

**VILLAGE OF BALDWIN
REGULAR BOARD MEETING MINUTES
February 14, 2024 – 6:00pm**

The Village of Baldwin Board of Trustees held their regular board meeting on Wednesday, February 14th, 2024. President Lance Van Damme called the meeting to order at 6:02pm. The Pledge of Allegiance was recited by all present.

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

Others present: Public Works Director Brad Boldt, Police Chief Kevin Moore, Library Director Rita Magno, Baldwin EMS Chief Tom Boyer, Village Engineer Erik Henningsgard, Village Attorney Paul Mahler, Street Engineer Mike Stoffel, Lea Kaiser, Nate Palmer, Darcy Almquist, Mark Donkersgoed, Officer Zack Paul, Officer Shawn Kline, Jason Schulte, Jeremiah Wendt, Mitch Nichols and Officer Sam McGrane.

CONSENT AGENDA:

Newton requested that check #42476 to Darel Hall be pulled to discuss. This was a check paid for the pickup of a dead cat. A resident called it into Dispatch, who called our Animal Control contact, who took care of the issue. Going forward, we will have Dispatch call our local PD first.

Newton **moved** to and Forbes seconded approving the consent agenda items 4-11:

- Bills with checks #42399 - #51089 written.
- Financial reports (including budget comparisons) for Jan 2024
- Minutes from Regular Village Board Meeting (Jan 10th, 2024)
- Municipal court report – January 2024
- Building Inspector Report – January 2024
- Approve 2024 contract with St. Croix Co ADRC for use of senior center.
- Approve the liquor and tobacco licenses for CAPL Retail LLC, dba Joe’s Kwik Marts, 1040 Bergslien St. formerly IMart (Freedom Station).
- Approve Village Board President Lance Van Damme, Board Chair, to sign the WCU Business CC Change Request Form.

REGULAR AGENDA:

Public Comments: Lea Kaiser spoke on behalf of Western Wisconsin Health on the closing of the 2 HSHS hospitals and extended clinics in our area, and its impact on our local hospital and clinic. Significant importance will be given to Psychological and Obstetric care needs. WWH is hiring in those areas to help fulfill foreseeable needs. Ongoing needs will be researched and fulfilled as they arise.

No other public comments were heard.

Chief of Police Kevin Moore: Chief Moore was sworn in, publicly, by Deputy Clerk Jodi Peterson. Chief Moore spoke to the board and those in attendance on how much he was looking forward to working in our community. He then introduced new Officer Sam McGrane to the board.

Fencing around Mill Pond Park Ballfields: Nate Palmer represented the youth ball association requesting changing the southeast field fence from 260' to 210'. They would also like the fencing behind the batting area to be raised to help protect the public from foul balls. After much discussion this item was tabled and moved to the committee to create a payment plan.

(President Van Damme moved to bring up an agenda item to discuss out of order)

Review/Approve Sewer Plan Payment Requests: Engineer Jeremiah Wendt was present to discuss the pay requests given for approval and the change order listed. Much discussion ensued regarding the change order for \$127,943.37 for an actuator which was left off the original bid. This actuator includes the automation of the valves that isolate the activated sand filters in the tertiary treatment system of the WWTP.

Newton **moved** and Forbes seconded to approve: Motion passed by roll call vote unanimously.

- Pay request #28 for the engineer recommended \$107,456.50 to Jurowski
- SEH for \$16,494.19
- Hach Companies for \$9,221.54
- Approved 2024 Sewer Budget
- Change order request #37: Motion made to approve the payment and installation of the actuator at \$12,997.50 less than the bid price, removing the general contractor mark-up, on the condition that this amount would be paid if it can be found that a village employee took this off the original bid.

Discussion regarding the re-establishment of the Village of Baldwin Micro/Façade Loan

Committee and appointment of members: Rick Bonlender, V.P. Commercial Loan officer at Pillar Bank gave the board a report on his wish to reestablish a community economic group who would facilitate small businesses with loan programs along with the façade loan program (which is different than the boards grant façade program through the TID district). Rick has Jason Klopp – Westconsin Credit Union, Justin Nygaard – American Family Insurance Agent, and Melissa Turngren – Western Wisconsin Health Director of Finance all agreed to be on board. He is still in need of someone with a design and construction background.

Van Damme **moved** and Wernlund seconded to approve the resurrection of the Baldwin Economic and Micro/Façade Loan program committee, with the members listed previously, with the understanding that the members would review their membership every 3 years. The board will leave it to the members to figure out a stagnated yearly commitment. Motion passed unanimously.

Police squad car financing: 3 cars were approved previously in the budget. 2 are here, with one in Chicago on the way. Costs went up with each. Knegendorf **moved** with Forbes seconding to approve the 3 cars and outfitting with financing from Westconsin Credit Union. Salvage of the old cars will commence when new cars are in place. Motion passed unanimously.

Exterior handicap door opener: The exterior handicap door was not working. It has a spare part in it now to keep it going until we fix it properly. Van Damme **moved** with Newton seconding to purchase the new parts when this one gives out. The cost estimate is \$3148.61.

Installation of new water meters throughout the village: Installation of over 800 water meters will commence with the work of Hydra Corp and the partnership of the Public Works department and the Village office staff.

