

VILLAGE OF MONTICELLO BOARD MINUTES
JUNE 15, 2016

President LaVerne Crooks called the meeting to order at 7:00 pm. Present: LaVerne Crooks, Robert Harvey, Larry Strause, Greg Bettin, Stephen Scanlan, Rene Nicholson

Absent: Teresa Dunlap

Also present: Clerk DaNean Naeger, PW Supervisor Brian Grossen

Pledge of Allegiance.

A motion was made by Strause, seconded by Nicholson and carried by voice vote to approve the agenda.

A motion was made by Harvey, seconded by Strause and carried by voice vote to approve the minutes of the June 1, 2016 regular board meeting.

Hearings, public appearance & citizen comments:

Stephanie Hafez -Green County Taxi Program: Part of the Aging and Disability Services of Green County. Currently offer shuttle service 2x/mo. to Monroe at a cost of \$4.50. And to Madison 1x/mo. for \$10. Also offer a volunteer driver who provides services on the clients schedule for doctor appts, etc. They are partnering with Southwest Planning Commission to offer a County Taxi to Monticello, New Glarus and Belleville to be utilized between these areas 1-2x/wk. for anyone for any age. Need to hear from residents to see if there is a need and if it be used. A survey will be going out at the end of the month and is due back July 8th. The vehicle will be handicap accessible and no tax dollars will be used for the first year. Monticello indicated they would assist as needed for this service.

Swiss Heritage – utility bill charges for sewer: Agreed to pay the bill. No discussion.

James Frechette, Auditor – Review 2015 Audit Reports: Village Audit was reviewed. Page 5- Balance sheet showed a total \$496,375 in the General Fund with an unreserved total of \$113,800. This is slightly low but realize the reserved funds as designated to each account. Debt Service has a balance of \$2,026 and be applied to debt only. TIF has an ending balance of \$180,194, closed in March 2016. Capital Projects is used for fire service and refuse truck. Library fund has a balance of \$247,717, increased due to donations. Library may have other funds but not recorded with the Village. Page 9 – Budget vs Actual General Fund had a plus of \$72,416 – transferred out \$28,000 to capital projects for a refuse truck, \$5,000 to close out the ball program fund. Page 23 – Long Term Debt - \$1,112,605 balance at the end the year. Should be paid off in the next six years. Highest interest rate is 4.4%. Village's current borrowing borrow at 12/31/15 is \$3,575,005. Page 27 – Water rate increased 77% in service charges and 17% in public fire protection. The village currently splits the PFP between the utility bill and tax roll. For this reason, if the PFP increases, it affects the levy and the expenditures of the general fund must be reduced. Page 11 – Utility Net Position Water had a loss of \$413 and the sewer had a positive of \$28,284. Motion made by Scanlan to approve the 2016 Audited Financial Statements. Seconded by Harvey. Motion carried.

Final TID#1 Audit – Page 3 – Indicated the total project cost was \$1,488,428 with revenues of \$1,628,080 leaving an excess of \$139,652 to be divided up between the taxing jurisdictions. Page 8 – provided the split out amount to each jurisdiction using the 2015 tax roll year increment. Also, for several years' administration fees were taken out of the TID, took out approx. \$7,000 to go back to the general fund. Board can do whatever they want with the TID funds as well as the other taxing jurisdictions. Motion made by Scanlan to approve the Final TID#1 Audit, submit it to the State and pay other taxing units. Seconded by Strause. Motion carried.

VILLAGE OF MONTICELLO BOARD MINUTES
JUNE 15, 2016

John Messian – Green County/NG EMS comments: Was inquiring if the Village had an action plan, the goals of the committee, how the public is going to be notified and if they looked at how equipment is replaced. Aware the Public Safety Committee is meeting on June 28th. Scanlan indicated the committee will be developing questions and looking at services at the next meeting. Invited him to attend and unsure if will need a public hearing, depends on the information provided back from each service.

Committee Reports

Finance Report –

- a) Motion made by Harvey to approve June invoices CKS#15100-15414 + Manual in the amount of \$546,181.04. Seconded by Nicholson. Motion carried.
- b) Motion made by Harvey to approve June payroll Vouchers #V971-993 in the amount of \$13,476.67. Seconded by Nicholson. Motion carried.
- c) Motion made by Harvey to approve Operator license to Rhandee Wenger, contingent on pending arrest, if convicted of a licensing activity the village may revoke. Police to follow up. Seconded by Bettin. Motion carried.

