Village of Roberts
Village Board Meeting Minutes
November 12, 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: Mary Shemon, Willard Moeri, Chad Svacina, Katy Kapaun, Chuck Pizzi, Cheryl Johnson, Rand Waughtal

Absent:

Guest: John Bond, Peter Tharp, Aaron McWilliams, Angi Goodwin, Krissa Coleman, Jim Zeller, Trisha Stork, Matt Hieb

Meeting Minutes

Motion to approve the minutes for October 28, 2019 and October 22, 2018 by Pizzi, seconded by Shemon. Motion carried.

Treasurer's Report

Motion to approve the Treasurer's report by Waughtal, seconded by Shemon. Motion carried.

Public Concerns:

- None

Communications:

- None

Department Report

Report from Police Department – Aaron McWilliams

- Monthly statistic sheets were handed out.
- Kapaun commented on the rise in traffic citations. McWilliams stated that they were talking about it today and it must be because the traffic is higher. Moeri asked if this has been discussed in the Chief's meeting and McWilliams commented that it will be this month for the meeting.

Report from Director of Public Works – John Bond

- Last week the tandem had a hydraulic issue but it has been taken care of.
- Still looking to sweep streets this week and if not next week.
- County Road TT project – not sure if the dirt work will be done yet this year but if it is not done, it will be done in the Spring of 2019.
- More issues with the Scada system which will be talked about later on the agenda.
- Contracts have been signed and delivered today for the WWTP Phosphorus project.
- As far back as 2009 our cost to process for the Treatment Plant was .4086C per dry pound with West Central Biosolids. This year there are new contracts in place and the price is .3817 per dry pound. If we ship normal amounts this will be an approximate $2,000 savings.

Report from Library Director – Krissa Coleman

- Reminder that he bestselling Author Laurie Evert will be at the Library.
- Second month for traveling book club. This will be at the Laurel in New Richmond.
- In December will be Christmas on Main. The Library will be one of the kick offs for this event.
- Got in two more hot-spots that St Croix County will pay for two years. This means the library now has 5 hot-spots that can be checked out and are available to the community.

Report from Municipal Judge – Peter Tharp

- Monthly report was in the packet to review.
- Moeri asked about the ad in the paper for the clerk's position.

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Committee Reports and Recommendations

Park Board – Did not meet.

- Santa will be in town at the Park on Saturday, December 8th from 1:00 – 3:00 pm.

Plan Commission - Chad
Building Inspectors Report
Approval of Final Plat for Rolling Meadows Twin Homes

- Angi has not had the surveyors look at this yet but would like to have this approved
- Motion to approve final flat for Rolling Meadows based on Angi's approval by Pizzi, seconded by Johnson. Motion carried.

David Wilken – Rezoning request for 206 W. Main St from Business 3 to Multi-family.

- Asking to have the lot to multi-family. Zoning currently is residence on top floor only. This would allow him to have tenants in the lower level also. Angi discussed that it would be the only multi-family in this district. There will be a public hearing before this can be rezoned. Need to look at what multi-family zone this would fall into before we can do our public hearing. Moeri stated that this is what happened with the prior owner also. He is also interested in the lot that we have for sale next door. He offered to purchase the lot next door but we have not come to a mutual price.

Update on Mobile Home Park and allowing Park Model Homes into the park.

- This is no longer a discussion. The state statute allows for this to be there for 8 months. Dale will take care of having these people move out when they are required to be out.

Discussion on what Village Ordinances should be reviewed for possible changes

- This will be future work for the Plan Board.

Discussion of Comprehensive Plan and potential updates

- There will be a meeting in January to discuss this with Warren Township.

CDA Board

- Met in October.
- New member is John Litka.
- Discussed the semi-annual newsletter. After 12 years of interviewing all businesses twice, it has been decided that there is no need for this anymore. The last newsletter in January will highlight a business in the Park.
- Sean was here from Ehlers and we thought that we were going to be educated on how to close the TID out. He brought up the affordable housing and what this means for the Village. This should be approximately $450,000 but has to be spent on affordable housing. Referred the group to an article in the Municipality for clarification. Appleton used this money for street repairs for low income neighborhoods. Discussed having West Central Planning come to the next meeting which will be in early December (5th or 12th) depending if West Central Planning can attend.
- Willard went out to discuss a second TID with the landowners on the South side of the Village, and we are close to having this ready. We are thinking of TID #2 and looking for uses for the money. Kapaun asked if the whole county would be pulled into the "low" income calculation for the affordable housing calculation and at this point we do not know.

