

VILLAGE OF BALDWIN
ANNUAL CAUCUS/REGULAR BOARD MEETING MINUTES
January 10, 2024 – 6:00pm

Pledge of Allegiance was recited by all present.

ANNUAL CAUCUS

Village President Lance Van Damme called the caucus to order at 6:00pm. He reminded the public as to who can nominate and who can be nominated and that those who are nominated are to pick up a nomination packet prior to leaving the caucus.

Nominations for Village Trustee

President Van Damme called for nominations for Village Trustee of which there are three seats open for election. Nominations were as follows:

*Austin Van Someren nominated Matt Knegendorf (incumbent). Seconded by Doug Newton.
Austin Van Someren nominated Chad Wernlund (incumbent). Seconded by Matt Knegendorf.
Matt Knegendorf nominated Austin Van Someren (incumbent). Seconded by Lance Van Damme.*

President Van Damme called for nominations for village trustee an additional two times. Hearing no further nominations, Van Damme closed the nominations for village trustee.

Nominations for Municipal Judge

President Van Damme called for nominations for Municipal Judge of which there are one seat open for election. Nominations were as follows:

Norma McGee nominated Donald McGee (incumbent). Seconded by Doug Newton.

President Van Damme called for nominations for Municipal Judge an additional two times. Hearing no further nominations, Van Damme closed the nominations for Municipal Judge and adjourned the caucus. Caucus adjourned at 6:04pm.

REGULAR BOARD MEETING

Following the annual caucus, President Lance Van Damme called the regular board meeting to order at 6:05pm.

Deputy Clerk Jodi Peterson took roll call. Those present: President Lance Van Damme, Trustees Kristine Forbes, Amy Jurgens, Matt Knegendorf, Doug Newton, Austin Van Someren. Chad Wernlund was absent.

Others present: Engineer Erik Hennigsgard, EMS Director Tom Boyer, Officer in Charge Zach Paul, Public Works Director Brad Boldt, Librarian Rita Magno, Street Engineer Mike Stoffel, Mitch Nichols, Norma McGee, Don McGee, Cornie Zevenbergen, Dale Crawley, Todd Dolan All-Croix Inspections, John Kruk, Danielle Johnson, Eric Quam, Matthew LaGrandier and Jason Schulte

CONSENT AGENDA

Forbes **moved** and Jurgens seconded to approve the consent agenda items. Motion carried. The consent agenda items approved include:

- Checks #42290 - 42416; ; payroll vouchers #29082 - 29232 and online checks for payroll taxes, HSA contributions, deferred comp/Roth IRA contributions, Payment System Network (PSN) payments and WI Retirement System (WRS) contributions.
- Financial reports (including budget comparisons) for December 2023
- Dec. 13, 2022 - Regular Board Meeting minutes
- Dec. 21, 2023 – Special Board Meeting
- December 2023 - Municipal Court report
- December 2023 - Building Inspector report
- Liquor license application for MBM FAM LLC d/b/a Strikers Lanes & Sports Bar – 780 Cedar St. (due to change of ownership)

REGULAR AGENDA

Public Comments: Van Damme called for public comments. None were heard.

Change to Ordinance #205-6 f. keeping of fowl: Matt LaGrander asked the board to increase the number of chickens to be permitted per residents. Currently the total is 2. Van Damme moved to increase the number to 4. Jurgens seconded. Motion passed unanimously.

Placement of amateur radio repeater and GMRS repeater on water tower: John Kruk spoke to the board about his wish to place this radio repeater on the water tower, to be maintained by him. After much discussion, the board chose to take no action. Kruk was asked to come back and discuss further if he had exhausted his leads within the radius he is looking for.

All-Croix Contract Renewal: Todd Dolan was present for questions regarding the signing of the two-year contract for the agreement between the Board and its Building Inspector. Van Damme made a motion to approve, with Jurgens seconding. Motion passed unanimously.

Land Sale to the WDOT for STH 63 Road/Bridge Project: The Board has received an offer to purchase with payment of \$15,765 for the purchase of 12,127 sq. ft. for road construction on STH 63. Payment of \$2,062 for Construction Easement (TLE) of 6,450 sq. ft. Knegetendorf made a motion to approve, with Van Someren seconding. Motion passed unanimously.

Possible Sale of current EMS building: Motion made by Van Someren, seconded by Jurgens, to Approve the Purchase of the Village EMT building of 630 STH 12 from the Village to J&F Facilities per the agreed purchase price of \$125,000. Also, the buyer agrees to all the contingencies that the Village of Baldwin stated in the Commercial Purchase Agreement.

Motion passes unanimously.

Tenatative closing date is 3-1-2024.

No Parking: At the request of the Public Works Director, there will be a No Parking sign to be placed on the south side of Cedar St., between 4th Ave and 8th Ave. Motion by Forbes, seconded by Jurgens. Motion passes unanimously.