Greg Bettin Personnel Report – Meet with the employees who are eligible for retirement and reviewed pros and cons of the Wisconsin Retirement System to get their feedback. Will meet in July to discuss further.

Teresa Dunlap Public Works Report – None

Larry Strause Fire – Minutes and bills were approved. Brush truck arrived and is currently at Albany Welding for installation of the flat bed. Chief is writing a DNR grant requesting \$5,000 to equip the brush truck – total of \$10,300. Approved sending Judy Rufener to EMS training in Dells at a cost of \$649.31.

Stephen Scanlan Library – Meetings has changed to the last Monday of the month.

Larry Strause Public Safety – None

Rene Nicholson Park & Rec –

- a) Approval to start concession stand. Motion made by Nicholson to start up a concession stand for at the pool with \$75 start up cash and \$250 in food and drinks for a total of \$325. Seconded by Strause. Motion carried. No glass containers and litter must be picked up. It was questioned if the concession stand was legal within the pool area or if it needed to be outside of the fence area.
- b) Pool opening due to number of patrons/weather. Motion made by Nicholson to amend the pool handbook section regarding to closing of pool due to lack of patrons: omitting less than six (6) people are swimming from 1-2 p.m. Seconded by Strause. Motion carried. Committee is requesting consistent hours. Lifeguards are to clean and keep minimum staff of two if limited patrons. Committee to talk with Head Lifeguard about changes.

Administrative Report by DaNean Naeger

**President's Report by LaVerne Crooks –
Unfinished Business**

New Business

- a) Bytec – land application of WWTP sludge quote. Motion made by Strause to approve Bytec’s quote for sludge hauling for the next three years. Seconded by Nicholson. Motion carried. Current contract was at \$0.0251 per gallon. \$0.0262 per gallon effective 7/1/16, \$0.0274 per gallon in 2017, \$0.0283 per gallon in 2018.
- b) Swiss Heritage Cheese Factory – propose new wastewater line. Swiss Heritage provided a letter that indicated if “there is any damage to city property during the construction of our new wastewater lines, we will reimburse the city for any and all costs to repair the damage.” Provided hand drawings of proposed wastewater line. Joel Zimmerman indicated the property line is one foot from the cement pad, manhole is 36 inches from the building. Village’s attorney provided a memo indicating that an easement agreement cannot be executed until a survey of the property has been completed to verify the boundaries and get a physical description. She also addressed concerns such as:
 - How the easement area will be used – wastewater line
 - Will the pipes be above ground or underground – underground
 - Will there be vehicles driving over the easement area - yes
 - Who is responsible for damage/repairs to the pipes – Swiss Heritage
 - Will additional space be needed for maintenance/repair of the line – yes
 - Does the easement run with the land or is it specific to Swiss Heritage – specific to Swiss Heritage
 - Is it for a specific length of time – as long as Swiss Heritage owns and operates as a Cheese Factory

Discussion included allowing contingent on getting a survey. Clerk recommend not doing given once the work has been completed, the survey will more than likely not get done. What would the consequences be after the fact? Requested the board do the survey, easement correctly. Indicated that other utility’s that request an easement pay for the survey, submit the plans, and record the easement at their expense.

Joel Zimmerman indicated they were on a time line given they need to be completed with the project by end of August to receive Alliant Focus on Energy grant. Planned on breaking ground tomorrow. Joel indicated if he had pay for the survey and easement was wondering if could get a break on the sewer charges given this would push back the project by a month. The goal is to eliminate milk waste to the sewer plant completely and only allow regular sewer waste from restrooms to the sewer. Noted that 80% of the water used does not go to the sewer plant. Clerk provided a breakdown on how using the water usage of REU’s equaled a billing of 80 REU’s. Also, noted that the Village is not charging for milk spills that have occurred over the past couple of months. Rene Nicholson left at 8:40 p.m.

Motion made by Strause to have Swiss Heritage get a survey and pay for all costs of the easement and the to leave the utility bill as is. Seconded by Bettin. Motion carried. Board agreed to hold a special meeting if the survey/easement is done prior to the next board meeting.

Adjourn

A motion was made by Strause, seconded by Bettin to adjourn at 8:50 p.m. Motion carried.

Submitted by DaNean Naeger, Village Clerk/Treasurer