Village of Roberts
Village Board Meeting Minutes
November 11, 2019

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: Chuck Pizzi, Rand Waughtal, Willard Moeri, Mary Shemon, Cheryl Johnson, Chad Svacina,

Absent: Katy Kapaun

Guest: John Bond, Aaron McWilliams, Angi Goodwin, Autumn Fisher, Joe Granberg, Robin Ranweiler, Trisha Stork, Lena Schmitz, and Peter Tharp

Meeting Minutes
Motion to approve the minutes for October 14, 2019 Village Board with a correction to the date and Special Village Board Meeting on October 21, 2019 by Waughtal, seconded Shemon. Motion carried.

Treasurer's Report
Treasurer's report was read. Motion to approve the Treasurer's report by Pizzi, seconded by Svacina. Motion carried.

Public Concerns:
- None

Communications:
- None

Department Report - McWilliams
Report from Police Department
Stats were handed out.

Report from Director of Public Works – Bond
Storm siren is installed. Cannot guarantee that this will be done as far as power goes yet this year.

Repairs at lift station #1 – pump went out on it. There are rags showing up again at this station. There is a hefty bill for having to repair this.

Flows at the plant are continuing to drop. We are currently averaging around 92,000 gallons daily. Having issues with copper showing up. If there is a root issue that you are having don't use the cheap copper products that are found in stores. Metal plating companies can also cause this to spike. This is common this time of year because the tree roots.

Flyer for the annual Biosolids meeting that the Village of Roberts is hosting were handed out. The board is welcome to attend. This year with all the extra moisture it has been the worst year to get to the fields so we were not able to land apply. Storage facility is at the fullest that Bond has seen it at in years. These are the issues that will be discussed at this meeting.

Behind on street sweeping at this time. Leaves are currently frozen to the ground in the morning so we have to wait for them to thaw before we can start.

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Report from Library Director – Dull

- Monthly calendar and report are in your packet.
- Coleman has talked to Midwest Gas and they have been in touch with Comforts by Design so the ball is rolling, just not fast. Currently using space heaters in different rooms trying to keep things somewhat warm. The cold January temps in November are not helping**.**

Report from Municipal Judge – Peter Tharp

- Handed out his statistics report.

Committee Reports and Recommendations
Park Board - Pizzi

- Discussed budgets of what is left this year and the reduced budget for next year.
- Discussed the new stove that is on the budget for this year. Most of the samples were around $2,000 - $2,500 and they recommended that we purchase not to exceed $2,500.
  Motion to approve the purchase of a stove not to exceed $2500 by Pizzi, seconded by Shemon. Motion carried.

Plan Commission –

- Building Inspectors report is in the packet.

Discussion/approval Business Plan of Operation for Ashley Svacina Wellness LLC located at 1181 Wyoming St.

- **Motion** to approve BPO for Ashley by Pizzi, seconded by Shemon. Motion carried with Svacina abstaining.

Discussion/approval of Business Plan of Operation for Central Nutrition – CJ Young located at 112 W. Main St.

- This is a pop-up shake shop that is using the old hair salon next to Sidetrack Saloon. They are expanding their hours from what it started as. They sell shakes, tea and aloe shots.
- **Motion** to approve central nutrition by Johnson, Seconded by Shemon.

Discussion/approval of extra-territorial for Mark and Jodie Simon located off of 70th Avenue by Joe Granberg:

- They own and are dividing the house from the farm land. They are just looking to separate their house from the remaining land that they own.
- **Motion** to approve by Pizzi, seconded by Shemon. Motion carried.

Discussion regarding new Xcel Energy Substation off of 130th Street.

