VILLAGE OF ROBERTS
REGULAR VILLAGE BOARD MEETING
ROBERTS VILLAGE HALL
MONDAY, APRIL 8, 2019
7:00 PM

Regular Village Board Meeting Agenda

Report of Meeting Notification
Approval of Minutes of March 11, 2019
Approval of Treasurer's Report
Public Concerns
Communications

I. Department Reports

A. Report from Police Department
B. Report from Director of Public Works
   - Discussion/approval for purchasing road salt for winter 2019/2020.
C. Report from Library Director
D. Report from Municipal Judge
   - Schedule of remaining 2019-2020 Court Dates

II. Committee Reports and Recommendations

A. Park Board
B. Plan Commission
   1. Building Inspectors Report
   2. Discussion on Farmer's Market at Bobtown Brew House
   3. Discussion regarding allowing Park Model Homes in the Trailer Park
C. CDA Board
D. Finance Committee
E. Public Safety Committee
F. Public Works Committee
G. Fire Association
H. Friends of Twin Lakes

III. Old Business

IV. New Business

1. Employee Education Requests and Expense Reports
2. Approval of New Operator's Licenses
3. Sidetrack Saloon – Liquor License Extension for Good Neighbor Days May 31, - June 3, 2019
4. Bobtown Brew House – Good Neighbor Days – May 31st – June 3rd – using the parking lot to serve food, beer and have music.
5. Approval of Spring Clean-up Days will be April 22nd – May 24th with two Saturdays.
6. Annual Board of Review will be on Monday, May 20th from 6:00 to 8:00 PM. Open Book will be Monday, May 13th from 4:00 to 6:00.
7. Discussion/Approval for CD Renewal for the General Fund CD at Citizens State Bank
8. Approval of Resolution 2019-2R Approving an all Hazard Mitigation Plan for the Village of Roberts
9. Discussion/approval of Adoption of Post Issuance Debt Compliance Procedures for the Waste Water Treatment Plant Phosphorus Removal Project
10. Discussion/approval of Resolution #2019-3R Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantage Governmental Bonds
11. Discussion/approval of Post-Issuance Debt Compliance Policy for the Waste Water Treatment Plant Phosphorus Removal Project.
12. Update on S. Division Street Sidewalk Project.
13. Discussion/approval of Invoice MAR2019-01013 for $12,234.63 to Weston Solutions
14. Payment of Bills
15. Other Business
16. Adjourn

Items on the agenda may not be presented in this order. Agenda may change up to 24 hours before meeting.

Megan Dull, Village Clerk

Village of Roberts
Village Board Meeting Minutes
March 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, Katy Kapaun, Chad Svacina, Rand Waughtal, Willard Moeri

Absent: Mary Shemon, Cheryl Johnson

Guest: John Bond, Peter Tharp, Krissa Coleman, Ed Coggin, James Vogt, Aaron McWilliams, Angi Goodwin

Meeting Minutes

Motion to approve the minutes for February 11, 2019 by Pizzi, seconded by Waughtal. Motion carried.

Treasurer's Report

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

DRAFT

Public Concerns:

- None

Communications:

- None

Department Report

Report from Police Department

- Monthly statistics report for the month of February. Punch reports for the last two months was also handed out.
- Recently notified by one of the insurance companies in New Richmond that AAA is offering a grant opportunity for up to $15,000 per Municipality to be used for traffic related items. McWilliams has applied for this grant and is thinking that he should hear back in the fall if we were awarded the grant money. Moeri asked what he used for the basis of the grant and McWilliams stated itis all traffic safety related and equipment related. Couple items that came to mind were the discussion from last year about lighted pedestrian signs for N. Division Street. There is precedence for departments that have not been awarded yet.
- Still waiting to hear on the traffic grant for Drive Sober or Get Pulled Over which if awarded is $4,000. Should be March or April.
- We are part of the 10-33 program which is state surplus items that are available to municipalities from rope to ammunition, etc. Surplus ammunition that comes from the Department of Defense is being offered to Municipalities to cover the cost of training for a year for practice ammunition. McWilliams thinks that we got our application in early enough which could save us $1,500 for the year.

Report from Director of Public Works – John Bond

- Public Works Department appreciates the residents that have helped shovel out fire hydrants. We have had a brutal winter. The average annual snow fall for the entire winter is 46 inches and as of this morning we are at 74.7 inches for Roberts. This is taking a toll on the salt that would be left over for next year and there will not be much salt left for reserve. This will become a budget item when it is time.
- At the treatment plant with the cold and snow the temps have had an impact with sensors freezing and snapping off. Bond is working with a couple of companies to see what other options we have for mounting. Without the sensors there is new bacterial growing which is creating foam.
- Had an issue with a new house last week. When the curb stop was put in last year, they never asked us to check it. They have now paved the driveway because the house is finished and

ready to be sold. The builder asked us to turn water on and it would not turn. The curb stop assembly is a sliding assembly and it was pushed down so far that it locked against the top so it could not be turned. With the frost everything was frozen so we could not lift it to the height that it needed to be. The home builder had a company came in with a crane truck to get this water on but not sure who will cover the cost.

- Biosolids Plant with hauling our sludge it looks like it will end up going the political route. They are still working on this.
- Scada System update will be 95% complete by the middle to end of next week. The first phase did not go well. When they changed out the first cabinet of PLC's when it was put back in service half the equipment would not start. This has since been straighten out. Wednesday they will do the cabinet that will monitor the treatment plant. There is no room for error of this not coming back on-line. Bond is hopeful that this project will be completed next week.
- Moeri asked about the potholes that are surfacing around the neighboring communities and if we have this issue is Roberts. Bond has notice more lately but on North Division Street going North every crack that was in the road is now acting like a speed bump which is worse than normal. The frost depth in grass areas is 31 inches. In the street it is in the 5 to 5.5-foot depth. Waughtal discussed the street issues in St. Paul and how the streets are getting narrower and narrower. Waughtal thinks that the guys have been doing a great job to get the snow removed to make the streets passable.

Report from Library Director – Krissa Coleman

- Right now, it is National Youth Art Month at the Library. Big open house last week with over 70 people attending to see their student's artwork.
- Found a winner for the teen area of the Library. Sarah Nyhaus who is a high school senior, is the winner that paint the mural.
- Currently waiting on a replacement for Pete Nusbaum for the Library board that will also be the school representative.
- Spring break is coming up and there will be extra special stuff going on at the library that week.
- Attendance has been fantastic at the programs that we are offering.

Report from Municipal Judge – Peter Tharp

- Monthly report was in the packet to review.

Committee Reports and Recommendations

Park Board – Did not meet.

Plan Commission –

- Building Inspectors Report
- Extra-territorial for Richard O Stout and Janet P Stout, 4-lot CSM NW1/4 of NE1/4 Sec. 31, being lot 9 of CSM Vol. 26 Page 5950, Doc. 984293, Edwin Flanum, Northland Surveying, Inc
    - Recommended for approval by Pizzi seconded by Svacina. Motion carried.
- Discussion/approval to Amend Chapter 70 – Zoning of B-3 General Business District to add the Conditional Use for Multi-Family Housing.
    - What is the boards perspective for this part of town?
    - Moeri added that the grocery store is sitting there and will probably sit empty. This is the same for the empty lot that is for sale that has not had any offers.
    - Kapaun feels that this topic needs to be discussed so that the current business still are utilized.
    - Motion to approve Paul's recommendation and move forward with public hearing and notifying neighboring businesses by Kapaun, seconded by Pizzi. Motion carried.
- Discussion/approval of All-Croix Inspections Corp Contract Renewal for 2019
    - Renewal of All-Croix's contracts with the only changes being adding a fee for problem property inspections.

- Motion to approve contract for 2019 All-Croix Inspections Corp. contract renewal by Svacina, seconded by Kapaun. Motion carried.

CDA Board – Waughtal

- Still investigating the life of TID#1 and participating in the affordable housing program. Sent out some questions to Chris Straight from WCWRPC and Sean Lentz from Ehlers regarding questions concerning the closing date of TID #1 and the specifics of the Resolution for the Affordable Housing extension. Sean was sent an email in regards to what should be first, etc. He offered a couple of resolution that other communities have done. There was one from Oshkosh that had a special program similar to Appleton. They set up a committee that would assist with affordable housing in their community and this is the route that the CDA is going to. There are three Village Board members on this committee that would like to see this money used for other items like sidewalks but the other members would like to increase affordable housing in Roberts or improved. Some examples could be in the form of low-income loans to replace windows and siding, or other things to improve the looks of their affordable home in the neighborhood that they are in to increase their value and tax base. Still looking for assistance from Sean to see if there are more resolutions under Ehlers stable that other communities has used that are going down this path. Still looking for a date for the TID to finish which is in the hands of the auditors. One of the other big things is bits for another TID district which when the first TID is closed the second one can be opened. Moeri asked which parts of Roberts is considered Affordable Housing. Waughtal said Roberts is considered affordable housing thru and thru. Rolling Meadows and French's might not be considered but the older part of town would be affordable housing. Waughtal thinks 50 to 70 percent of the Village.

