Village of Roberts
Village Board Meeting Minutes
July 9, 2018

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

The meeting was properly noticed on the Village website and posted in three locations in the Village of Roberts.

Members Present: Rand Waughtal, Mary Shemon, Willard Moeri, Chad Svacina, Katy Kapaun and Chuck Pizzi
Absent: Cheryl Johnson
Guest: John Bond, Peter Tharp, Aaron McWilliams

Meeting Minutes
Motion to approve meeting minutes from April 9, 2018 with the two edits, April 16, 2018 Special Village Board Meeting and May 8, 2018 Special Village Board Meeting by Kapaun, seconded by Pizzi. Motion carried.

Treasurer's Report
Motion to approve Treasurer's Report by Waughtal seconded by Pizzi. Motion carried.

Public Concern
- Noise of the motorcycles every year for the Spring and Fall runs with no police presence. There was one officer on duty and there were not issues reported.
- Pizzi brought up the reduction in the speed limit on North Division. Warren Township is more than willing to work with us and it is on the agenda for their next meeting.

Communications -

Department Reports
Police Department – Chief McWilliams
- Monthly punch report and stats reports were handed out.
- On the May 10 State of Wisconsin Alcohol and Tobacco were in town for Bobtown Brewhouse for not having a brewer's license. The report stated that they had outdated sellers permits and retail licenses posted on property. Invoices were not in order or in separate folders. There was no defacing of the labels on the empty bottles and there was contaminated liquor found. Mike will have to come into compliance with the brewer's license; he has his federal permits but not the state permit. As for the unlicensed bartender, they are well aware that operator's license is needed.
  Moeri asked about citations and yes, there will be one issued to the establishment for the unlicensed worker from the Roberts Police Department. McWilliams said it is up to the board if there is any other action that needs to take place. Moeri asked if the establishment has been shut down and it has not. Kapaun would like to give him the opportunity to come into compliance. Waughtal asked if McWilliams will get a follow up and he should. McWilliams will follow-up with the board when he receives more information.
- Tuesday, August 7th, the Roberts Police Department will be hosting National Night Out at the Roberts Park. This event use to be held at Miller's Corner. McWilliams is looking for assistance from the Village Board for help with this event. He is looking for 3 to 6 people to assist with different events. Brew Pub Pizza from Eau Claire will be coming to make pizzas. There will be cookies, drinks, raffle items, jail cell photobooth for the kids, police in the dunk tank, K-9 demo and a few other items possible. They are looking for help from 4 – 7 pm. Kapaun and Pizzi will help with this event.

Director of Public Works – John Bond
- We will have an employee that will be out for about two weeks or so as a result of an accident this past weekend. John is asking to hire an employee part-time to help mow grass. Moeri asked how many hours and we are looking for approximately 20 hours.
- A company out of Eau Claire stopped by today regarding the striping for the streets and he is willing to paint the cross walks, and lines for the same price as what the paint will cost us. $3700 is what is would cost for the company to do this compared to $3,400 for just the paint for us to do it. It is the first time in our community, he has been painting Rice Lake for years. He will paint

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during the night so that he does not have to deal with traffic. Motion to hire Benish Line Striping for labor and materials for $3,700 by Pizzi, seconded by Svacina. Motion carried.

- Last fall we approved to put the VFD drive on well #2. This was done about a month and a half ago. Last week we lost control with the water tower. Ended up being a bad connection with the antenna on top of the tower. The VFD worked well for this issue. When this was corrected the tower issue it ended up that there was a connection issue with the antenna and also the coax on the main antenna at the treatment plant that was interrupting communication. Coming up down the road we need to think about updating the PLC units for well #1 and water tower controls that were installed in 1998. It is approximately $2,000 per site to update these. They are working fine at this point. Main issue would be the communications with the water tower and when the wells should come on if needed. If we can afford to do the upgrades this summer we will but that depends on the auditor's numbers.
- Flags will be up for Memorial Day. Xcel Energy is allowing us to put the flags up from now thru the 4th of July. Working with Xcel Energy and others to discuss a new fund/program to look at flag options with Xcel.
- Little issues with retention ponds. One had muskrats which have been taken care of but there are still a couple small issues.
- Waughtal asked if the Village was going to send flowers to our injured employee and I will once I know when he is home.

Report from Library Director – Krissa Coleman

- Monthly Information was in your packet.
- Kapaun reminded everyone that if there is anyone who wants to donate desserts for the community dinner, have them to the library by 1:00 on the 31st.

Report from Municipal Judge

- Monthly statistics report was in the packet for review. Judge Tharp had one correction to the report and that is that it should say January instead of December for the income on this report.
- Update on missing deposits from last month's meeting. All deposits are accounted for at this time. The three that were in question I can see where they were deposited, on the disbursement report and also the monthly remittance report. Still working the Judge Tharp on balancing the bank statement and making sure there are appropriate double checks in place.

