshall Report. Al Hodnett wanted to convey that the historical society is very appreciative of the upkeep the Public Works has done with plowing and mowing. The historical society must notify the city of any plans to alter the building. A couple things would be the south side windows are rotting out. Try and raise some money to replace those and restore them to what it originally looked like. Would like to preserve the old siren. Will contact the insurance company to take it off the insurance. Would like to remove the ramp, it is not legal anyway. Trying to restore the building to what it originally looked like. Would ramp out the back, easier parking spots. Two sirens there currently. Old and new one. Jalling/Martine motion to approve the Historical Society's requests for the three items, windows, siren, and the ramp. Motion carried. Reminder that they are still interested in the depot. Not ready for it yet, but just to keep on the radar.

**Other Reports:** None.

**Disbursements/Accounts Payable:** City \$10,384.96, Water \$44,858.88, Sewer \$3,669.46, TIF #4 \$431,607.51. Total \$442,067.94. Martine/Jaffke motion to approve disbursements and accounts payable. Motion carried.

**Future Agenda Items:** Cedar Corp, Parks, and Recreation meeting Tuesday July 18<sup>th</sup> at 6 pm, Esker.

**Adjourn:** 7:18 pm

Respectfully given to the best of my ability, Jessi Stolfi Deputy Clerk