Finance – none
Public Safety Committee - none
Public Works Committee – none
Fire Association - none
Joint Twin Lake Committee – Kapaun

- Reviewed the information that was presented from the hydrologist at the last meeting. Sandy submitted a sample mission statement that Katy will give to Willard and Scott.
- Geno had a phone conference with Frank Phillips about getting data from a study that Frank did in 2009. Frank was working with a different engineering firm during this time and it appears that they have all the data which means we could have to buy the information. Geno is going to continue to meet with Frank in person and see what they can find out or get some contact information. Moeri added that Frank was doing work so that he could sell it to the Village. He did a lot of work on core sampling West Twin Lake. Geno is looking thru their minutes to see if anything had been reported. Angi Goodwin asked who hired Simmons and it appears that Frank did this with the intent of selling this to the Village
- Meeting with the DNR guy at next month's meeting.
- There are two wells that are supposedly abandoned that are monitoring wells and they think they should be properly abandoned. This was talked about at one time but at the time Frank was working with people at UWRF that wanted to keep these active so they have access to them.

III. Old Business - none

IV. New Business
Employee Education Requests and Expense Reports

- Motion to approve John and Chris's WWOA Conference for wastewater in Green Bay October 8 – 11th by Svacina, seconded by Pizzi. Motion carried.

Approval of New Operator's License

- None

Update on S. Division Street Sidewalk Project Cost.

- Angi handed out the summary of the total cost for this project. This summary shows what was already paid in engineering fees and what the actual Village cost will be. The engineering fees were taken out of community planning account in 2018. We are going to move $10,000 from 2018 Community planning to impact fees.

Discussion/approval to move all citations to St. Croix County Circuit Court.

- This is a discussion that has been going on because of the issues that we have had/having currently. Kapaun asked if this is the first step to abandoning the municipal court. Kohl answered that you cannot abandon your court and we are still required to pay the fees associated with the court. It does send the signal that you are planning to not continue the court when the time comes. Kohl has met with the Chief Judge of the 10th District and all the judges have discussed what was happening here and their admin for the district had advised us that if the Village wanted to do this we could. No rules need to be changed. He has talked to Hudson's clerk and they have the ability to handle the capacity of this request. Moeri asked Judge Tharp about his report that he handed out. The court was meant to be a convenience for the citizens of Roberts but only 15 to 20% are from the Village. Most of the people are from out of town. Pizzi has stated that his has been on ongoing headache and thinks it should be moved to Hudson.
- **Motion to move all citations To St. Croix County Circuit Court by Pizzi, seconded by Kapuan.**
- Waughtal continued the conversation adding that 15 years ago we implemented the court and he would hate to see it given up because of the personality conflict. Waughtal does not like the black-eye that this has caused Roberts but if it comes down to two people not getting along, he would hate to see the court go. Kapaun added that we have more coverage for when the officer has to go to Hudson for court. There is a very limited number of people that are benefiting from this. Kapaun can remove the personal issue when she looks at the cost and benefits of court. Waughtal asked if it overrides the 20% factor?
- **Roll-call: Pizzi – aye, Kapaun – aye, Svacina – aye, Moeri – aye, Waughtal – nay. Motion carried.**

Discussion/update on Waste Water Treatment Plant Phosphorus Removal Project with Weston Solutions.

- Advertisement for bids have gone out. There have been 30 request from the various areas. Very good responses. There will be a site walk on the 8th which is a mandatory site walk for some of the bids. Some of the equipment that is being provided do not require site visits. The bids will be opened on April 8th at 3:00 PM. Weston will prepare a report for review at the board meeting. Looking to award the bids the following week either with the Public Works committee or some night that week. Coggins recommends that we carry over $200,000 which is also a recommendation from the WDNR. The intention is not to use this amount but we will need to see how the bids will come in. We are within 7% of the initial prices. The majority of the increase is process related. The third SBR was going to do two functions. This could not be achieved so this required us to add a separate mix tank to the system. Moeri asked if the $260,000 was going to be part of phase two and Coggins is saying that this was part of the engineering change order that was needed to separate this out. In the future as part of phase 3 this tank would still be needed. There will be more solid figure next month once all of the bids are in. Monday 15th at 6:30 will be a special meeting for awarding the bids. This is for the Village Board with the Public Works Committee being invited to attend.

Discussion regarding Cash Flow for PO Obligations vs Vendor Payments for the Waste Water Treatment Plant Phosphorus Removal Project for Clearas Water Recovery.

- Need to discuss change orders for these increases. Do we want to do this as a change order at the April meeting? This will be brought to the April Meeting.

Discussion/approval of Invoice Feb2019-00985 for $10,204.80 to Weston Solutions

- Motion to approve invoice Feb2019-00985 for $10,204.80 to Weston Solutions by Kapaun, seconded by Waughtal. Motion carried.

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Discussion/approval of Invoice 2804-002.06 for $413,582.50 to Clearas Water Solutions.

- Motion to approve invoice 2804-002.06 for $413,582.50 to Clearas Water Solutions by Pizzi, seconded by Waughtal. Motion carried.

Payment of Bills

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

Other Business – None

Motion to adjourn at 8:50pm by Pizzi, seconded by Kapaun. Motion carried.

Megan Dull
Village Clerk/Treasurer

DRAFT

TREASURER'S REPORT
April 1, 2019

General Fund	Beginning Balance - 3/1/2019	$1,474,919.49	
Receipts		$164,427.08	1.40%
Disbursements		$151,501.72	
Balance		$1,487,844.85	
Outstanding Checks			
Balance (03/29/2019)		$1,487,844.85	
Impact Fee	Balance - 3/1/2019	$356,219.27	
	Deposit		
	Withdrawals	$0.00	
	Interest - 1.35%	$744.93	
	(03/29/2019)	$356,964.20	
Sewer Impact Fee	Balance - 3/1/2019	$119,044.26	
	Deposit		
	Interest - 1.35%	$248.94	
	Balance - (03/29/2019)	$119,293.20	
CDA Account	Balance - 3/1/2019	$52,404.69	
	Interest - 0.12%	$109.59	
	Balance - (03/29/2019)	$52,514.28	
Compensated Absences	Balance - 3/1/2019	$17,110.33	
	Interest - .04%	$35.78	
	Balance - (03/29/2019)	$17,146.11	
Impact Fee Account CD	11/21/2020	$407,461.01	
Money Market	Balance - 3/1/2019	$508,113.96	
	MMA Interest	$1,062.59	1.35%
	Balance - (03/29/2019)	$509,176.55	
General Fund CD	Maturity Date 4/6/19	$566,601.16	1.19%
Investment Pool CD (Bremer Bank)	Maturity Date 11/14/19	$361,861.51	1.15%

	General Fund	346,795.86
Assigned Funds:	Machinery & Equipment	26,196.00
	Park Outlay	3,300.00
	Park Development	11,000.00
	Park Outlay - Tennis Courts	12,200.00
	Police Car	29,271.50
	Capital Project Streets	22,062.00
	TIF #1 Retirement	28,846.00
	TIF #2 Fund	550,000.00
	Capital Acquisition Fund	107,101.00
	Sewer Account	33,868.40
	Sewer Replacement #1	60,791.52
	Sewer Replacement #2	75,698.01
	Water	67,508.93
	Cty TT/Graham St Repair	60,000.00
	Library Outlay	3,000.00

2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Animal Complaints	1	0	0	0	0	0	0	0	0	0	0	0	**1**
Motor Vehicle Accidents	6	2	8	0	0	0	0	0	0	0	0	0	**16**
Criminal Incident Reports	22	17	14	3	0	0	0	0	0	0	0	0	**56**
Contact Incident Reports	63	70	63	15	0	0	0	0	0	0	0	0	**211**
Juvenile Reports	4	5	3	1	0	0	0	0	0	0	0	0	**13**
Traffic Citations	62	34	46	10	0	0	0	0	0	0	0	0	**152**
Non-Traffic Citations	5	2	2	0	0	0	0	0	0	0	0	0	**9**
Parking Citations	5	8	3	0	0	0	0	0	0	0	0	0	**16**
Written Warnings	2	7	2	0	0	0	0	0	0	0	0	0	**11**

Supplement Report: RO2018000282

On June 2, 2018 at approximately 7:37pm I, Officer Joel J. Trepczyk, along with Officer Mann of the Roberts Police Department, were eating dinner at the pavilion in Village Park during a Good Neighbor Days event. While eating, I heard a female, later identified as Jessica Lynn Hanes 09-08-1982, say, "HELP! HELP!"

I turned around and observed HANES holding a female, later identified as Mary Lucinda Pagel 11-24-1953, who appeared to be having a medical emergency. I activated my body-worn camera.

I radioed to dispatch and requested EMS respond to the pavilion for an unknown medical. PAGEL appeared to be having trouble breathing and was having muscle contractions. I encouraged PAGEL to keep breathing and to stay conscious.

PAGEL's breathing became more slower and appeared to be more labored. PAGEL appeared to lose consciousness. I walked around the table and attempted to check for a pulse with no avail. I positioned PAGEL on the ground to reassess her breathing, pulse and airway.

