

The following meeting was held at the Theresa Village Hall, 202 S. Milwaukee Street Theresa, Wisconsin

VILLAGE OF THERESA
REGULAR VILLAGE BOARD MEETING MINUTES

Monday February 5, 2018

These minutes to be approved by the Village Board at the Marsh 5, 2018 Regular Village Board Meeting

President Marsh called the Regular Monthly Board Meeting to order at 7:02pm. The following Board Members were present: Tr. Polster, Tr. Palecek, Tr. Koenigs, Tr. Brandenburg (excused), Tr. Steger and Tr. Marsh. Director of Public Works N. Bodden and Clerk – Treasurer P. Koll were also in attendance.

Pledge of Allegiance was recited

Roll call was taken

Citizen Comments:

- None

Special Appearance(s):

The future updates to the Wastewater Treatment Plant from the Public Works Committee section of the agenda was discussed at this time.

- Brad Lake from Strand Associates was in attendance to discuss the Phosphorus Removal Modification Project Design and Principle Forgiveness Grant. No formal action taken as this time.

Consent Agenda:

- **Motion by Tr. Koenigs**, seconded by Pres. Marsh to approve the minutes from the January 8, 2018 Regular Village Board Meeting as presented. Motion carried unanimously.

Clerk-Treasurer Report

- Village and Utility audits were performed by Baker Tilly on Monday January 29th
- Due to potential loss of utility revenue and pending updates to the treatment plant in association with new phosphorus regulations a possible sewer/water rate increase was briefly discussed and will be discussed again at a later date.
- No future agenda items discussed at this time.

Village President Report:

Monthly Report by President Marsh

- Legislative updates were briefly discussed.
- No future agenda items discussed at this time.

Library Board Report:

Monthly Report by, President Marsh

- Items from January 9th Library Board Meeting were reviewed.

Public Safety Committee:

Monthly Report by Tr. Koenigs (T. J. Marsh absent)

- Police Department Activity Report was discussed.
- The Committee briefly discussed the creation of a policy/procedure related to the continuation of department operations during the absence of a department head.
- Fire Chief W. Stanke presented the Theresa Fire Department Monthly Report.
- Future agenda item(s)
 - Discuss creating a policy and procedure pertaining to the continuation of department operations during the absence of a department head.

Regular Village Board Meeting – Feb. 5, 2018

Page 2 of 3

Public Works Committee:

Monthly Report by, Tr. Steger

- Update on village street lights
 - **Motion by Tr. Steger**, seconded by Tr. Polster to replace three existing street lights with one high-out-put fixture, one medium-output, and one low out-put fixture in various areas of the Village; to get an idea on the type of lighting each fixture actually provides. Motion carried unanimously.
- **Motion by Tr. Palecek**, seconded by Tr. Marsh to approve for PUBLICATION, the amendment(s) to Village Chapter 208 “Sewers” – Section 280-7 ‘Construction’ and Section 280-14 ‘Sewer Lateral Inspection Requirements’. Motion carried (2-NO Votes; Tr. Koenigs & Pres. Marsh).
- The creation of a policy/procedure related to the continuation of department operations during the absence of a department head was briefly discussed.
- **Motion by Tr. Steger**, seconded by Tr. Polster to approve the purchase of a John Deere 1025R Sub-Compact Utility Tractor, with Mid-Mount Side Discharge Mower and Two-Stage Snow Blower, from Riesterer & Schnell, Inc. in an amount not to exceed \$19,541.73. Motion carried unanimously.
- Future updates to Wastewater Treatment Plant were discussed under the Special Appearances section of the agenda.
- DPW Director reported that trees on Highlander Blvd. have been trimmed.
- Reporting watermain breaks was briefly discussed, Clerk will provide board members with business cell phone numbers, for contacting DPW employees during off hours for reporting of watermain breaks and other urgent DPW issues.
- **Motion by Tr. Palecek**, seconded by Tr. Polster to deny a request from the utility customer at 216 Theresa Ln. for reimbursement related to a plumbing service call. Motion carried unanimously.
- Monthly DPW Report was discussed.
- Future agenda items:
 - Possibly approve amendment(s) to Village Code of Ordinance Chapter 280; Section 280-7 ‘Construction’ and Section 280-14 “Sewer Lateral Inspection Requirements”.
 - Water/Sewer rate increase

Ambulance Committee Report

- None

Community Development Committee

Report given Chairman Tr. Steger

- **Motion by Tr. Marsh**, seconded by Tr. Polster to approve minutes from January 15, 2018 Community Development Committee Meeting. Motion carried unanimously.
- Committee members, interested employees and board members to go on a tour in May or June to view various municipal buildings with K. Claffin from Keller Structures.

Parks Committee:

Monthly Report given by, Tr. Palecek

- None

Finance/Personnel Committee:

Report by Pres. Marsh (Tr. Brandenburg Excused)

- **Motion by Tr. Koenigs** seconded by Tr. Palecek to approve payment of the bills in the amount of: \$53,912.19 for the Village and \$22,224.20 for the Utility. Motion carried unanimously.
- Monthly Treasurer’s Report was reviewed.
- Bank Reconciliation Report was reviewed.
- Summary of Revenues / Expenditures Compared to Budget Report was reviewed.

Regular Village Board Meeting – Feb. 5, 2018

Page 3 of 3

Finance/Personnel Committee Continued:

- Future agenda item(s):
 - Discuss creating a policy and procedure pertaining to the continuation of department operations during the absence of a department head.

Unfinished Business:

- **Motion by Tr. Steger**, seconded by Tr. Marsh to approve amendment to Advanced Disposal Solid Waste and Recycling Contract; to changing over to larger, enclosed recycling bins and automated recycling pick up
 - It was the unanimous consensus of the Village Board Members not to include an additional amendment to the contract regarding the order of pick up, per a request from River View Hills Land Lease Community.
- Assessment revaluation options in relation to a notice of non-compliance for commercial properties was discussed.

New Business:

- Final phase at River View Hills Land Lease Community is currently in progress.

Announcements:

- None

9:00pm - **Motion by Pres. Marsh**, seconded by Tr. Steger to enter into closed session for the purpose of considering medical data of a specific person which, if discussed in public, would be likely to have a substantial adverse effect on the privacy interests of the person in question. Motion carried unanimously by roll call vote.

Herein occurred the Closed Session.

Adjournment:

- Meeting was adjourned at 9:10pm.

Pamela Koll, CMC, WCMC, CMTW
Village Clerk- Treasurer