

VILLAGE OF BALDWIN
REGULAR BOARD MEETING MINUTES
September 13, 2023 – 6:00pm

The Village of Baldwin Board of Trustees held their regular board meeting on Wednesday, September 13, 2023. President Lance Van Damme called the meeting to order at 6:00pm. The Pledge of Allegiance was recited by all present.

Village Administrator/Clerk-Treasurer Tracy Carlson took roll call. Those present included: President Lance Van Damme, Trustees Matt Knegendorf, Amy Jurgens, Doug Newton, Austin Van Someren and Chad Wernlund. Kristine Forbes was absent.

Others present: EMS Chief Tom Boyer, Librarian Rita Magno, Jodi Peterson, Zach Paul, Mitchell Nichols, Debby Walters, Ruth Anderson, Jeanne Niccum, Eilidh Pederson, Jacob Crabb, Ashley Crabb, Adam Bassak, Mark Donkergoed, Ramon Ruelas, Ivan Mindori, Eric Russell, Jason Schulte

CONSENT AGENDA

Newton **moved** to approve the consent agenda items. Seconded by Jurgens. Motion carried. Items approved included:

- Checks written #41791-41904; voided check - #41770; payroll vouchers #28613 - 28732; 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 August, 2023.
- Minutes from August 9, 2023 Regular Village Board Meeting
- Municipal court report – August, 2023
- Building inspector report – August, 2023
- Appointment of Dale Crawley to United Civic Center Commission
- Street closures as requested by Adam Bassak for BW High School Marching Band competition to be held on Sept. 16, 2023.

REGULAR AGENDA

Public Comments: President Van Damme called for public comments.

Mark Donkersgoed announced that he is resigning from his position on the Planning Commission. He also expressed his concern about comments made in a “Letter to the Editor” of the Baldwin Bulletin by President Lance Van Damme.

Botany Bells/Beaus: Debby Walters presented plans for a Blue Star Memorial at Windmill Park. She explained that she has conferred with Public Works Director Brad Boldt about where to put a memorial. A location has been agreed upon. The American Legion is assisting with funding along with garden club funds. There may be a need for community financial support. Van Damme **moved** to approve the request to create a memorial in Windmill Park. Seconded by Van Someren. Motion carried. The project will be completed in 2024.

Rancho Loco liquor license request: Ramon Ruelas has applied for a “Reserve Class B” liquor license and Class “B” beer license for a new restaurant located at 2570 Gracie Dr. Knegendorf **moved** to approve the licenses. Seconded by Newton. Motion carried. Rancho Loco is anticipated to open in October.

BW School District; interest in land purchase: Eric Russell addressed the board to show interest in acquiring approx. 30 acres of land north of the new sewer plant on Cty. Rd. J/Florence St. He shared that the school district is discussing long-range planning and they feel there will be a need for an intermediate school within the next 5-10 years. The board asked for the Streets/Building Committee to discuss a long-range plan for the property. No action taken.

Ordinance Ch. 205-06/09: After much review and at the recommendation of the Public Safety/Personnel Committee, Van Someren **moved** to abolish the references to pit bulls in Ordinance Chapter 205-09 and to amend Ordinance 205-06 to better describe what a “vicious” dog is and is not. Seconded by Wernlund. Motion carried 5-1-1 by roll call vote with Newton opposed and Forbes absent.

Ordinance Ch. 224-06: Trustee Forbes requested that this ordinance related to motorized scooters be amended to allow them to be on village streets. Forbes, who was unable to attend the meeting, subsequently requested that this item be tabled until October. Knegendorf expressed his opposition to amending the ordinance for a variety of reasons including the safety concerns for riders of motorized scooters/skateboards etc. and for drivers on the road who may be held liable if the village has an ordinance that allows motorized scooters to be on village streets. Attorney Mahler reminded the board that village streets are not playgrounds. Van Someren **moved** to table this item until Oct. Seconded by Wernlund. Motion carried 5-1-1 with Newton opposed and Forbes absent.

Financing various projects: Sean Lentz (Ehlers) presented a pre-sale report to provide for interim financing for the following projects: 2023 Street Project (\$1,003,626); water meter replacement/installation (2023 - \$87,500); south water tower repainting/repairs (\$137,082), additional street repairs (Locust St) (\$46,211) for a total of \$1,285,000 (Series 2023B). The refunding of the interim financing will be finalized through the Clean Water/Safe Drinking Water Funds. Requests for proposals will be sent the week of Sept. 25 with the bid being awarded on Oct. 11, 2023. No action taken.

Resolution 2023-15, Exemption from the County Library Tax: Van Someren **moved** to approve this annual resolution to request exemption from the county library tax. Seconded by Jurgens. Motion carried 6-1 by roll call vote with Forbes absent.

No parking/Hwy. 63 & Maple St.: Knegendorf **moved** to approve painting the northwest corner of Hwy. 63 (at Hwy. 63 and Maple St from the driveway south to the corner) yellow to indicate no parking. Seconded by Wernlund. Motion carried 5-1-1 with Newton opposed and Forbes absent.

Police investigator position: At the recommendation of the Personnel Committee, Van Someren **moved** to approve an internal police investigator position and job description and to approve the side letter with the police union for the position. Seconded by Knegendorf. Motion carried.