PAGEL appeared to be gargling during shallow breathing. Officer MANN removed PAGEL's retainer/dentures which were half in/half out of her mouth. Officer MANN shined his flashlight into PAGEL's mouth with no avail.

I turned PAGEL on her left side momentarily turned on her left side. PAGEL appeared to have stopped breathing. I turned PAGEL onto her back. I couldn't find a pulse. Officer Mann informed me he found a weak pulse.

I informed dispatch that PAGEL had stopped breathing and that we were going to begin CPR shortly.

Two females approached me and informed me they were medically trained (one a nurse and the other an off-duty MN-State Trooper). The unknown nurse began chest compression while I supported PAGEL's neck/chin to try to maintain an airway. The off-duty trooper counted out chest compressions.

Officer Mann ran to the Robert Rescue rig to retrieve the AED. The off-duty trooper used my knife to cut PAGEL's shirt open to apply the AED pads. A shock was advised and a pulse was reestablished.

Roberts Rescue arrived on scene and took over. I interviewed HANES. HANES described PAGEL as her mother. HANES stated she and PAGEL were eating when HANES became unresponsive. HANES stated PAGEL had: asthma, diabetes, high blood pressure and was allergic to bees. HANES was unaware about any medications PAGEL was taking.

New Richmond Ambulance arrived on scene. PAGEL was transported by New Richmond Ambulance to Regions Hospital. HANES stated she would be responding to Regions.

I identified the off-duty MN-State Trooper as Lisa Marie Lorenzen 10-04-1981.

End of Report
SAVED AS: **PAGEL 06-02-2018**
4913

ROBERTS POLICE DEPARTMENT
107 East Maple Street
Roberts, WI 54023
(715) 749-3467

Narrative Report

Complaint/Number: RO2018-0282

Reporting Officer: T. Mann #4904

Date of Report: 6/4/2018

Offense/Incident: EMS – Seizure / Heart Attack / CPR

Suspect/Defendant: MARY L. PAGEL, F/W, 11/24/1953

On Saturday, June 2, 2018 at 1937 hours, I, Officer Thomas Mann of the Roberts Police Department was eating lunch at the Good Neighbor Days pavilion with Officer Joel Trepcyzk (4913) when we heard a female shout for help twice.

Officer Trepcyzk and I looked behind us and observed a female who we later identified as JESSICA L. HAINES, F/W, 9/8/1982, in distress as she held her mother, MARY L. PAGEL, F/W, 11/24/1953 up in her chair next to her. Officer Trepcyzk and I rushed over to Haines and Pagel to assist.

I began speaking to Pagel to see if she would respond to me. Pagel did not seem to be alert and was making gargling sounds as she looked up in a manner that appeared to be in panic and distress. I noticed Pagel was having difficulty breathing and was swaying in the chair. I looked inside of her mouth to see if she may have been choking on food, but it did not seem like her airway was obstructed. Officer Trepcyzk made radio contact with Dispatch, advising them of our findings and made an emergent request for EMS response.

After EMS was requested, Officer Trepcyzk and I continued to investigate into Pagel's emergent status. Pagel began turning purple in the face and started to breath even more shallow before she stopped breathing. Officer Trepcyzk and I decided to move her to the floor to get her ready for CPR if it would be needed. Once on the ground, Officer Trepcyzk attempted to check for a pulse as I again checked inside of her mouth for a blocked airway. I used my flashlight but could not see anything past her tongue. Officer Trepcyzk advised he could not find a pulse. I made a second attempt and was able to find a weak pulse on her neck. After finding a pulse, I observed Pagel push out her bottom denture. I removed the denture after donning a glove and placed it on a nearby table. Because there was some food debris in her mouth still, Officer Trepcyzk and I rolled Pagel over to her side in case she needed to vomit. There was no response from Pagel, so we returned her to her back.

Shortly after, two females came to assist Officer Trepcyzk and I. I later was informed the two females were an off-duty Minnesota State Trooper named LISAMARIE ELIZABETH LORENZEN, F/W, 10/4/1981 and a nurse. The nurse checked Pagel over and requested an AED. I left the scene to locate an AED in the main building. As I ran to the main building, I observed Roberts Rescue member Jason Fouks heading towards the pavilion. I shouted to him that I needed an AED and he responded back he had it. I met him, took the AED, and ran back to Pagel's location, turning it over to the nurse. I also observed Roberts Rescue member Jeff Vogt on scene at this time. Two members of the team assisting Pagel had began CPR while I was retrieving the AED.

With the AED attached to Pagel, it did a check of Pagel and announced a shock was advised. I made sure all assisting Pagel were clear and the shock was delivered. CPR was then continued while Vogt and the unnamed nurse began providing Pagel with a breathing tube and apparatus. After approximately 90 seconds, the AED announced it would check Pagel's status in case a second shock was needed. The AED advised no shock was needed and a pulse was found. I passed this information on to Dispatch at 1945 hours.

At 1950 hours, New Richmond Rescue arrived on scene and took over primary duties with Pagel. Pagel was placed on a board and moved to the ambulance by all members assisting Pagel. I assisted EMS with collecting their medical equipment and then assisted GND staff with cleaning up the area and returning the tables to their proper positions.

Roberts Police Officer Derek Dravis (4907) was also on scene and assisted EMS with direction to the scene as well as scene safety.

On Monday, June 04, 2018, at 1800 hours, I made telephone contact with Haines to follow up with her on Pagel's condition. She advised she was doing much better as she was alert and breathing on her own. She informed me that Pagel had suffered a heart attack due to four blockages. I spoke with Haines for approximately ten minutes before clearing the phone call. I have no further information at this time.

END OF REPORT

T. Mann #4904
Roberts P.D.

March 2019 Director's Report-Krissa Coleman-Director

* March is National Youth Art month and it's the 5th year that we have been displaying artwork for SCC students, K-12 grades. This year we added an open house for parents and families on March 7th. We had almost 70 people come in. The art teachers were given invitations to have students give to parents to help get the word out that they had art on display. We served cookies, coffee and lemonade and the event was very successful so we will plan to make this an annual event. We also promoted the Teen Area Mural winner, Sara Nyhus. She has started the mural and it is going to be such a beautiful addition to the space. I love that it can be seen as soon as you enter the library.

*I led Executive Council on March 1st in Eau Claire. We the main items discussed were the IUG conference attendees which will be in May and also the online patron registration policies.

*Yoga is still happening through May on the first Saturday of the month. The instructor has been happy with the attendance.

*The auditor found some discrepancies with WRS being paid for an employee that didn't quite meet the annual hours that are needed. The board had voted to allow that, but we have since found out that it isn't possible. I have moved some money around in the budget to add the approximately 50 hours for the year to that staff member to be able to work so the benefit of WRS can continue to be paid.

*Starting Seed Gardens was a class held in partnership with My Sister's Garden. Everyone that attended took away great information and seeds to be started while we wait for all of this snow to melt.

*March 11th I shared the current events at the Village board meeting.

*Stephanie Lamia held an informational program for buying and selling houses on March 14th. It's a very specific topic, but those that attended took away good information.

*March 14th was Tech Night with Barb.

*March 15th I led the Director's Council in Eau Claire. We actually met at the CVTC campus because of parking constraints at the IFLS building. We passed the online patron registration policy for e-materials, and heavily discussed Google ads which led to creating a subcommittee to start at marketing plan for the consortium.

*Play and Learn continues to meet on Tuesday mornings. Spring session started in March and will go through May.

*March 8th Brittany was at the Simply Giggle location for a story time.

*Tween Book Club was March 16th. This month the group discussed the Night Gallery by Veera Hiranandani. She also went in for book club at the Middle School on March 14th to continue to read Al Capone Does my Shirts.

* Brittany continues to go to the elementary school for Kids CARE on Tuesdays and Wednesdays. The kids came down to watch the Movie Matinee on March 25th. They also came to the library on Tuesday and

Wednesday of spring break to have book checkouts and play. It's so good to see the kids back here at the library. We are hoping that now the weather will hold out and spring will actually be here so they can come down every week.

*Dana from Job Center comes the third Wednesday every month to assist anyone with job search, resumes and even interview skills.

*Traveling Book Club was at Postmark Grill on March 21st and they discussed Prairie Fires by Caroline Fraser.

*The last half of the month has been spent on major weeding projects to get ready for the book sale in April. We will not be accepting donations this year as we have no room to store the hundreds of extra books and typically we end up taking more of those items to Goodwill.

*Brittany was at the High School for Teen Book Club on March 21st. They discussed The Last Magician by Lisa Maxwell.

*During the week of spring break we offered a Movie Matinee with popcorn, two days of sensory play, a day of robot play, a day of origami crafting and Legos. Patrons really appreciated having some extra things to do for the week.

* A Novel Idea Book Club met on March 25th at Bobtown Brewhouse. They discussed A Dog's Purpose by w. Bruce Cameron.

*Saturday-Story time with Marilyn is definitely something that was needed in our programming.

*Julie and Ole came for Paws to Read on March 19th and 26th. She also brought Uffda and he is still in training.

*Lego Club was held on March 30th.

*Stitching group met on Fridays the Archive Room from 12:30-3 pm.

*Every Thursday afternoon we have a group of knitters and crotcheters who gather in the Community Room.