- Meeting on Thursday of last week with Xcel Energy about relocating the substation that is currently on the corner of Highway 12 and 130th Street. They are looking for more room and replacing this outdated equipment. The new location that they are looking at is behind Phoenix Fixtures. Construction would be sometime in 2021. They are currently asking for a driveway from 130th. This will be a temporary driveway and there is a future road that they will either have to commit to building or have the current landowner (Derrick) commit to building this. Old equipment will be taken down once the new one is done. They will eventually submit a site plan. They will have to rezone to industrial which this is a good fit for this project.
- This would be the first lot sold in the development behind the current Roberts Industrial Park. Waughtal asked about the interceptor fee and Goodwin said that they will pay for some impact fees but not all of them since this location will not have sewer and water. Waughtal thought we would get the per acre fee for the whole 106 acres. Goodwin thinks that we will get this fee for the remaining development but not this area.

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Discussion/approval of County Materials adding a second driveway on 70th Avenue:

- Proposing a second driveway that is approximately 1,000 feet down from the existing driveway. The road has been upgrading when US Minerals came in. There is a culvert that might come in to play that they will have to deal with. This could improve traffic on 70th because of the trucks leaving the lot further away. Recommend they submit a site plan on where this driveway will go so that we make sure it does not impact future roads that are planned for the land on the North side of 70th Avenue.

Discussion/approval regarding Offer to Purchase for the lot at 204 W. Main Street:

- We have an offer on the lot on Main Street. Dave Wilkin has the property to the West of the open lot with the apartment above. He had made an offer and we turned it down. Kelly Framing has submitted an offer thru the realtor for the same amount. On the purchase agreement it stated they were looking to put up a building with an apartment on top. $5,000 will cover the cost of what we need. Moeri feels that the problem is that if we allow the building to be constructed it will block off the windows on the East of Wilkin's building. Discussed at the Plan Commission meeting to see what the options are. Goodwin stated that the zoning allows for a building up to 35 feet tall so that it allows for the apartment and also requires a 10-foot setback for the side yards. This could go to the board of appeals. Goodwin said they could combine the two lots but would still need to maintain the setback. Moeri stated that after the Plan Commission meeting, he was wondering if the Kelley's realize that there is a setback. Goodwin added that the attorney thought we should put it up for bid and have them submit an offer for the amount that they are willing to pay along with the purpose for the lot. Should make sure that both parties understand the ordinances are and what that means. Attorney thinks that everyone should have a fair chance of the offers that they are bringing forward. Johnson likes the attorney's suggestions and making sure that they are aware of what they are getting.
- Recommends leaving it with the realtor and giving him until December 2nd for bids. Include copy of ordinance for this lot so they are aware of the restrictions.

CDA Board – Waughtal

- Since 1997 to last month they have been dealing with the industrial park which means for 22 years they have been dealing with the existing park. Waughtal thinks since the current TID is closing that this would be a good time to bow out and let Jim Smith be the third CDA Chair. Smith has been with the CDA since 2015 taking minutes. Waughtal will still be on the board but not as an officer. Beth Langevin will be the new secretary.

Discussion/approval of Resolution 2019-7R – TID #1 One Year Extension:

- Affordable housing resolution was discussed. Once you close the TID you can keep the revenue for 12 more months as long as you use it for affordable housing in the community. Roberts has a lot of these houses in the community that could apply. There is roughly $450,000 available if the State allows us to do this. This resolution will request this. There are no details at this point but there are ideas. This could be used for a grant for developers for affordable housing in the community. Low or no interest loans for siding of homes, energy efficient windows or appliances. This could cause the value of the property to increase. Waiting to see what the State of Wisconsin will do before we put anything on paper as to how we are spending this. This has been reviewed by both Lentz and Mahler.
- **Motion** to approve resolution 2019-7R for affordable housing by Svacina seconded by Johnson. Roll call – Pizzi – aye, Svacina – aye, Moeri – aye, Shemon – aye, Johnson – aye, Waughtal – aye. Motion carried.

Finance – None
Public Safety Committee - None
Public Works Committee –

Fire Association – Svacina

- Finalized budget for the year. Mentioned capital expenditure of what is to come down the road. Waughtal asked if the capital expenditures had been updated and it has not been.

