

**Village of Roberts
Village Board Meeting
August 8, 2016 – 7:00 PM**

The Village Board Meeting was called to order at 7:00 PM by the President Moeri.

The meeting was properly noticed in the Central St. Croix News and posted in three locations in the Village of Roberts.

Members Present: Willard Moeri, Chuck Pizzi, Chad Svacina, Mary Shemon, Don Gerhardt and Katy Kapaun, Rand Waughtal

Absent:

Visitors: Mary Imboden, John Bond, Aaron McWilliams, Autumn Lindquist, Peter Tharp, and Krissa Coleman, Linda Hall, Tom, Linfors, Ed Flannum, Carol Dull, Rory O'Sullivan and Joe Granberg.

Meeting Minutes

Motion to approve July 11, 2016 Village Board Meeting Minutes by Pizzi, seconded by Gerhardt with the following clarifications:

- o Change the wording to read Melanie Hoffman from Roberts Neighborhood Foods
- o Change the June 20, 2016 meeting minutes to state Special Meeting.

Motion carried.

Treasurer's Report

Motion to approve the Treasurers Report by Kapaun, seconded by Pizzi. Motion carried.

Public Concerns

- None

Communications

- Rory O'Sullivan introduced himself as a candidate for the upcoming election. He is running for District Attorney.
- Carol Dull was recognized with a Distinguished Service Commendation for her years of public service with the Village. Carol recently stepped down from all committees that she was on for the Village. Carol had been part of the CDA since inception and the Plan Board for 22 plus years. Thank You Carol for your dedication to serving our community.

Department Reports

Police Department

- Case Summary for June and July were 168 and 106.
- Discussed training standards from 1997-2015. Helps to understand what is currently going on in law enforcement.
- August 25th is deadline to find out if we receive \$4,000 grant for Click It or Ticket.
- Starting August 16 we are participating in Drive sober or get pulled over which will put us in the lottery for another \$4,000 grant.
- Received court order from the Circuit Court which awarded the department \$2,000 in drug seizure money. 70% goes to the Police Department of this amount 15% to the District Attorney's Office and the remaining \$600 to the State School Fund.

Director of Public Works

- In the last month two water main laterals needed repairs.
- The St Croix County Emergency Tower is scheduled to go up on Thursday. It should be a 2 or 3-hour process.
- Water tower – will be out of service for 3 days for repair sometime from now to October for annual maintenance. Residence should not notice a difference but will keep the fire department updated with dates.
- Annual maintenance on the sirens will be this week. This is just routine maintenance being done.
- There is a residence on S. Division Street that every time it rains the gravel from the parking lot goes in the storm sewer pipes and ditch. This has caused both the ditch and pipe to be almost full. Do we want to clean it out and bill the property owner? Cleaning the pipe will not resolve the real issue. The Village ordinance states that the parking lot has to be blacktopped. After further discussion it was decided that John will work with Autumn get this resolved.
- John was asked if there have been any complaints about the storm sirens? Overall no negative comments. Discussed the siren in Rolling Meadows and the location it is to a house. This is not a siren that can be adjusted to not rotate. The only option would be to raise the siren to a 55-foot pole.

- Rolling Meadows sign update – we are just waiting on the contractor to come fix it. There is no time frame on when this will happen.

Library Director

- Finished the summer reading program. A total of 650 participants from toddler to adults signed up for this program. Almost 6,500 hours have been logged for reading this summer.
- Up in circulation by over 1,000. The staff has been extremely busy.
- In September starting a program with Family Resource Center to help mentor young parents.
- August will have a stuffed animal sleepover night and a fall canning presentation.

Committee Reports and Recommendations

Park/Urban Forestry Board – Chuck Pizzi

- None

Plan Commission

- Building Inspectors Report was reviewed
- Extra-Territorial Lot Division – Donald Anderson, SW Quarter of NW Quarter & SE Quarter of NW Quarter, Section 29, Warren Township. 1 lot CSM. This property is at the end of 103rd Street. Motion to approve by Pizzi, seconded by Gerhardt. Motion carried.
- Extra-Territorial Lot Division – Stephen Steigauf, Part of NW1/4 of the NW1/4 of Section 28, T29N, R18W, Warren Township. This property is at 80th Avenue and 112th Street. Motion to approve by Svacina, seconded by Gerhardt. Motion carried.
- Dick Stout/Summerfield Properties
 - Discussed the updated site plan for this project.
 - Changing from 6 plex to 3 duplexes that will still keep the same foot print as the old drawing.
 - Discussed the garages that are being built between the buildings are for the tenants of these buildings only.
 - Discussed the expansion of Division Street. The base road will be added soon with the final black top being added once the last duplex has been built. This will allow emergency vehicle access if needed but the road will not be damaged from building equipment.
 - New developer's agreement or amendment to the existing agreement will need to be done.
 - The water and sewer lines will be in front or behind the buildings and not underneath them.
 - All duplexes will have a separate shut off valve.
 - Fire department will review the plans because of the roads.

Motion to approve the Site Plan contingent with all of Angi's comments and requests by Svacina, seconded by Pizzi. Motion carried.

- Certified Survey Map for 204 Main Street
 - Plan showed that the Village owned part of Kelley Framings building.
 - Certified Survey Map clears up this issue by giving Kelley Framing back their building
 - Property line goes parallel with Vine Street instead of parallel with the angled lots of Main Street.
 - Motion to approve the Certified Survey Map by Svacina, seconded by Gerhardt. Motion carried.
 - Now that the CSM is approved, we need to map plans for how we are going to sell this lot. Discussed options on how to handle selling this property.
 - Next step is to have someone come look at the property to give a market analysis.

CDA Board – None

Finance Committee – None

Public Safety - None

Public Works Committee – Katy Kapaun

- Neptune water meter company was here to show a demo – no action taken
- Road maintenance – salt/sand mix or all salt? Would like to give all salt a try. Can purchase from Hudson for the price that they paid for it last year.
- Water Tower Maintenance – Reviewed water tower maintenance agreement. Looking to lock in price for an additional five years. Current company will give us a three-year price. Two other companies interested in giving price. They repair, paint and cleaning of the water tower. This will be added to the September agenda.
- Internet speed at the treatment plant is extremely slow. Looking at Verizon and AT&T to possible switch to.

Fire Association –

- Crunch time for grants for air packs – Expire starting in December/January. Air packs will not be serviceable after this time frame. We have not heard back yet about our grant. Looking at \$160,000 for new air packs and compressor.

Old Business**New Business**

- Employee Education Requests and Expense Reports
 - None
- Operator's License
 - Motion to approve Operator's License as long as they are approved by Police Assistant Rose by Gerhardt, seconded by Pizzi. Motion carried.
- Payment of Bills
 - Motion to approve the bills by Gerhardt, seconded by Pizzi. Motion carried.
- Skip Trace Program and fees for Municipal Court
 - \$0.70 per inquiry – only if they supply Social Security Number we are charged.
 - Social Security Number will allow us to send to State Debt Collection Agency.
 - 20 outstanding that cannot be sent to the State Tax Debt Collection at this time because we do not have a driver's license information.
 - Motion to approve Skip Trace Program by Shemon, seconded by Gerhardt. Motion carried.
- Personal Policy and Procedure Manual
 - Working on updating the Personal Policy and Procedures Manual for new hires.
 - Working on job descriptions for all employees.
 - Motion to table the approval of the Personal Policy and Procedure Manual by Kapaun, seconded by Svacina. Motion carried.

Motion to adjourn at 8:00 by Pizzi, seconded by Shemon. Motion carried.

Megan Dull
Village Clerk