*Senior Coffee and Cookies continues every Friday at 10 am. We reached a new record this month one Friday we had over 20 people!

*The Strong Seniors continues to meet on Tuesdays and Thursdays to do chair workouts to a video.

The balance remaining for 2016 is $270,580-$251340.08=$18,717.92 carry over for outlay for library projects.

CIRCULATION ACTIVITY by STAT GROUP (Feb 19)

731; 732; 737

I TYPE	CHKOUTS	CHKINS	RENEWALS	ITEMS CIR(	HOLDS	HI/RECLL	TOTAL #	PERCENT
Lucky Day 7 day	11	13	0	11	0	0	24	0.3%
Lucky Day 3 day	66	73	0	66	0	0	139	1.5%
Book hardcover	2,040	1,991	683	2,723	52	0	4,766	51.5%
Book hardcover	10	11	4	14	0	0	25	0.3%
Book softcover 3	281	279	136	417	10	0	706	7.6%
Book softcover 2	5	2	1	6	0	0	8	0.1%
Book mass mark	23	30	11	34	1	0	65	0.7%
Book large print	43	60	12	55	1	0	116	1.3%
Book large print	1	0	0	1	0	0	1	0.0%
Book LP softcove	12	6	5	17	1	0	24	0.3%
Graphic novel 3	73	109	34	107	4	0	220	2.4%
Board book	134	123	26	160	0	0	283	3.1%
Board book No H	2	2	0	2	0	0	4	0.0%
Big book No Hol	1	0	0	1	0	0	1	0.0%
Special program	0	0	0	0	1	0	1	0.0%
Book and Audio	19	13	4	23	0	0	36	0.4%
Pamphlet	1	0	1	2	0	0	2	0.0%
Magazine 1 wk	163	140	104	267	0	0	407	4.4%
Magazine 2 wks	1	1	0	1	0	0	2	0.0%
Magazine 3 wks	2	1	0	2	0	0	3	0.0%
Audiobook CD 3	98	111	34	132	6	0	249	2.7%
Audiobook CD 2	0	1	0	0	0	0	1	0.0%
Music CD 3 wks	22	32	18	40	0	0	72	0.8%
ILL loan items	2	5	2	4	0	0	9	0.1%
DVD 1 wk	614	635	293	907	1	0	1,543	16.7%
DVD 2 wks	48	45	15	63	0	0	108	1.2%
DVD 3 wks	30	37	9	39	0	0	76	0.8%
Blu-ray 1 wk	3	4	0	3	0	0	7	0.1%
Blu-ray 2 wks	0	1	0	0	0	0	1	0.0%
Blu-ray/DVD cor	17	15	12	29	0	0	44	0.5%
Kit 3 wks No Hol	8	7	2	10	0	0	17	0.2%
Puzzle No Holds	22	25	7	29	0	0	54	0.6%
Game disc	29	50	25	54	0	0	104	1.1%
Game cartridge	6	6	0	6	0	0	12	0.1%
Mobile Hot-spot	8	9	0	8	0	0	17	0.2%
No Code	0	0	0	0	99	0	99	1.1%
Total	3,795	3,837	1,438	5,233	176	0	9,246	100.0%

CIRCULATION ACTIVITY by STAT GROUP (Feb 19)

731; 732; 737

ACT150 LOC	CHKOUTS	CHKINS	RENEWALS	ITEMS CIR(	HOLDS	HI/RECLL	TOTAL #	PERCENT
V Baldwin/St.Cr(	47	46	18	65	1	0	112	1.2%
V Boyceville/Dur	4	1	7	11	0	0	12	0.1%
V Hammond/St.(	137	174	134	271	1	0	446	4.8%
C Hudson/St.Cr(	91	24	4	95	0	0	119	1.3%
C New Richmonc	12	10	25	37	0	0	47	0.5%
C Park Falls/Pric	0	1	0	0	0	0	1	0.0%
C River Falls/Pie	22	19	11	33	8	0	60	0.6%
V Roberts/St.Cr(	1,441	1,421	344	1,785	111	0	3,317	35.9%
C River Falls/St.·	28	5	5	33	0	0	38	0.4%
V Somerset/St.C	4	0	0	4	0	0	4	0.0%
V Wilson/St.Croi	8	0	1	9	0	0	9	0.1%
V Woodville/St.C	8	8	1	9	1	0	18	0.2%
O Monarch/LS/x	1	0	0	1	0	0	1	0.0%
O Manitowac-Ca	2	3	0	2	0	0	5	0.1%
O Nicolet/LS/x	0	1	0	0	0	0	1	0.0%
O Northern Wate	1	1	0	1	0	0	2	0.0%
O Southwest Wi:	1	3	0	1	0	0	4	0.0%
O Bridges/LS/x	0	1	0	0	0	0	1	0.0%
O Winding River:	2	2	0	2	0	0	4	0.0%
O Wisconsin Vall	3	2	0	3	0	0	5	0.1%
O Special Library	1	0	0	1	0	0	1	0.0%
O School Library	0	1	0	0	0	0	1	0.0%
O Other Library	3	0	0	3	0	0	3	0.0%
O Indianhead/LS	1	8	0	1	0	0	9	0.1%
T Trade Lake/Bu	0	1	0	0	0	0	1	0.0%
T Tilden/Chippev	24	0	0	24	0	0	24	0.3%
T Ellsworth/Pierc	0	2	0	0	0	0	2	0.0%
T Oak Grove/Pie	0	1	0	0	0	0	1	0.0%
T River Falls/Pie	13	17	3	16	0	0	33	0.4%
T Trimbelle/Pierc	1	5	0	1	0	0	6	0.1%
T Baldwin/St.Cr(	18	4	0	18	0	0	22	0.2%
T Cady/St.Croix/	4	2	0	4	1	0	7	0.1%
T Emerald/St.Cr·	1	1	0	1	1	0	3	0.0%
T Erin Prairie/St.	13	9	3	16	0	0	25	0.3%
T Hammond/St.(	561	592	250	811	18	0	1,421	15.4%
T Hudson/St.Cr(	219	229	79	298	2	0	529	5.7%
T Kinnickinnic/St	162	178	83	245	1	0	424	4.6%
T Pleasant Valley	8	12	1	9	0	0	21	0.2%
T Richmond/St.C	80	104	39	119	2	0	225	2.4%
T Rush River/St.	1	5	0	1	0	0	6	0.1%
T St.Joseph/St.C	17	12	12	29	7	0	48	0.5%
T Stanton/St.Cr(	0	1	0	0	0	0	1	0.0%
T Troy/St.Croix/	5	5	2	7	0	0	12	0.1%
T Warren/St.Cro	851	926	416	1,267	22	0	2,215	24.0%
Total	3,795	3,837	1,438	5,233	176	0	9,246	100.0%

Hazel Mackin Community Library Events April 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 Story Time Theme: Pets **Food for Fines all month**	1 Story Time 10:30-11:15AM	2 Strong Seniors 1PM	3 Story Time 10:30-11:15AM	4 **Strong Seniors 1PM** Knitting Group 2:15PM	5 **Senior Coffee and Cookies 10AM** Stitching Group 12:30-3PM	6 **Yoga* 10:30-11:30AM**
7 Story Time Theme: Spring **Book Sale 8th-13th**	8 Story Time 10:30-11:15AM	9 Strong Seniors 1PM	10 **Story Time 10:30-11:15AM** Kids CARE 3:45-4:45PM	11 **Strong Seniors 1PM** Knitting Group 2:15PM **Teen Book Club SCC High School 9th Hour** Tech Night* 4:45-7PM	12 Coffee and Cookies 10AM **Stitching Group 12:30-3PM**	13 **Succulent Gardening* 10:30-11:30AM**
14 **Story Time Theme: Rabbits**	15 Story Time 10:30-11:15AM	16 Strong Seniors 1PM	17 **Job Center 10-12PM** Story Time 10:30-11:15AM	18 **Strong Seniors 1PM** Knitting Group 2:15PM **Traveling Book Club 6PM**	19 **CLOSED Happy Easter**	20 **CLOSED Happy Easter**
21 **Story Time Theme: Garden**	22 Story Time 10:30-11:15AM **Movie Matinee "Mary Poppins Returns" PG 1PM**	23 Strong Seniors 1PM	24 Story Time 10:30-11:15AM	25 **Strong Seniors 1PM** Knitting Group 2:15PM	26 Senior Coffee and Cookies 10AM **Author Talk-Sara DeLuca 12:30PM** Stitching Group 12:30-3PM	27 **Tween Book Club 10-11AM**
28 **Story Time Theme: Library**	29 Story Time 10:30-11:15AM **A Novel Idea Book Club 5:30 @ Bobtown Brewhouse**	30 Strong Seniors 1PM	1 Story Time 10:30-11:15AM	2 **Strong Seniors 1PM** Knitting Group 2:15PM	3 **Senior Coffee and Cookies 10AM** Stitching Group 12:30-3PM	4 **Yoga* 10:30-11:30AM**

*Register at the circulation desk or by calling 715-749-3849. Like us on Facebook.