Knegendorf **moved** to approve the shut-off of all non-compliant residents who refuse to make an appointment for their meter swap out. Also, a fee of \$100 will be added to the resident's water/sewer billing and must be paid before the water is turned back on if the water is shut off for non-compliance. Motion passed unanimously.

2024 Farm Lease with Vic Harris: Newton **moved**, and Van Damme seconded to approve the farm lease with Mr. Harris. Motion carried.

Decal on North Water Tower: Newton **moved** and Wernlund seconded to approve the BW school emblem of the spear for the decal on the west side of the North water tower. Motion passed unanimously.

Increase of credit card limit of DPW card: Newton **moved** with Jurgens seconding to increase the limit on the DPW credit card from \$2000 to \$5000. Motion carried.

New EMS Building Pay Requests: Jurgens **moved** with Newton seconding to approve the Kraus-Anderson Pay Request for \$43,265.84, and the pay request #12 for subcontractors for \$326,047.20. Motion passes unanimously.

I & I Detection Plan Proposal: DPW Boldt discussed the need for finding where the ground water surges are coming from after a rain event. The Village has the opportunity to be part of a case study for \$18,500. This is much less than the cost of buying the meters needed and doing the project ourselves. Wernlund **moved** and Forbes seconded to approve the purchase of this case study project with dollars from the sewer fund. Motion carried.

Siren easement for old EMS site between the Village and J&F Properties: Newton **moved** and Jurgens seconded the approval of the siren easement. Motion carried.

Village Engineer Report: Erik Henningsgard (SEH) – Written report was submitted. Johnson tractor has started the annexation process with the Village. Culvers will be coming to the planning commission next month for the addition of a second drive through lane. Provided survey staking on the location of the parking lot on the Village property to aid in removals. Took a phone call from Alex Miller to get the action going on the 11th St. development. Hope to see them at an upcoming planning commission meeting.

Committee Reports:

Public Safety/Personnel: Forbes gave a report on the last meeting. The administrator role has been re-written after much time spent in house with the Deputy Treasurer and Deputy

Clerk along with the Interim Administrator. A new job description has been created. Along with this, the ordinances will need to be updated to reflect the changes being made.

The flow chart will be removed.

PTO policy was looked at and compared to three comparable local communities. We as a Village are competitive in our standing. The holiday schedule will be looked at with the new Administrator, to remove the holiday hours and review the calculation needed for this.

Jeremy Saurer was recommended for hire after having previously interviewed with the village for a previous role for the Wastewater Treatment position.

Motion by Newton, seconded by Jurgens, to approve the new job description for the Administrator and for the hiring of Jeremy Saurer to the public works department. Motion carried.

Department Heads:

Public Works: Bolt reported on the parking lot-base course is almost ready and the gravel will be crushed and laid soon. They have \$41,000 into this with Anderson Excavating so far, and that will come from his sand/salt/snow plowing budget. Boldt supplied an unofficial map of the area including a boulder wall for the north edge.

Police: Chief Moore stated in the last 35 days since the last board meeting there have been 608 calls, turning into 176 cases and 12 arrests. Officer Lily Nordskog has given her notice and will be moving on to Cottage Grove WI soon. Chief Moore will be filling her position from the eligibility list that was established during the last interview process.

Chief Moore is working on strategic planning for the department, including 3–5-year goals and short term goals. Short terms goals are being met with the push for community presence not only in the school zones but throughout the Village. Color with a cop will be coming up again on March 19th, 5:30-6:30pm in the Village Library (sign up required through the police admin assistant).

EMS: Report submitted. 127 calls for the month of January, with 36 transfers. Due to the closing of Sacred Heart hospital in Eau Claire, transfers may be going out farther. February 10th saw them moving into their new building. An Open House will be planned for some time this summer after they get settled and landscaping is finished.

Library: Book sales from 2023 netted \$2998.59 for the Friends of the Library. The Friends supported the library in a variety of ways in 2023; provided roasted coffee for the coffee service, volunteering for programs and activities, financial contributions for special programs. The library is hosting an adult read January 29th-April 29th. The featured topic is the word hygge (of Danish/Norwegian origins) that means comfort/coziness or to make comfortable. Pick up a bingo card and start reading!

Libraries in the area are sponsoring a Community Read featuring the title, *Nature's Best Hope* by Douglas Tallamy. This read began on Jan 15th and culminates with a presentation and chili supper on April 11th at the Lion's Den in Woodville.

Interim Administrator: Report submitted. Was involved with the items listed above. Has started the organization of files and documents within the Admin/Clerk/Treas office.

Had an initial meeting with the Village President and DPW director along with Mr. Ebinger of Nokomis Energy re their interest in establishing a solar farm on the Village property located in the industrial park.

Met with the Hockey Association and Ehlers re the 20-year loan agreement from the Wisconsin Trust Fund for \$475,000. A new lease agreement between the Village and the Hockey Association will include a re-imbusement schedule to the Village. These funds are for a major ice arena capital improvement project.

Frank will be out of the office until April 1st, but available by phone or email.

The Village will not be posting the Administrator position until Frank returns in April.

Being no further business, the meeting adjourned at 7:51pm.

A handwritten signature in black ink, appearing to read 'Lance Van Damme', with a stylized, cursive script.

Lance Van Damme, Village President

A handwritten signature in black ink, appearing to read 'Jodi Peterson', with a cursive script.

Jodi Peterson, Deputy Clerk, Village of Baldwin