Locust St. repairs: At the request of Public Works Director Brad Boldt, Van Someren **moved** to approve the quoted repairs to Locust St. and 9th Ave including overlays at an additional street cost of \$46,211. Seconded by Jurgens. Motion carried 5-1-1 with Newton opposed and Forbes absent.

Selling sewer equipment: Van Someren **moved** to allow staff to sell old sewer equipment on the WI Surplus website. Seconded by Jurgens. Motion carried.

Hogg Pen façade grant reimbursement: Van Someren **moved** to issue a Façade Grant reimbursement request to Joe Fisher (Hogg Pen Bar and Grill) for updates completed on the front of his Main St. business in the amount of \$17,029.30. Seconded by Wernlund. Motion carried.

Language Line Solutions (translation services): At the request of the municipal court and police department, Van Damme **moved** to approve a contract with Language Line Solutions for translation services as needed. Seconded by Knegendorf. Motion carried.

Mutual aid agreement: Newton **moved** to approve a mutual aid agreement with numerous area municipalities for water/sewer and municipal services. Seconded by Van Someren. Motion carried. The agreement term is 12 years.

Public Works Dept parking lot expansion: Director of Public Works submitted a request to allow the parking lot at the public works department (1980 4th Ave) to be expanded. He has all the materials needed. It would not be a hard surface until asphalt is budgeted. Newton **moved** to approve the request. Seconded by Knegendorf. Motion carried.

2021 Franklin St. project: Van Someren **moved** to approve the final pay request for Stout Construction in the amount of \$23,624.41 for the 2021 Franklin St. project. Seconded by Jurgens. Motion carried.

Sewer plant pay requests: Knegendorf **moved** to approve pay request #25 - RJ Jurowski - \$440,767.45, SEH - \$55,358.35, Lincoln Contractors Supply, Inc. - \$5,929.96; Wipfli IT - \$279.88, Allianz Insurance - \$1,231.00, Home Electronic Systems, Inc. - \$6,650.25, Baldwin-Lightstream - \$40.00. Seconded by Van Someren. Motion carried.

2023 Street project pay request: Van Someren **moved** to approve pay request #3 for Albrightson Excavating - \$268,037.54. Seconded by Wernlund. Motion carried.

EMS building pay requests: Newton **moved** to approve pay request #7 - \$159,562, Wold Architects - \$4,926.43; American Engineering Testing - \$648.75; Kraus Anderson – (July) - \$66,446.51; Kraus-Anderson (August) - \$73,085.81. Seconded by Jurgens. Motion carried.

Request for proposal/engineering firms: Van Someren **moved** to approve sending requests for proposals for engineering services in Dec/Jan. Seconded by Van Damme. Motion carried.

REPORTS -

Village Engineer – Erik Henningsgard (SEH) – Written report submitted. Henningsgard reported that Alex Miller has renewed interest in developing the corner of Hwy. 63/60th Ave. He is working closely with staff. Kwik Trip will begin construction on their new store in Feb, 2024 with site work starting this fall. There will be bids for the north water tower renovations ready for review in November.

Committee Reports

Streets/Building. No report. Minutes from the Aug. 16, 2023 meeting were included in the board packet.

Public Safety/Personnel. Van Someren **moved** to approve the updated compensation plan for 2024. Seconded by Van Damme. Motion carried. Minutes from the Aug. 23, 2023 meeting were included in the board packet.

Dept. Heads

Public Works – Director Boldt was absent. Written report submitted. The creek cleaning is completed with numerous trees removed. The utilities are completed on the 2023 street projects. Road building on Curtis will be finished at the end of this week. Public Works staff is working on fall projects including hydrant flushing, sewer flushing, tree trimming and street sweeping.

Police Department – Officer in Charge Zach Paul reported that there were 229 case numbers created in August. There were 98 traffic stops and 56 citations written. Officer Malean has been taser certified.

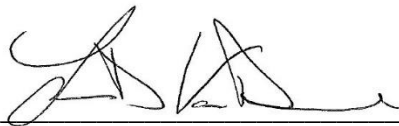
EMS – Report submitted. There were 144 calls for service in August, 2023. Chief Boyer reported that the cement floors will be poured at the EMS building project within the next week.

Library – Librarian Magno reported that they had 373 participants in the summer reading programs of which 137 were for the children's programs.

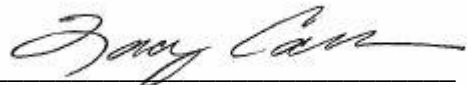
Administrator/Clerk-Treasurer's Report – Administrator Carlson reported on the following:

- The advertisement for the police chief position has been posted. Deadline for applications to be submitted is Sept. 29, 2023.
- The board should consider if they wish to take advantage of higher certificate of deposit (CD) rates at banks outside of Baldwin for village investments. This will be discussed in October.
- Ordinance violations at Baldwin Tobacco (1080 10th Ave) for excessive signs and lighting have been addressed and resolved.
- There is no longer interest in the old EMS building from a local business owner.
- New water meters are being installed. Training continues on how to manually read the meters and how to get the readings into our billing system.
- Last day of the Main St. Farmers Market is Sept. 30. There will be two new market managers for the 2024 season. There is interest in hosting a winter market one Saturday a month using the municipal building lobby.

Being no additional business, the meeting adjourned at 7:44pm.



Lance Van Damme
Village President



Tracy Carlson
Administrator/Clerk-Treasurer