Village of Roberts

MUNICIPAL COURT CALENDAR

March 2019 to April 2020

Thursdays at 6 P.M.

Roberts Village Hall, 107 E. Maple Street

Scheduled Court Sessions	Citation Cutoff Date
2019	
March 28	March 14
April 25	April 11
May 23	May 09
June 20	June 06
July 18	July 04
August 22	August 08
September 19	September 05
October 24	October 10
November 21	November 07
December 19	December 05
2020	
January 23	January 09
February 27	February 13
March 26	March 12
April 23	April 09

Plan Commission Meeting
Village of Roberts
Thursday, April 4, 2019

The Plan Commission meeting was called to order at 7:00 PM by President Moeri.

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

Present: Katy Kapaun, Jerry Weiss, Chad Svacina, Helen Kusilek, Steve Melby, Willard Moeri.
Absent:
Visitor: Angie Goodwin.

Building Inspectors Report

- Report is in the packet for you to review.
- Question regarding the lots that Shawn Bird pulled permits on and clarification on Preferred Builders.

Discussion of Farmer's Market

- Mike from Bobtown Brew House is looking to start a farmer's market in his parking lot. The first day would be Saturday, June 8th from 9:00 to 1:00 pm. He is contacting local growers to see if they are interested.
- This is a go for the Plan Board.

Discussion/approval regarding allowing Park Model Homes in the Trailer Park.

- Dale Stewart is asking for permission for Lot 7 to be able to stay in the mobile home park. She moved here and signed the lease before the discussion started.
- Jerry is concerned about how to prevent this from happening again. Dale assured the board that this is a one-time issue until he comes forward to propose a change. If tiny homes are the waive of the future then Dale will be in to ask about adding zoning for these houses. Jerry is asking as a Village if we want this type of house?
- Discussed the zoning issues that we currently have with the size of these homes and if we are going to allow them or not.
- Recommended that we reach out to the Village attorney and Building Inspector to see if they have input.
- Motion to recommend this moving to the zoning board of appeals by Svacina, seconded by Melby. Motion carried.

Discussion/update of Amend Chapter 70 – Zoning of B-3 General Business District to add the Conditional Use for Multi-Family Housing.

- This was just an update to tell the Plan Board that the Village Board approved the recommended changes to allow multi-family housing in the B-3 District. There was clarification from the Village Attorney regarding the questions that they had from the prior month.

Other Business

- Discussed the potential use for the Grocery Store site

- Discussed the park area and tower access for Rolling Meadows. When is this road going to be put in or is it supposed to be a temporary road that allows access until the 8th addition is added? Will follow-up at next month's meeting.
- Meeting on Tuesday with Dick Pearson to see what is happening in Roberts.

Motion to adjourn at 8:15PM by Svacina, seconded by Melby. Motion Carried

Megan Dull
Village Clerk

DRAFT

All-Croix INSPECTIONS LLC

ROBERTS OPEN

Municipality	Date Iss.	Fee	Paid	Cost	Permit #	Owner/Contractor Name	Phone	Project/Site Address	Footing	Foundation	Construction	Electrical	Plumbing	HVAC	Insulation	Erosion	Other	Final
Roberts	10/12/2016	$60.00	yes		313-16	Dustin & Paige Hawkins 1106 Briarwood Blvd. Roberts, WI 54023	715-441-9929	Shed 1106 Briarwood Blvd. Roberts, WI										11/17/16 Failed move fence and shed
Roberts	11/10/2016	$450.00 plus seal	yes	$36,026.00	321-16	Dale Stewart 757 107th Street Roberts W 54023	715-497-9996	Manufactured Home 75 Terresa Street	11/16/2016			2/16/2017	2/16/2017	2/16/2017				
Roberts	1/27/2017	$60.00	yes	$2,923.00	324-17	Dale Stewart 757 107th Street Roberts W 54023	715-749-3937	Deck 75 Teressa St. Roberts, WI	Previous								Footings in. 1-27-17	
Roberts	5/1/2017	$60.00	yes	$60.00	343-17	Drew Peterson 317 Pleasant ST Roberts, WI	715-410-0426	Roof 317 Pleasant ST Roberts, WI										

BIRD, SHAUN 409 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190133	100,000
BIRD, SHAUN 411 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190134	100,000
BIRD, SHAUN 413 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190135	100,000
BIRD, SHAUN 415 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190136	100,000
BIRD, SHAUN 417 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190137	100,000
BIRD, SHAUN 419 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190138	100,000
TOTAL NEW SINGLE FAM CONSTRUCTION:	23	2,604,500

RESIDENTIAL RENOVATIONS

Owner/Address	Description/Permit #	Estimated Value
TOTAL RESIDENTIAL RENOVATIONS	0	0
TOTAL ALL RESIDENTAL CONSTRUCTION:	23	2,604,500

OTHER BUILDING PERMITS

Owner/Address	Description/Permit #	Estimated Value
SHEPARD, ELIZABETH & ADAM 100 N MEADOW LN 54023	FENCE F-19-190144	0
TOTALS:	1	0

TOTAL # OF BUILDING PERMITS / VALUE:	24	2,604,500

CERTIFICATES OF OCCUPANCY

DATE ISSUED	ADDRESS	TYPE
3/07/2019	309 DAKOTA AVE 54023	PERMANENT
3/13/2019	1007 WYOMING ST 55129	PERMANENT

TOTAL PERMIT & INSPECTION FEES COLLECTED: 30,051.82

PROJECT CODE RECAP

PERMITS BY TYPE	# OF PERMITS	ESTIMATED VALUE
FENCE	1	0
RESIDENTIAL NEW SINGLE FAMILY	23	2,604,500
TOTALS	24	2,604,500

RESIDENTIAL CONSTRUCTION

NEW SINGLE FAMILY

Owner/Address	Description/Permit #	Estimated Value
BIRD, SHAUN 421 CHEYENNE ST 9854023	RESIDENTIAL NEW SINGLE B-19-190139	100,000
BIRD, SHAUN 423 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190140	100,000
BIRD, SHAUN 425 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190141	100,000
BIRD, SHAUN 427 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190142	100,000
OEVERING HOMES, LLC 340 DAKOTA AVE 54023	RESIDENTIAL NEW SINGLE B-19-190073	164,500
PREFERRED BUILDERS INC 100 JENNIFER RAE 54023	RESIDENTIAL NEW SINGLE B-19-190101	130,000
PREFERRED BUILDERS INC 102 JENNIFER RAE 54023	RESIDENTIAL NEW SINGLE B-19-190102	130,000
PREFERRED BUILDERS INC 112 JENNIFER RAE 54023	RESIDENTIAL NEW SINGLE B-19-190103	130,000
PREFERRED BUILDERS INC 114 JENNIFER RAE 54023	RESIDENTIAL NEW SINGLE B-19-190104	130,000
PREFERRED BUILDERS INC 208 JENNIFER RAE 54023	RESIDENTIAL NEW SINGLE B-19-190105	130,000
PREFERRED BUILDERS INC 210 JENNIFER RAE 54023	RESIDENTIAL NEW SINGLE B-19-190106	130,000
PREFERRED BUILDERS INC 212 JENNIFER RAE 54023	RESIDENTIAL NEW SINGLE B-19-190107	130,000
PREFERRED BUILDERS INC 214 JENNIFER RAE 54023	RESIDENTIAL NEW SINGLE B-19-190108	130,000
BIRD, SHAUN 401 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190129	100,000
BIRD, SHAUN 403 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190130	100,000
BIRD, SHAUN 405 CHEYENNE ST 54023	RESIDENTIAL NEW SINGLE B-19-190131	100,000
BIRD, SHAUN 407 CHEYENNE ST 86354023	RESIDENTIAL NEW SINGLE B-19-190132	100,000

INSPECTIONS BY TYPE

PERMIT TYPE	# OF INSPECTIONS	RES	COMM
BUILDING PERMIT	17	17	0
TOTALS	17	19	0

ROBERTS COMMUNITY DEVELOPMENT AUTHORITY

Regular Meeting: March 27, 2019

Members Present: Rand Waughtal, Willard Moeri, Don Graf, Mary Shemon, Beth Langevin , Jim Smith, John Litka and Maureen Carlson from 3D Strategies.

Visitors Present: Peter Tharp

Call To Order: The meeting was called to order by Chairperson Waughtal at 6:31 pm at the Roberts Village Hall. Motion by Graf seconded by Langevin to approve the minutes of the February 27, 2019 regular meeting. Approved without opposition.