Committee Reports and Recommendations

Park Board - none

Plan Commission –

Building Inspector Report was reviewed.

- Still working on the reports. Todd will be at the next meeting.

Asphalt Associates request for installing a propane tank for their business

- 1,000-gallon tank is what they are looking at for the business. It will be on the South side of the property. Plan Board recommended approval and Waughtal looked at the bylaws for the CDA and there is nothing for the CDA to approve. Motion to approve Asphalt Associates request for installing a propane tank by Svacina, seconded by Kapaun. Motion carried.

Preliminary Plat Renewal for Rolling Meadows Twin Home Area

- Angi's surveyors did a quick review and they say it is good to go. Matt did not have anything else for this either. Motion to approve the preliminary plat renewal for Rolling Meadows Twin Home Area by Kapaun, seconded by Pizzi. Motion carried.
- This will have different side and front yard setbacks which will keep them in line with the other twin homes

Sidewalk discussion for Rolling Meadows Twin Home Area.

- Discussed adding sidewalks when the property is developed but Oevering is willing to put these sidewalks in when the other sidewalks go in for the remaining area of Rolling Meadows. Plan commission did have the intent of sidewalks in the west addition because those sidewalks will go to the park, etc. Angi stated that the Plan Commission recommended not adding sidewalks to this area at this time. Plan Commission did have the intent of adding sidewalks in the West additions because these sidewalks will lead to the park. Svacina asked about the two stub roads that are boarding the 7th addition? Bond replied that there are two stubs that are currently there. Dakota will be eliminated and the one on Wyoming moves around and comes back to Dakota.

Discussion concerning corner lot setback and the non-front (side) setback requirement

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- This will be put back on the June agenda to go to the Plan Commission for revision.

CDA Board - none
Finance Committee – none
Public Safety Committee - none
Public Works Committee - none
Fire Association – Chad Svacina

- They are going to publish their minutes in the New Richmond Newspaper.
- Chad is working on putting together some kind of fundraiser but want to bring it the Fire Association first.

Old Business

John Hancock and Diane May's Property Cleanup

- Photos and reports were handed out for the Hancock property. At some point there was someone staying in the shop. John Hancock is currently not at the shop and has an active warrant for his arrest. Some of the items have left from the front of the shop but there has not had anything leave lately. Short of the Village cleaning it up it will remain this way.
- The camper is another issue that cannot be there. It is $187 fine per day but we have not issued any because we know that it will not be paid. There is no issue with the child living there because he has everything that he needs. Rob has reached out to the school to see if they can stay until the end of the school year. Principal Clay is worried that if we force the issue the child will not be in school. There is a complaint from Bobtown because they have been going in there to get water, use the microwave, etc. and they have asked them to not come back. There is a new case that was opened with CPS because there is no longer access to water. Kapaun asked why Mr. Smith is not going to the homeless shelter. There is one in St. Croix County. He has been offered Grace Place, Park Place Apartments, etc. but he is not willing to take this on himself. The main concern is the child and are we really helping him. Kapaun does not feel that this is the Villages problem. McWilliams recommendation would be to clean up the place including the camper. He will talk to the school and see if there is anything that they can assist with. Moeri asked if we legally evict the tenants in the camper? Clerk Dull will follow-up with the Attorney and see what the next steps are.
- May's property has not changed. It was decided that McWilliams will deliver a letter telling them to clean up by the 25th or the Village will. McWilliams asked when does the Village file an injunction to not have this business happen again? This will also be checked on with the Village Attorney.

New Business

Employee Education Requests and Expense Reports

- None

Approval of Operator's Licenses

- Motion to approve Richard Edward Smith Application for Operator's License by Pizzi, seconded by Kapaun. Motion carried.

Review of Annual Audit with Brock Geyen from Clifton Larson Allen LLP

- Big picture is showing favorable results.
- Management letter with three items that do reoccur. First is posting adjustment to the Villages books, second is writing the reports and the third is segregation of duties. CLA did not find any problems with lack of controls in segregation of duties. They do a lot of testing for controls and journal entries and everything looked good. The board helps to mitigate these controls by reviewing items at the board level.
- General Fund – Geyen pointed out that the Advance from Other Funds is now at $0.00. This is because the TID has repaid the general fund. This has freed up resources for the general fund. Fund Balance – this is our reserves. The Nonspendable Fund is what offsets the TID and is now made up delinquent tax and land held for resale. The next item is the Restricted Fund balance of $100,000. These funds are for a loan that was taken out at the end of 2017 but the funds were not spent yet. Assigned funds are at $769,379 and these are the funds that have been internally set aside for specific purposes. Geyen also discussed that the Unassigned Fund Balance is $672,362 which is at 42.5%. This means that the Village can pay expenses for 42.5% of the year if something were to go wrong. Moeri asked if Unassigned funds is the same as undesignated funds which really means the same thing. Moeri asked Waughtal if he is on the same page with the unassigned dollar amount and Waughtal thinks that if we really look at the numbers the unassigned balance will be below the 33% because of the expenses to the water and

sewer funds over the years and the general fund paying for these expenses. Geyen did point out that there was $86,329 that is Due from Other Funds but these funds are currently tied up.