Finance:

- Next finance meeting will be November 26th at 6:30.

Public Safety Committee - none

Public Works Committee –

- Discussed changing to a monthly billing from quarterly. This did not pass at the meeting. It can be relooked at again in six months.
- Looking at an increase to the sewer rates and water rates. Discussed only raising the sewer rates by 10%. This would increase a monthly billing of $15.00/mo. or $45.00 per quarter.
- Motion to approve the sewer rate by 10% and to revisit this in December 2020 to see if the rates

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can be adjusted by Kapaun, seconded by Svacina. Motion carried.

Fire Association

- Met to finalize the budget. This is coming in higher and the Village as absorbed this fee.
- Having issues with the debt collection agency and they have not collected anything for us.

III. Old Business

John Hancock and Diane May's Property Cleanup

- Hancock issue went to court and we have a judgement that will allow us to clean up the property after December 3rd. John was in court and asked the Judge to give him more time to clean-up. After December 3rd we will review the property and see if the property has been cleaned to our standards or if there are still items that need to be removed.

IV. New Business

Employee Education Requests and Expense Reports – None

Approval of New Operator's Licenses

- Motion to approve Mandi Wilberg for Operator's License by Kapaun, seconded by Pizzi. Motion Carried.

Renewal of Medical Insurance with JA Counter & Associates.

- Increase was 11% rate increase plus an additional 2-3% increase for age factor because every employee will be a year older. Medical insurance went up on average of 15% this year due to the increase in cost of medical expenses (doctors, clinic and hospitals charging more, number of claims are increasing and costing the insurance company more and utilization.

Discussion/approval for Tricia Stork – 5K Fundraiser

- Asking for permission to hold a run the day of Christmas on Main which will be Saturday, December 8th, for a fundraiser for Conner Dykes. This is for a service project for Connor. It is a Jingle Bell jog that would start at 11:30 and run from the Elementary school to the Dykes home and back. Would need assistance with blocking streets, etc. Would like to see this become an annual event and select a family every year. Shelly Clay and Pete Nusbaum are on board to move this to a gym if needed. Discussed adding a waiver to the registration. Motion to approve the 3k fundraiser by Kapaun, seconded by Pizzi. Motion carried.

Discussion/approval of Hazel Mackin Library Board moving from 5 member to 7 members.

- This has been an item of discussion in the past and having a quorum. This would help to ensure enough coverage for meetings. There are a few Robert's residents that are interested. Two members are from Warren Township and the remaining five are from Roberts.
- Motion to approve the Hazel Mackin Library Board to move from 5 members to 7 members by Svacina, seconded by Shemon. Motion carried.

Consider acceptance of Sanitary Sewer and Water for Rolling Meadows 7th Addition and Twin Home extension.

- Matt and the Developer are seeking acceptance of the Sanitary Sewer and Water for both the Twin Home area and 7th addition however there are some cautions.
- Binder lift is only on part of the streets for Susan and Dakota. Manholes also have not been lifted.
- Acceptable clean water results and we have these from ACA/Matt Hieb. The Developer still has final layer of asphalt and if there is damage, they are responsible for fixing the issues. John would like to see the water/sewer go into service because they are on loop systems and if they are left stagnate this could cause issues. Sanitary sewer has been tested. Can get to one of the

manholes but Matt has the testing results to show that there are no obstructions and pressure tested. Comfortable recommending approval but recommends finishing the punch list and they would be responsible for damage.