Old Business: *TID #1 Closeout & Affordable Housing Extension:* Chair Waughtal distributed copies of successful TID Extension Resolutions he received from the cities of Oshkosh and Appleton, Wisconsin. The Chair started reviewing the resolution from Appleton. Maureen Carlson said she thought Oshkosh's was a better fit for Roberts. Moeri and Graf agreed with Carlson. Moeri wondered about the phrase "Healthy Neighborhood Initiative" in Oshkosh's resolution. Chair Waughtal brought up the Comprehensive Plans listed in both resolutions, and asked Moeri about Roberts' Plan. Moeri remembers the Village having one done with Warren Township several years ago. He said things were a lot different back then, so the Plan will need updating. The Chair asked members to use one or the other, or a combination of both resolutions, to give him a rough language for the Preamble (WHEREAS clauses) that would apply specifically to Roberts' Affordable Housing resolution. It was decided two clauses from Oshkosh's dealing with the Comprehensive Plan and how it applies to housing should be first. Next should be a housing improvement program similar to Oshkosh's Healthy Neighborhood Initiative. Langevin read the description Oshkosh has for that program. She says the part of protecting and maintaining neighborhoods were important. Members discussed what would be involved in accomplishing that. Carlson said not to put too much thought into this right now. Smith said we could make our own initiative and call it whatever we want. The Chair says we can create our own program with a separate resolution and name it something like Roberts Good Neighbor Program. Members liked that idea. They also wanted to add into the clause, language borrowed from Appleton, "infrastructure improvement for affordable housing at village cost". Then a clause should be inserted about the U.S. Census Survey of Roberts from 2013-2017, which lists the specifics of current housing stock. Then finish the preamble with a couple of clauses pertaining to TID #1 creation and its final closing.

The chair then asked for comment on the Resolving Clauses (THEREFORE BE IT RESOLVED). It was decided those clauses would follow more of Appleton's version: 1) funding infrastructure and improvements, at Village expense, for neighborhoods is critical to the Roberts community; 2) that these projects benefiting affordable housing will benefit all Roberts residents by maintaining/increasing property values in transitional neighborhoods and throughout the Village; 3) that the TID #1 Extension will be the major funding for the realization of those projects; and 4) that the Village will extend TID #1 for one year to fund those improvements. With that complete, the Chair will organize and fine tune the language to be included in a discussion draft for members to review and adjust at the April CDA

Meeting.

Moeri wondered if/when this extension goes through, when funds might be available to begin the projects. The Chair says the 2018 Final Audit will be done shortly. We would then have a good idea when we can close TID #1 and submit the resolution. However, we don't know how or when the money will be forwarded to the Village, or whether it will be determined by calendar year, as property taxes are currently, or one year from the date the TID closes. We'll just have to begin the process and figure out everything else as it plays out.

Other Business: Chair Waughtal distributed an Ehlers & Associates article regarding Governor Evers' Proposed Changes to Wisconsin tax increment financing. If it passes as written, it could limit "pay as you go" tax increment revenues generated in future districts. The article was informational only, but the Chair wants members to be aware that State politics can greatly change all of our planning.

Chair Waughtal asked members if there should be a summer edition of the CDA newsletter. With TID #1 closing and no more Business Spotlight, there wasn't much news to inform citizens about. Langevin said the newsletter would be a perfect vehicle to promote, to the residents, when TID #2 opens, and if the Affordable Housing Extension Project comes to fruition. Members decided not to compile a Summer 2019 newsletter.

The next scheduled meeting will be Wednesday April 24, 2019 @ 6:30 pm at the Roberts Village Hall.

Adjournment: Motion to adjourn by Shemon, seconded by Graf. Motion approved without opposition. Meeting adjourned at 8:00 pm.

Jim Smith,

CDA Secretary

Village of Roberts
Public Works Committee – March 21, 2019
Meeting Minutes

The Public Works Committee Meeting on March 21, 2019 was called to order at 6:30 P.M. by Moeri.

Present: Moeri, Melby, Hall, Waughtal, Soltis and Johnson.

Absent: Lamson.

Visitors: John Bond and Peter Tharp.

The Meeting was properly noticed and posted in the Village of Roberts in three locations.

- **Approval of Minutes from January 17th, 2019 – Motion** to approve the minutes from January 17th, 2019 by Hall, second by Waughtal. **Motion** carried.
- **Discussion on how to handle Water leaks complaints –** This has been on ongoing discussion for the Village of Roberts, the Clerk's office contacted the surrounding Municipalities to see what their policies are. After the public works committee reviewed the City of New Richmond's water leak sewer adjustment policy they agreed this would be a great way for our Village to review water/sewer problems. The Application will be filled out by the resident and reviewed by the board.
  Motion to adapt New Richmond's Water Leak Sewer Adjustment Policy with adding a onetime occurrence per home owner and that the resident notify the Village of Roberts with in two days from the day they notice the leak, by Melby, second by Johnson. **Motion** carried.
- **Any other Business –** Bond and Moeri updated the board on the WWTP Phosphorus removal project with Clearas project. April 8th is the opening of the bids and April 15th is when they are awarded. The walk thru at the plant for the bidding process had a poor attendance. Moeri informed the board that the new bobcat had arrived and the Public Works guys were testing it out.
  Melby would like to see it written on the disconnect notice as well as the posting that all past due water/sewer/garbage bills need to pay no less the half of the amount due. This will be discussed at the May Public Works meeting.
  Bond is going to a water conference the week of March 26th thru the 29th so he will connect with the PSC and talk it through with them.
  Motion to adjourn at 8:00 P.M. by Hall, second by Melby. Motion carried.

Barb Newton
Deputy Clerk

WATER LEAK SEWER ADJUSTMENT POLICY

Policy

The City of New Richmond Utilities (hereinafter referred to as "The Utility") owns and operates a waste water treatment plant (WWTP) and water distribution system.

The Utility will repair meters, and the cost of such repairs caused by ordinary wear and tear will be borne by the Utility. Repair of any damage to a meter resulting from the carelessness of the owner of the premises, owner's agent, or tenant, or from the negligence of any one of them to properly secure and protect same, including any damage that may result from allowing a water meter to become frozen or to be injured from the presence of hot water or steam in the meter, shall be paid for by the customer or the owner of the premises. (City of New Richmond Ordinance No. 86-116).

The service pipe from the main to the curb stop will be maintained and kept in repair and when worn out, replaced at the expense of the Utility. The property owner shall maintain the service pipe from the curb stop to the point of use. If a consumer fails to repair a leaking or broken service pipe from curb to point of metering or use within such time as may appear reasonable to the utility after notification has been served on the consumer by the Utility, the water will be shut off and will not be turned on again until the repairs have been completed. (City of New Richmond Ordinance No. 86-117)

The customer is responsible from the curb stop to the house including plumbing inside of the house as well as outside water faucets and irrigation systems. It is the customer's responsibility to keep the meter box accessible for meter reading and repair.

Eligibility

This policy is intended to address leaks which may be considered for a sewer adjustment. Only water pipe breaks (leaks) that develop after metering which do not add any volume of water to the WWTP may be considered for a sewer adjustment. There will be no adjustment to the water portion of the bill.

Revised per Utility Approval on September 6, 2017
Approved and Adopted at the May 5, 2009 Utility Commission Meeting

Application Process

Upon receipt of a letter of request to the City of New Richmond's Utility Commission, the Utility will review the sewer bill. To be eligible for the review, the following information must be provided within 60 days of the billing date when the excessive use was posted:

1. Name of customer (and property owner if different)
2. Phone number of customer (and property owner if different)
3. Address of property where leak occurred
4. Owner occupied or rental?
5. Was property occupied at the time the leak occurred?
6. Date customer became aware of leak
7. Date leak was repaired
8. Copies of repair invoices or receipts
9. Letter of explanation of how the leak occurred
10. Sketch of the exact location of the leak
11. Photographs of the leaking pipe (if available)
12. Authorization for a Utility representative to inspect the property where the leak occurred

In order to avoid a late penalty while the sewer bill review is pending, the customer must pay the bill by the due date. If the Utility Commission deems a sewer adjustment is appropriate, the billing department may then be directed to make the adjustment during the next billing cycle.

A field check will be made to verify that the leak was repaired and to obtain the current meter reading.

High water use resulting from any other incident is not eligible for any sewer adjustment. Examples of water use not eligible for a sewer adjustment are as follows:

- Leaking toilets and faucets
- Leaking water softener
- Leaking outside yard faucet
- Leaking irrigation systems
- Leaking hot water heater
- Faulty humidifier on furnace
- Accidental water use
- Any other plumbing inside or outside the house

EDUCATION/TRAINING REQUEST FORM

NAME: Megan Dorr

EVENT: WMCA Northern Wis. Clerk Training

EDUCATION REQUEST X **STAFF DEVELOPMENT** _

LOCATION: Eau Claire

DATES: May 9-10th

ESTIMATE OF COST (Mileage, meals, lodging, other)

Mileage 122 per day X 2 days = 244 x 58¢ = $141.50
Class $125

DESCRIPTION OF CLASSES

Board of Review, liquor licensing, budget basics
election information

EDUCATION/TRAINING REQUEST FORM

NAME: Barb Newton

EVENT: WMCA Northern Wi Clerk-training

EDUCATION REQUEST X **STAFF DEVELOPMENT** __

LOCATION: Eau Claire

DATES: May 9-10th

ESTIMATE OF COST (Mileage, meals, lodging, other)

DESCRIPTION OF CLASSES

Board of Review, Liquor Licensing, Budget basics and Election

An innovative leader in responsible planning and development for over 40 years.
coordinate. partner. advocate. serve.

