

MINUTES
SPECIAL BOARD MEETING
June 28, 2010

Public Present: Glen Franzen, Shirley Prudhomme, Amanda Kusba

1) **Call to Order:** President Deschane called the meeting to order at 7:00pm. (Although the meeting notice indicated the meeting would start at 7:00pm, the meeting notice e-mail sent from the Clerk indicated it would start at 7:30pm. Due to this error, some Trustees arrived after the meeting was convened and their arrival is indicated in these minutes.)

2) **Roll Call:** Members present: President John Deschane Trustee Shirley Keller
 Trustee Kurt Kostuch Trustee Jo Di Volk
 Trustee Janis Porfilio Trustee Duane Swanson
 Trustee Richard Kaminski

 Also present: Marilyn L. Padgett, Clerk/Treasurer

Pres. Deschane declared a quorum present for the meeting. He explained that generally items are discussed in committee prior to being presented to the board and at board meetings motions are made before issues are discussed. The items on this meeting agenda all needed attention by the board, but had not yet been addressed by a committee. Therefore, for this meeting informal discussion would take place prior to making motions. Although this is in compliance with Roberts Rules, Pres. Deschane stated he would not like for the board to make a habit of doing so.

3) **Adoption of Agenda:** Motion by Trustee Kaminski, seconded by Trustee Swanson, that the agenda be adopted as presented. Vote: Ayes: 4. Motion carried.

4) **Operators License Renewal – Amanda Kusba:** The application was submitted too late for consideration by the Finance Committee for action at the June board meeting and the applicant needs the license renewed before it expires on June 30th. A satisfactory records check was received from the state and local authorities for this renewal. **Motion** by Trustee Kaminski, seconded by Trustee Swanson, to renew the operators license for Amanda Kusba for the term of July 1, 2010, through June 30, 2012. Vote: Ayes: 4. Motion carried. Amanda Kusba was present and thanked the board for addressing her license renewal at the special meeting.

5) **Village Hall Generator:** (Trustee Keller arrived at this point in the meeting.) Trustee Swanson reviewed quotes he had gathered from J & T Electric and several out of town vendors. He noted that the J & T quote also addresses installation, whereas the others are just for the generator purchase and the village would need to contract for installation service at additional cost. Glen Franzen noted that all quotes included purchase of a transfer switch that would power all building circuits, instead of being limited to 4 circuits as with the previous generator. Funding for the generator is to come from the General Equipment savings account. **Motion** by Trustee Swanson, seconded by Trustee Volk, to purchase a generator from J & T Electric in an amount not to exceed \$6,500.00, including installation. Vote: Ayes: 5. Motion carried.

- 6) **CTH A Agreement with Marinette County:** (Trustee Kostuch arrived at this point in the meeting.) Board members reviewed the updated spreadsheet indicating cost allocations based on the “as read” bids received by the state. The village cost of the main project was indicated at \$442,937.00. Board members agreed to take action on the final cost allocation when final paperwork is received from the county. In the event the cost does not change, the action will be placed on a future board meeting without being reviewed in any committee. Should numbers change, it will be referred to a committee for review prior to board action.
- 7) **CTH A – WPS Main Lift Station Upgrades:** (Trustee Porfilio arrived at this point in the meeting.) Glen Franzen explained that the contract is for the line outside of the Village Hall that runs from the alley to the main lift station and that the work would be done during the CTH A project. In addition to the WPS contract, there will be additional cost for the underground service and a transfer switch. These costs will be discussed by the Utilities Committee in July. The WPS contract is in addition to the \$30,000 already identified as the utility financial obligation on the CTH A project. It was noted that this work is included in the Utility long range plans. **Motion** by Trustee Volk, seconded by Trustee Keller, to contract with Wisconsin Public Service for main lift station service upgrades in an amount not to exceed \$ 16,319.70. Vote: Ayes: 6. Motion carried.
- 8) **June 23rd Storm – Damage & Response:** Pres. Deschane reported that a staff meeting to review storm response and discuss ideas for improvement was held earlier in the day. Updating of the local emergency response plan was the main topic of discussion, including designating the fire station as the main emergency operations center. It was decided that department heads will review and update their portions of the plan prior to December 1st, meet to finalize the changes, and present it to the board in January for adoption. Following adoption all personnel would receive training and the policy updated annually. He also explained that dispatch did not activate the emergency warning siren because the warning issued by the weather service was for “central” Marinette County and did not specify the village. The county is working with the weather service to improve the manner in which they designate what areas are under a weather warning and until that improves dispatch will activate the siren even when the warnings are as generic as “central” or “western” Marinette County. The updated response plan is to include the procedure for manually activating the siren. Equipment available at the fire station for emergencies will be addressed, including a working printer and repairing the electrical connection to the generator. Pres. Deschane and Trustee Porfilio emphasized that all village staff involved in the response did an excellent job. Pres. Deschane was also commended for his involvement in the emergency.
- 9) **Cemetery Property:** Pres. Deschane explained that this issue had been discussed in both the Parks & Recreation and Public Works Committees before being referred to the Committee of the Whole. The property is located just north of the cemetery and although the prior owner had given permission for the village to pile dirt there, the current owners, Mary Beaumont and Leo Krzewina had not and wanted it removed or for the village to purchase the property. Both committees had agreed that the property should be purchased, but wished to wait until the 2009 audit was completed to identify potential funding for the purchase. The property is identified as Lot #2 George St., tax parcel #121-00313.007. **Motion** by Trustee Volk, seconded by Trustee Keller, to accept the offer to purchase Lot #2 on George Street in the amount of \$16,500.00 plus title and closing costs, prior to 8/31/2010, with funding to come from the undesignated balance identified in the 2009 audit. Vote: Ayes: 6. Motion carried.

- 10) **Adjournment:** Motion by Trustee Kaminski, seconded by Trustee Volk, to adjourn the meeting at 7:50 pm.
Vote: Ayes: 6. Motion carried.

Respectfully submitted,

John J. Deschane
President

Marilyn L. Padgett
Clerk/Treasurer