- Partial means accepting and putting into use but the developer would still be responsible for finishing what is needed including the punch list. The streets will be barricaded off for the winter for Cheyenne and in the 7th addition.
- Matt explained that the weather is playing a factor into having this done if there would have been one or two more good days left. They were shooting for model homes and occupancy for the model homes. Susan Street would be the last street that would get plowed because there is not first layer of blacktop down.
- Motion to accept the sanitary water and sewer for the Twin Homes and 7th addition by Pizzi, seconded by Kapaun. Motion carried.
- Motion to approve per the recommendations of Ayres that we plow Dakota only and suggest that Matt come back if there is construction on Susan by Kapaun. After more discussion Motion was revised to accept the proposal with the recommendations that Ayres made in relative to Susan Lane to plow that portion of the street that have binder lift as needed with building permits being issued by Kapaun, seconded by Shemon. Motion carried.

Discussion/approval of upgrading the Scada system for the Waste Water Treatment Plant.

- Scada system has no support and we are not the only one. Treatment plant, wells and tower are running but no history of data being tracked only the moment in time when you look at the screen. It tells how much water is there at this time but there is no history for these processes. Same for the treatment plant. It does not appear that this system is able to get up and running. To be able to get by with our permits we record the flow meters daily as backup but it is the day to day operation that we have no control of. In the last two weeks John is not comfortable to know if we would get a call if there was an alarm. As part of the Clearas upgrade we had planned to update our SCADA system as part of the project to be done. This is a big project with big dollars. The lower priced company is based out of Lake Elmo and the other company is Cederburg which could be part of the cost increase. These numbers were looked at by Ed Coggins and John and there is $150,000 difference between the two companies. The one contract is for $157,000 and the other is around $300,000. The lower price contract meets exactly what was spec'd out and John cannot see why we would not take this contract. Bid packet included everything needed, type of PLC's that need to be used, UPS, Monitors, Software, etc. TPC is the cheaper of the two. There was discussion regarding the bids that came back and the prices of those. TPC does include the reprogramming of phase one ($30,982 and an option of $2,542 that will go from every circuit in our system to make sure the correct signals are getting to the treatment plant) and phase two ($120,386 and a recommendation as an option for $1,822 at the treatment plant and the number of things in the community wide Scada system this is for a large screen tv that would show all monitors, alarms, etc. in one location so that you don't have to log into a smaller computer to look at it).
- Moeri asked what we would have to spend now in phase 1 of the project. The totals would be $32,000 for TPC and $100,000 for Energenecs. Phase one can be done in 4 to 6 weeks but they are thinking they can have it functioning in three weeks. Phase two will not happen until January because of the delay in ordering. The downside of doing this in two phases is that until all the new PLC's are in place, they have to program for what we have today and again for the new equipment in the future. There is about $7,300 for just programming for the system so that we can use it today so this is not eligible for the clean water loan but for the replacement

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fund money.

- Discussed splitting this into two phases but agreed that this should be done in one phase.
- Move to approve the proposal from TPC in the amount of $155,732 by Kapuan, seconded by Johnson. Motion carried.

Discussion/approval of updating copier contract for Clerk, Police and WWTP offices.

- Motion to approve EO Johnson's proposal by Pizzi, seconded by Johnson.

Discussion/approval of postage machine contract with Pitney Bowes.

- Motion to approve Pitney Bowes by Kapaun, seconded by Shemon.

Discussion/approval of Impact Fee Account Certificate of Deposit that is maturing on November 23rd.
Motion to approve Citizens State Bank for a term of 24 months at the rate of 2.95% by Kapaun, seconded by Shemon. Motion carried.

Discussion/approval of Weston Solutions Invoice #Sep2018-00993 for $19,742.40

- This money comes out of the interim funds.
- Motion to approve both invoices for Weston by Kapaun, seconded by Shemon. Motion carried.

Discussion/approval of Weston Solutions Invoice #Oct2018-01073 for $58,051.74

- Motion to approve invoice for Weston by Kapaun, seconded by Shemon. Motion carried.

Payment of Bills

- Motion to pay the bills by Pizzi, second by Johnson. Motion carried.

Other Business

- We were randomly picked to audit our election results. This will be done at St. Croix County tomorrow. We will have to hand count and tally the totals.

Motion to adjourn at 8:45 pm by Shemon, seconded by Svacina. Motion carried.

Megan Dull
Village Clerk/Treasurer

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