November 15, 2018

Re: Adoption Request for updated *St. Croix County All Hazard Mitigation Plan*

Dear Official:

Thank you for participating in the update of the County's all hazards mitigation plan. **For cities and villages to be eligible for FEMA funding for mitigation projects, adoption of this plan via resolution by their respective boards/councils is required.**

During the past year, Natasha Cardinal, St. Croix County Emergency Support Services, and I met with representatives from your community to identify hazard concerns and strategies. Based on these meetings, draft strategies were developed and distributed in July 2018 to all cities and villages for comment, followed by a notice inviting public comments on the draft plan. On October 11, 2018, the County received notification from Wisconsin Emergency Management that the draft plan meets applicable FEMA requirements.

Enclosed you will find the following:

- A model resolution that you may adapt to your standard format; a Word version is available upon request
- A copy of the project brochure as a reminder of the project purpose and types of eligible projects.
- The following key sections of the plan:
  - Multi-Jurisdictional (City & Village) Strategies
  - Appendix F. Unique Risks and Vulnerabilities by Incorporated Community (table & your map)
  - Appendix H. Hazard Mitigation Activities by Incorporated Jurisdiction
- A form to document your community's time for review and adoption for the grant match

A full version of the final draft plan and appendices are available for download at the WCWRPC website (*click on "Documents" on the left menu*) at: www.wcwrpc.org. The strategies in the plan are fairly general, offering the County and its municipalities great flexibility in implementation and pursuit of related grant funding. And while the plan does demonstrate an intent to address the hazard issues facing the County, it is not binding. Page 261 includes statements that strategies would only be implemented as time, budgets, and other resources allow with priorities determined by each individual community.

Once approved, please forward copies of adopting resolutions to my attention for inclusion in the final plan document **no later than December 31, 2018**. If possible, also complete and return the attached time documentation form as an important in-kind contribution to St. Croix County for the grant program used to update this plan.

If you have any questions, comments, or changes to sections pertinent to your community, please contact myself at 715-836-2918 or Natasha Cardinal, St. Croix County Emergency Support Services, at 715-386-4751.

Sincerely,

Chris Straight
Senior Planner
chris@wcwrpc.org

Hazard Mitigation at Home and Work.

What are a few mitigation actions I can do at home or work?

1. Assess your risks and make a plan. Be sure to consider potential threats in your neighborhood.
2. Purchase a weather radio and/or install weather alert apps on your mobile device. Also sign-up for St. Croix County's alert system.
3. Identify a safe room or shelter with emergency supplies for tornado or extremely high wind warnings.
4. Harden your property against disasters with fire-resilient building materials, anchoring of buildings, and window and roofing systems capable of handling high winds, hail, and snow loads.
5. Protect your property from wildfire by clearing brush, dense trees, pine needles, and other flammable material in your home ignition zone.
6. Maintain your driveway's envelope (width/height) and surface to allow access by large fire equipment.
7. Test your basement for radon and, if on a private well, test your water supply annually.
8. Work with your insurance agent to ensure you are adequately covered and maintain back-up copies of critical documents and data at an off-site location.

How can I get involved?

- Contact St. Croix County Emergency Management for more information.
- Attend a County Local Emergency Management Planning Committee meeting.
- Attend the public informational meeting on the draft plan, which will be announced in the County's official paper early 2018.
- Be prepared at home and in your community. Preparedness materials and checklists can be found at www.ready.gov
- Get involved by signing-up for St. Croix County's emergency notification system (SCC-Alert) or be a NWS Skywarn Spotter. Support volunteer response providers such as the Red Cross and Salvation Army.



Contact Information

For more information, please contact:

Natasha Cardinal, Manager
St. Croix County
Emergency Management

1101 Carmichael Road
Hudson, WI 54016

Phone: 715-381-4911
Natasha.Cardinal@co.saint-croix.wi.us
Website: www.sccwi.us/sccess

This brochure and project is funded by a planning grant from the Federal Emergency Management Agency in coordination with Wisconsin Emergency Management. The project is being developed with the assistance of West Central Wisconsin Regional Planning Commission

September 2017

ST. CROIX COUNTY Wisconsin

WCWRPC

St. Croix County
Emergency Management

Hazard Mitigation Planning in St. Croix County



Reducing the vulnerabilities of disaster threats

ST. CROIX COUNTY Wisconsin

What is Hazard Mitigation Planning?

Hazard mitigation planning is the process of developing a set of actions designed to reduce or eliminate long-term risks to people and property from hazards and their effects.

In 2000, the U.S. Congress passed the Federal Disaster Mitigation Act of 2000 to encourage mitigation planning in order to reduce the costs associated with natural hazard events.

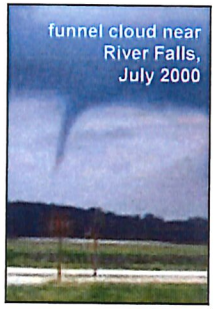
Communities are required to adopt a hazard mitigation plan in order to be eligible for Federal grant dollars for hazard mitigation projects.

Why plan?

- **Save lives and reduce injuries**
- **Protect infrastructure and property**
- **Reduce economic losses**
- **Promote coordination**
- **To maintain eligibility for Federal grant dollars for hazard mitigation projects**

Is my community involved?

Once adopted by the County Board, the plan will cover all unincorporated areas of St. Croix County; the county, towns, and electric cooperatives will be eligible for Federal mitigation grant funding.



All cities and villages in the county will be invited to participate in the process. Those incorporated communities which adopt the plan will also be eligible for hazard mitigation grant funds.

The plan recommendations are advisory, with implementation contingent upon the availability of grants or other resources.

How can communities use hazard mitigation grant dollars?

Projects vary greatly from weather radios to tornado shelters. Barron Electric Cooperative has used these funds to bury electrical lines which were prone to storm damage. Eau Claire, Curtiss, and Osceola have used FEMA mitigation funds to acquire floodprone structures.

How is the plan being developed?

This project will update the *St. Croix County All Hazards Mitigation Plan* adopted in March 2013.

Did you know?

Following a major disaster, over 25% of businesses do not reopen and 75% of companies without a business continuity plan fail within 3 years.

The plan's scope will focus on natural hazards of most risk in the County (e.g., flood, tornado, winter storms), as well as certain other man-made and technological threats such as long-term power loss and cyber-attacks.

The County Local Emergency Planning Committee (LEPC) will oversee the plan's update. These meetings are open to the public.

Town input will be gained through a hazard survey. Meetings and interviews will take place with each participating city and village, in addition to other key parties and stakeholders.

Some facts about flooding

Is there a flood risk in St. Croix County?

Since 1965, there have been 7 flood disaster declarations for St. Croix County. However, we experience many smaller stormwater and flash flood events that also cause serious damage. Nationwide, about 25% of all flood insurance claims are for areas outside of the 100-year floodplain.

Won't federal disaster assistance pay for my flood damages?

Federal assistance is only available if there is a formal presidential disaster declaration. Even then, most federal assistance is low-interest loans.



Doesn't my homeowner's insurance policy cover flooding?

Most policies do not cover flood damage. Contact your insurance agent or go to www.floodsmart.gov to learn more.

vilofrbt@baldwin-telecom.net

From: Chris Straight <chris@wcwrpc.org>
Sent: Monday, April 1, 2019 1:34 PM
To: vilofrbt@baldwin-telecom.net
Subject: St. Croix County Hazard Mitigation Plan Adoption
Attachments: cover on resolution to c&v.pdf; Roberts resol.doc; ScCo Haz Mit Brochure 4fold.pdf

Happy April,

Last November, a packet of information with the **attached letter** was sent to the clerks of the cities and village in St. Croix County requesting approval of the County hazard mitigation plan update as a prerequisite for FEMA mitigation grant dollars. I have also attached a project brochure along with a model resolution that you may modify as needed.