Joint Twin Lake Committee – Moeri

- Proposal by S.E.H. that they are looking at. Sandi Traudt has left the committee. They are looking at the proposal of this. Money is looking like it can be used for in-kind hours that would count towards the Village and Township's portion. We will meet our share. The Committee is looking at the other two-thirds from other agencies in the form of grants. Approved the proposal and sending it out to see where we can get the money for this.

III. Old Business

Roberts Municipal Court – nothing to report

- Received two responses this weekend in regards to the open records request. Still nothing new.

IV. New Business

Employee Education Requests and Expense Reports - None

Approval of New Operator's License

- Discussed the application for New Operator's License for Keith Hambrick.
- Dave Wilkin asked to comment on the recent changes with Holiday. Wilkin stated that twice a month Holiday is subject to checks by an outside company to see if they are selling to minors, selling after hours, there is more scrutiny by Corporate than a franchisee. **Motion** to approve Keith Hambrick's New Operator's License request by Pizzi, seconded by Waughtal. Motion carried.

Discussion/approval for Jingle Jog 3K on December 7th – Trisha Stork

- Looking for support for Jingle Bell Jog. Read a letter asking for permission to have this event for the second time. This year's recipient is Ava Pattschull who is a third grader at SCC with cancer. The event will be December 7th at 10:30 so that they can partner with Christmas on Main. Ava and her family will participate if available. Asking for police during race for blocking traffic and traffic control. Start at the elementary school and will go to the Dyke's house on Robert Phillip Place and back to the school. A group of middle schoolers started new club called the Kindness Crew. Looking to improve the middle school community and Roberts community. This will be moved indoors at the school if weather is bad. **Motion** to approve Jingle Jog 3K on December 7th by Shemon, seconded by Pizzi. Motion carried.

Discussion/approval for removing a tree on South Division Street:

- Bond discussed the tree that is splitting on South Division. The tree can be taken down in halves (remove our branch). Property owner would be interested in taking it down but does not have the money at this time unless we do a special assessment. $1,500 for the whole tree to be taken down. If we only do half it is $650/$700 with no stump grinding. Moeri asked if we take our side down what does that do to the rest of the tree. The tree company does not believe that it will fall or compromise the tree**.** **Motion** to approve taking down the tree on South Division and allowing homeowner to make payments as needed on their half of removal by Shemon, seconded by Johnson. Motion carried.

Discussion/approval for Agreement for the Senior Center at the Park Building:

- This is the annual contract with St. Croix County giving them permission to use the park building for the Senior Center. **Motion** to approve the Agreement for the Senior Center at the Parking Building by Pizzi, seconded by Svacina. Motion carried.

Discussion/approval for Renewal of Annual Fireworks Seller's Permit for Phantom Fireworks Showrooms, LLC dba Phantom Fireworks:

- There are no changes for this annual renewal.
- **Motion** to approve the Renewal of Annual Fireworks Seller's Permit for Phantom Fireworks Showrooms, LLC dba Phantom Fireworks by Svacina, seconded by Shemon. Motion carried.

Discussion/approval of Resolution No 2019-8R – Approving a Modification Agreement Relating to the $3,900,000 Sewer System Revenue Bond Note for the Waste Water Treatment Plant Interim Financing:

- This is to extend the expiration date of the interim financing with Bremer Bank for the Waste Water Treatment Plant Phosphorus modifications. The modification is to extend the expiration date from December 1, 2019 to June 1, 2020.
- **Motion** to approve Resolution No 2019-8R – Approving a Modification Agreement Relating to the $3,900,000 Sewer System Revenue Bond Note for the Waste Water Treatment Plant Interim Financing by Svacina, seconded by Johnson. Motion carried

Discussion/approval for the Modification Agreement with Bremer Bank for the Waste Water Treatment Plant Interim Financing extending the maturity date from December 1, 2019 to June 1, 2020:

- Again, this has to do with extending the interim financing for the Waste Water Treatment Plant modifications.
- **Motion** to approve the Modification Agreement for Bremer Bank for the Waste Water Treatment Plant Interim Financing extending the maturity date from December 1, 2019 to June 1, 2020 by Pizzi, seconded by Svacina. Motion carried.