- The Special Revenue Fund Balance is $701,882 which is for the impact fee funds that are collected. Capital Projects Funds is where we talk about the TID. Last payment is scheduled for 2020. The TID is no longer running at a deficit as of 2017. We could close the TID down a year early if we would like. Library capital projects fund continues to be a deficient. This is repaid from impact fees. Kapuan asked a question regarding the money that the Library pays to the Village for a loan payment and this money goes to the general fund. Kapuan asked what the Library Debt is made up of and it is for building cost overruns. There is $22,062 in street project funds that were left over. These funds can be put towards the repayment of our loan for the 2014 streets project.
- The Water Utility is running at a loss. This has been running at a loss for the last four years but this year it has gone down a lot. There has not been a rate change since 2012.
- Sewer Utility has turned and is now running at a positive number. The revenue has reduced the operations loss this year. If we remove the impact fee funds that were collected for the sewer we would still be running at a loss. The last rate increase for the sewer fund was Oct 1, 2016.
- Debt Obligations shows that our Equalized Valuation has gone up but also that our General Debt Limit has also gone up. The percent of Debt Limitation is looking good.

Renewal of Impact Fee Account and Investment Pool Certificate of Deposits

- Motion to move the Impact Fee Account CD to Bremer Bank for 6-month term at 1.78% by Svacina, seconded by Shemon. Motion carried.
- Motion to move the Investment Pool CD to Bremer Bank for 18-month term at 2.29% by Svacina, seconded by Shemon. Motion carried.

Approval of Fireworks User's Permit for Roberts Good Neighbor Days for Charles T Gardas D.B.A. Island Fireworks Co., Inc.

- Motion to approve the Fireworks User's Permit for Roberts Good Neighbor Days for Charles T Gardas d.b.a. Island Fireworks Co by Kapuan, seconded by Pizzi. Motion carried.

Discussion of 2018 Board/Committee Appointments

- Looking for recommendations for members for a number of committees/boards. We need three for Zoning Board of Appeals, one for Public Works, and one for Plan Commission. If you know of someone who might be interested please let Willard or Megan know.

Flex Schedule for Village Clerk's Office for the Summer.

- Motion to approve flex schedule for the Village Clerk's Office from Memorial Day to Labor Day by Pizzi, seconded by Svacina. Motion carried.

Sidewalk Discussion for South Division Street.

- There was a question asked on what side of the street will they be added too? If they are looking to add to the East side the West side also needs some repairs to existing sidewalks also.
- In looking at traffic counts for S. Division St in one day we were at 3,700 cars.
- Svacina thinks this should be a separate committee because of the size and time frame for this issue. There will also eventually be a question about how the residents from Rolling Meadows gets across Hwy 12.
- We would need to update our impact fee report to designate another area for sidewalks.
- If you have someone that wants to be involved on this committee let us know.
- Motion to add sidewalks down the east side of division from the existing sidewalk to graham street using existing impact fees and also repairing the existing sidewalks on the West side of street as an assessment to the property owners by Pizzi, seconded by Shemon. Motion carried.

Sidewalk Concept Plan Discussion for the Village.

- Angi handed out another map regarding where the current sidewalks are located. Looking for direction on where to put the sidewalks. Moeri is looking for sidewalks on at least one side of the street before looking at both sides. We are looking at 10 to 20 years before this can be done in the majority of the village.
- When looking at this you can form a committee or assign a committee to look at this and first reason is safety, second would be recreation use and funding issues. There are impact fees to cover Division St. A small group should sit down and plan this and why it should be done. We have applied to safe routes to school grants and have already done some planning for this. We could use this information as a starting point and build off of it.
- Talked about S. Division Street having impact fee money for this project. Moeri is looking to break this impact fee up and only use a portion of this money for S. Division St.

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Payment of the Bills
Motion to pay the bills by Kapaun, seconded by Pizzi. Motion carried.

Motion to adjourn at 9:28 PM by Pizzi, seconded by Shemon. Motion carried.

Megan Dull
Clerk/Treasurer

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