Limited Term Employee: Board approved the hiring of a limited term employee for approximately 4 months, 350 hours, for clerical assistance in the office. Funds to come out of water/sewer 50%, and administrative 50%, as Interim administrator will be out of town for an extended time. Motion

by Van Damme, second by Knegendorf. Motion passed unanimously.

Plan for hiring the new Village Administrator: Forbes gave a report from the Personnel Committee stating she would be spending 2 days in the office to determine, and access based on duties, how to divide out the duties being done. This will help with the vetting out of the responsibilities the board will be looking for in the new hire. This will be done, with a report ready, for the next Personnel Committee meeting scheduled for January 30th. No action taken at this time.

Replacing Wastewater Sewer plant operator: Help Wanted Ad was placed in the Baldwin Bulletin and shared via social media. Applications will be accepted through January 25th.

Sewer Plant Payment Request: Motion by Van Someren, second by Knegendorf, to approve a \$14,514.65 payment to S.E.H Construction for the amended 2-sewer collection replace/bypass. Motion passed unanimously.

Final Pay Request to Albrightson's for 2022 Street Project: Motion by Knegendorf, second by Newton, to approve the final pay request in the amount of \$21,265.85. Motion approved.

Pay Request for EMS building: Motion by Van Someren, seconded by Jurgens, to approve:

- a. Payment to Krause Anderson for \$67,035.31
- b. Payment #11 for \$472,331.77 on payment report from Krause Anderson to subs
- c. Krause Anderson Amendment #2 for Ebert back charge for time extension

Motion carried unanimously.

Increased cost of previously approved Dump Truck for Public Works:

Motion by Forbes, second by Van Someren, to approve the purchase of the Village Dump Truck in the amount of \$261,615.00 over the originally approved motion to purchase of \$180,000. Purchasing began in 2022 and increased due to the increase in assembly and manufacturing costs, supply chain and part acquisition. Funding for the purchase of the Village DPW Truck will be through WestConsin Credit Union. The Village President and the Deputy Clerk (Jodi Peterson) are authorized signatories for the loan. Also, an origination fee of \$275,000 will be paid at the time of closing. Motion carried unanimously.

REPORTS -

Village Engineer – Erik Henningsgard (SEH) – Working with Kwik Trip to improve the Curtis St. intersection and widen radiuses. Working with the DNR to provide information for funding through the Safe Drinking Water loan program for the North water tower. Sewer replacement and WWTP improvements anticipated for spring construction. Also working with staff to complete punch list items.

Dept. Heads

Public Works – Boldt reported that his crew is getting a lot done this early winter season as they are not plowing. Crews have started the water meter replacement facilitated for 2023. Time has been spent doing a lot of shop repairs. Update on the new parking lot behind Main St – possibly start in 2 weeks removing the concrete. Plans to have a crushed bed ready before Windmill Days. The sewer plant is working well. Discussion ensued on how to paint the North water tower.

Police Department – Officer in Charge Zach Paul gave his last police report. 221 calls, leading to 124 cases. 8 arrests, 91 citations and 50 parking tickets given. Discussion ensued

regarding nuisance property ordinance. Officer Paul was looking for direction from the board as to what his parameters were regarding this ordinance. Was discussed to have new Police Chief Moore set the parameters going forward.

EMS –Report submitted. There were 138 calls for service, and 79 transfers. Tom stated this number was down from last year. His crew is packing up the EMS building to make the projected move to the new facility around the first week of February.

Library – Magno shared that her board did not meet, so there is no report this month.

Interim Administrator Report: Frank Pascarella

Frank and Deputy Treasurer Perry, along with President Van Damme, met with Ehlers to discuss the Hockey Association needs. Ehlers will be putting together documentation for the loan needs/agreement needed by the UCC committee. New Police Chief Kevin Moore will be starting Monday, January 15th, and will spend his next week in office at a New Chief's conference held annually.

Van Damme called for a break at 7:35pm.


Van Damme called the meeting back to order at 7:44pm.

Van Someren **moved** to convene to closed session pursuant to Wisconsin Statutes 19.85(1) (c) – Consideration of employment, promotion, compensation, or performance evaluation data of any village employee who is subject to the jurisdiction or authority of the board. Seconded by Knegendorf. Motion carried by roll call vote with all in favor, Wernlund absent. Closed session convened at 7:45pm.

Public Works Director Brad Boldt expressed his wish to bring Trevor Anderson's pay scale in line with his position and years of experience with the public works department. With the recommendation of the personnel committee, it was recommended that Trevor start January 2024 at \$28.00, even, with no cost-of-living addition. Motion made by Jurgens to approve the recommendation. Seconded by Forbes. Motion carried unanimously.

Motion to reconvene into open session made by Van Someren, seconded by Knegendorf. Motion carried.

Being no further business, the meeting adjourned at 7:55pm.



Lance Van Damme
Village President



Jodi Peterson
Deputy Clerk