Discussion/approval of Bremer Bank Extension of Loan #77022305-3 fee for $250.00 from the Sewer Fund:

- This is the fee to Bremer Bank for processing the paperwork to extend the loan. Waughtal asked if this should come out of the interim financing and it was decided to take it out of the general fund.
- **Motion** to approve the $250 be taken from the sewer fund for the loan extension to Bremer Bank by Pizzi, seconded by Shemon. Motion carried.

Discussion/approval of Weston Invoice Oct2019-02099 for $27,932.19 for Construction Management for September 2019:

- Conference calls every Wednesday with 10 to 12 people on the calls each week. Clearas had stepped up to a reduction on their fees so this was Weston's way to help reduce cost. Working on site civil at the moment. Weather is not helping but looking at the first of December for underground work and concrete.
- **Motion** to approve Weston Invoice Oct2019-02099 for $27,932.19 for Construction Management for September 2019 by Shemon, seconded Johnson. Motion carried.

Discussion/approval of Weston Invoice Oct2019-02059 for $15,065.07 for Construction Management for August 2019:

- **Motion** to approve Weston Invoice Oct2019-02059 for $15,065.07 for Construction Management for August 2019 by Pizzi, seconded Svacina. Motion carried.

Discussion/approval of Weston Invoice Oct2019-02044 for $11,479.57 for Construction Management for July 2019:

- **Motion** to approve Weston Invoice Oct2019-02044 for $11,479.57 for Construction Management for July 2019 by Svacina, seconded Pizzi. Motion carried.

Discussion/approval of Clearas Water Recovery Invoice #2804-002.13 for $29,378.75 for Fixed Fee Payment #9:

- This is for the final payment minus the retainer fees. We will release this when we reach substantial completion. Autumn discussed the sheets handed out.
- **Motion** to approve Clearas Water Recovery Invoice #2804-002.13 for $29,378.75 for Fixed Fee Payment #9 by Pizzi, seconded by Svacina. Motion carried.

Discussion/approval of changing the hours for the Clerk's Office from 7:30 – 4:00 to 7:30 to 3:30 starting January 1, 2020:

- Motion to approve changing the Clerk's Office hours as of January 1, 2020 by Shemon, seconded by Pizzi. Motion carried with Waughtal opposing.

Discussion/approval regarding reimbursement to the Village of Roberts Municipal Court for education reimbursement and the use of the Municipal Court Checking Account:

- Judge Tharp submitted a request for the Roberts Municipal Court for reimbursement of education expenses for the clerk. This is a change from prior reimbursement requests where Judge Tharp has paid the expense and asked for reimbursement to himself and not to the court. The reason for the request to the court is that Judge Tharp paid himself and the clerk from the Municipal Court checking account. Clerk Dull wants clarification of how expense reimbursements should be paid to make sure proper procedures are being followed or asked to be removed from the Court's checking account if this is going to be allowed. Moeri asked Judge Tharp why there was a need for the reimbursement when the training was denied by the board. Judge Tharp stated he submitted the request as a courtesy to the board not for approval. Judge Tharp was asked what the funds were from that were in the court's checking account and if it was citation money that had been paid to the court. Judge Tharp was also asked if all funds in his checking account are accounted for?
- **Motion** to table reimbursement for the Village of Roberts Municipal Court until the Village Attorney has a chance to review by Svacina, seconded by Pizzi. Motion carried.

Payment of Bills:

- **Motion** to pay the bills by Shemon, seconded by Johnson. Motion carried.

Other Business:

- Johnson put together an example of what the future sewer bills will look like with the increase and how it will impact them. She put it in the same layout as what the bills look like now and added the increases. It was agreed that we will use the 8,000-gallon example along with the letter explaining the increases.

Motion to adjourn at 9:00 PM by Pizzi, seconded by Shemon. Motion Carried.

Megan Dull

Village Clerk