

## CITY OF OWEN COMMON COUNCIL MEETING MINUTES

**DATE:** Tuesday, August 10, 2021

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

**CITY OFFICIALS PRESENT:** Mayor Charles Milliren

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

**Employee Attendance:** Tracy Rau/Clerk, DPW Smith, Officer Haugstad and Tim Swiggum/CDC.

**COMMUNITY ATTENDANCE:** Lynn McIntyre-Cedar Corp. via Zoom, Andrea Mahnke, Tom Jirschele, Mark Hanson, Dan Hooks, Jim Bohl, Cindy Cardinal/O-W Enterprise and Travis Rogers/The Sentinel and Rural News.

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

**Pledge of Allegiance** was recited.

### **Public Comment:**

Dan Hooks stated that in his opinion the City Hall flagpole and sign should wait until all the repairs are made and ADA compliance is completed. Wilczek assured him that all those items are taken care of.

### **Minutes:**

A Jaffke/Jalling motion/second to approve the minutes from July 27 and July 29, 2021, passed unanimously.

### **Treasurer's Report:**

Rau presented the Treasurer's report for July. Mayor Milliren noted that it is nice to be getting an actual financial report monthly. Questions regarding the Growin' Owen savings account and water funds were answered. A Wilczek/Martine motion/second to approve the July Treasurer's Report passed unanimously.

### **Owen Jr. Fair Board Temporary Beer License for Aug. 21:**

The Owen Junior Fair Board will be serving food and beer on Aug. 21 during the evening. Fireworks will be at dusk. A Wilczek/Mauel motion/second to approve the license passed unanimously.

### **CDBG Grant Paul Ave/County D:**

Lynn McIntyre from Cedar Corp. was in attendance via Zoom. The first order of business was to accept the Grant Award of \$450,000 for the reconstruction of N. Paul Ave./County D. A Mauel/Jaffke motion/second to accept the CDBG Grant Award for Paul Ave./County D passed unanimously. The next order of business was to approve the Contract for Administration Services with Cedar Corp. Concerns were brought up regarding the financing of the project and Swiggum assured the council that TIF #4 has funds in LGIP and has borrowing capacity as well although that amount has not been established with the new numbers coming in currently. A Martine/Mauel motion/second to approve a \$29,500 contract with Cedar Corp. for Administrative Services for the CDBG Grant paperwork passed unanimously.

### **Police Committee Report:**

Jaffke reported that Chief Ibarra officially resigned as of August 3<sup>rd</sup> but has offered to help us with our search for a new Chief of Police. Only one application came in for the part-time position and the deadline was extended until August 27. Posting the Chief of Police position on WILE net with a deadline of August 27<sup>th</sup> to coincide with the part time officer deadline. A Martine/Mauel motion/second to accept Chief Ibarra's resignation effective August 3<sup>rd</sup> passed unanimously.

**Public Works Report:** DPW Smith reported that they had done nitrate testing on Well #3, R & R water tower pressure sensor, DNR water system inspection will be Aug 24, and there is a possible golf outing for Mulcahy Shaw that might come to Owen in 2022. Sewer Commission meeting was held on July 20. Worked with Jensen on street patching, purchased a blacktop patch trailer for \$3,000 with Withee paying half, placed new gravel on alleyways, prepared Millpond Park for the Owen Junior Fair, sprayed white lines and touched up the yellow on the curbs, inspected property at 306 N. Paul in regards to the complaint from the last meeting, C.J. has a new member, a daughter, in his family.

### **City Hall Building-Sign and flagpole:**

DPW Smith reported that he had received two proposals for signs. Gille Design proposed a one sided 4' X 8' for \$493.38 or a two sided 4' X 8' sign for \$635.38. It would be made of an aluminum composite material. He also

had two copies of the design, one with red lettering on a black background and one with light grey lettering on a stone look background. He also had a proposal from Pro-Design for a 3' X 6' two-sided sign for \$800. Mayor Milliren reported that Norbie Pabich is willing to donate the money for a quality flagpole. A Wilczek/Mauel motion/second to accept the donation for the flagpole and approve the 4'X8' two-sided sign from Gille Design with the stone look passed unanimously.

**Senior Center Building Update:**

Rau reported that Pat Blazer had stopped in and discussed the finances and willingness of the Seniors Group to continue utilizing the building and paying the bills if necessary. She is willing to continue managing the finances if necessary. The money received from the county barely pays the bills though. They would like to see it continue being available to them. DPW Smith had gone through the apartment and found only a few glaring issues that would need immediate attention but eventually windows and other work will need to be done. A Martine/Wagner motion/second to send to the Planning Committee for a recommendation passed unanimously.

**Copier/Printer Contract:**

Rau presented a contract proposal from Bauerfeind as our contract is expiring this Fall. The good news is that it is less than our current contract. Discussion was held regarding what add-on items we may want included. A Wilczek/Martine motion/ second to approve the new contract with the inclusion of the surge protector and stapler options for a total of \$1,003.29 annual cost passed unanimously.

**Business Park Developer's Agreement:**

Swiggum had presented a draft of the agreement at the last meeting and was asked to get an opinion from our attorney with any suggestions. There were a few minor changes and suggestions. Those suggestions were for minor wording changes, a timeline for completion of the development, a timeline for starting and a minimum assessment value to ensure the TIF #4 does not get stuck with infrastructure costs and no development. A Wilczek/Mauel motion/second to approve the Developer's Agreement with the wording changes noted, a deadline for completion within 2 years, a deadline to start of 1 year and a minimum assessed valuation of \$2 million passed unanimously.

**City Hall Duties and hours: Clerk, Deputy Clerk and CDC:**

Swiggum presented notes of his work activities as requested at the last meeting. Jalling said she appreciated the effort and the work that we do at City Hall. She also stated that the time will come for the Clerk to take over the minutes and other Clerk duties that are currently being done by the CDC. Rau stated that there is not enough time for her to do the same with her hours. Seeing no other issues, the matter was put to rest.

**Notice of Claim for Damages:** A new Claim for Damages was presented from former Clerk Michelle Kind. A Wagner/Jalling motion/second to refer the matter to the City Attorney and the Insurance Company passed unanimously.

**Disbursements/Accounts Payable:**

Questions were again brought up regarding the Frenchtown Greenhouse bills and which account they are coming from. Swiggum explained that the Growin' Owen savings account would cover the costs not related to the hanging baskets, that money comes out of the budget and is usually covered by donation. It would be good to combine the two accounts into one. A Martine/Jalling motion and second to approve the disbursements of City: \$32,602.19, Water: \$13,914.86, Sewer: \$5,870.89, and TIF #4: \$1,470.00 for a total disbursement of \$53,857.94 passed unanimously.

**Suggested Items for Future Agendas:** Planning, Parks and Recreation, Tree Board

Mayor Milliren adjourned the meeting at 7:32 pm.

Next Council meeting is Tuesday, August 24, 2021, at 6pm at City Hall.

Submitted by Tim Swiggum, CDC