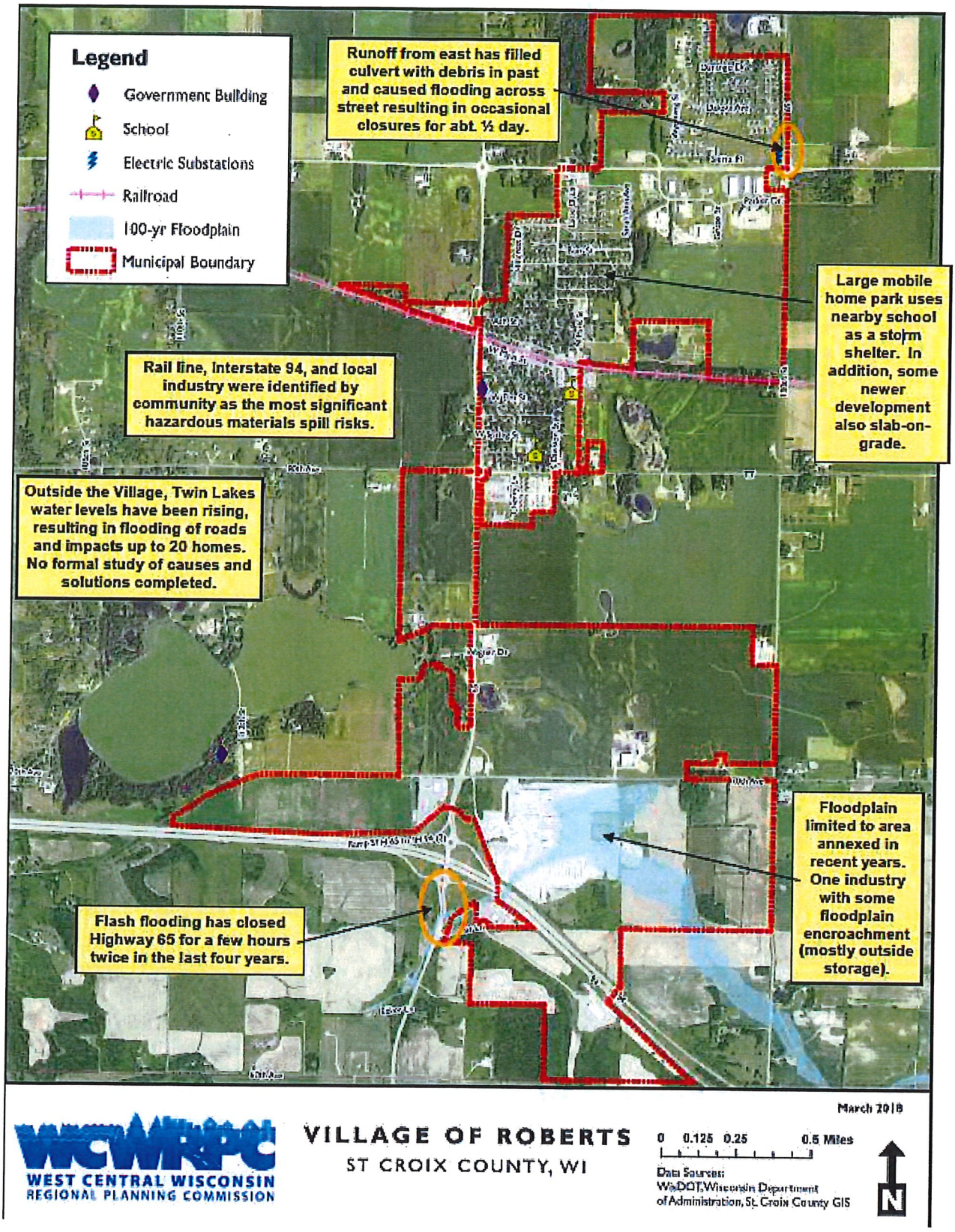
In a nutshell, in October 2017, the County Emergency Management Coordinator and I met with four representatives from your community to discuss hazard risks and potential mitigation projects. No specific priority mitigation projects (e.g., storm shelters, flood acquisitions/controls) were identified for Roberts, but some areas of flooding concern were identified that could be future projects should future flooding become a more significant problem. Though not located within the Village, the plan does note the flooding problems at Twin Lakes to the east, which could potentially be eligible for FEMA mitigation dollars once a formal study has identified a specific solution.

We are requesting that the Village Board now adopt the plan using the attached resolution so that your community can maintain eligibility for FEMA mitigation grant dollars. While the recommendations in the mitigation plan are not binding, potential projects must be referenced in the plan should you desire to pursue mitigate grant dollars in the future.

Once adopted, please scan and send me an email copy of the adopted resolution. Let me know if you've any questions.

Thank you,

Chris Straight, Senior Planner
West Central Wisconsin Regional Planning Commission
715-836-2918, Ext. 16


Legend
Government Building
School
Electric Substations
Railroad
100-yr Floodplain
Municipal Boundary
Runoff from east has filled culvert with debris in past and caused flooding across street resulting in occasional closures for abt. ½ day.
Large mobile home park uses nearby school as a storm shelter. In addition, some newer development also slab-on-grade.
Rail line, Interstate 94, and local industry were identified by community as the most significant hazardous materials spill risks.
Outside the Village, Twin Lakes water levels have been rising, resulting in flooding of roads and impacts up to 20 homes. No formal study of causes and solutions completed.
Floodplain limited to area annexed in recent years. One industry with some floodplain encroachment (mostly outside storage).
Flash flooding has closed Highway 65 for a few hours twice in the last four years.
March 2018
WCWRPC
WEST CENTRAL WISCONSIN
REGIONAL PLANNING COMMISSION
VILLAGE OF ROBERTS
ST CROIX COUNTY, WI
0 0.125 0.25 0.5 Miles
Data Sources:
WisDOT, Wisconsin Department of Administration, St. Croix County GIS
N

Village of Roberts, Wisconsin
Post-Issuance Debt Compliance Policy

The Village Board (the "Board") of the Village of Roberts, Wisconsin (the "Village") has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

IRS Background
The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the "Code") and regulations promulgated thereunder ("Treasury Regulations") governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various "Tax Credit" Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC Background
The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the "Rule"). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements ("CDA"). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be "communicating to the market" can be subject to regulatory scrutiny.

Post-Issuance Debt Compliance Policy Objective
The Village desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the Village has developed the following policy (the "Post-Issuance Debt Compliance Policy"). The Post-

Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy
The Village Clerk/Treasurer of the Village is designated as the Village's agent who is responsible for post-issuance compliance of these obligations.

The Village Clerk/Treasurer shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the "Post-Issuance Debt Compliance Procedures"). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Village Clerk/Treasurer shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Village Clerk/Treasurer will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Village Clerk/Treasurer or any other individuals responsible for assisting the Village Clerk/Treasurer in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the Village may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Village Clerk/Treasurer shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

Private Activity Bonds
The Village may issue tax-exempt obligations that are "private activity" bonds because either (1) the bonds finance a facility that is owned by the Village but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called "conduit bonds", where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of

either of these types of bonds, the Village Clerk/Treasurer shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Village Clerk/Treasurer may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the Village under federal law. In a case where the Village Clerk/Treasurer is concerned about the compliance ability of a private party, the Village Clerk/Treasurer may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Village Clerk/Treasurer is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the Village is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date April 8, 2019 by the Village of Roberts, Wisconsin

Village of Roberts, Wisconsin
Post-Issuance Debt Compliance Policy

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1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
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5. Miscellaneous Documentation to be Assembled and Retained
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7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Village Clerk/Treasurer shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Village Clerk/Treasurer will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Village Clerk/Treasurer or any other individuals responsible for assisting the Village Clerk/Treasurer in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

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The Village Clerk/Treasurer is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the Village is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date April 8, 2019 by the Village of Roberts, Wisconsin

Village of Roberts, Wisconsin
Post-Issuance Debt Compliance Procedures

The Village Board (the "Board") of the Village of Roberts, Wisconsin (the "Village") has adopted the attached Post-Issuance Debt Compliance Policy dated April 8, 2019. The Post-Issuance Debt Compliance Policy applies to qualifying debt obligations issued by the Village. As directed by the adoption of the Post-Issuance Debt Compliance Policy, the Village Clerk/Treasurer of the Village will perform the following Post-Issuance Debt Compliance Procedures for all of the Village's outstanding debt.

1) General Post-Issuance Compliance
   a) Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
   b) Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
   c) The Village Clerk/Treasurer understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (e.g. as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31(the "VCAP Program")).

2) General Recordkeeping
   a) Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation. If an obligation is refunded, then the final payment of the refunding obligation becomes the beginning of the period unless otherwise directed by the Village's bond counsel.
   b) Retain electronic (preferred) and/or paper versions of records and documents for the obligation.
   c) General records and documentation to be assembled and retained:
      i) Description of the purpose of the obligation (i.e. the project or projects) and the state statute authorizing the project.
      ii) Record of tax-exempt status or revocation of tax-exempt status, if applicable.
      iii) Any correspondence between the Village and the IRS.
      iv) Audited financial statements.
      v) All accounting audits of property financed by the obligation.
      vi) Obligation transcripts, official statements, and other offering documents of the obligation.
      vii) Minutes and resolutions authorizing the issuance of the obligation.
      viii) Certifications of the issue price of the obligation.

ix) Any formal elections for the obligation (i.e. an election to employ an accounting methodology other than the specific tracing method).
x) Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
xi) All information reports filed for the obligations.
xii) All management contracts and other service agreements, research contracts, and naming rights contracts.
xiii) Documents related to governmental grants associated with construction, renovation or purchase of property financed by the obligation.
xiv) Reports of any prior IRS examinations of the Village or the Village's obligation.
xv) All correspondence related to the above (faxes, emails, or letters).

3) Arbitrage Yield Restriction and Rebate Recordkeeping
   a) Investment and arbitrage documentation to be assembled and retained:
      i) An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the debt service fund to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
      ii) Statements prepared by Trustee and/or Investment Provider.
      iii) Documentation of at least quarterly allocations of investments and investment earnings to each obligation.
      iv) Documentation for investments made with obligation proceeds such as:
         (1) investment contracts (i.e. guaranteed investment contracts),
         (2) credit enhancement transactions (i.e. obligation insurance contracts),
         (3) financial derivatives (e.g. swaps, caps, and collars), and
         (4) bidding of financial products:
            (a) Investments acquired with obligation proceeds are purchased at fair market value (e.g. three bid safe harbor rule for open market securities needed in advance refunding escrows).
   b) Computations of the arbitrage yield.
   c) Computations of yield restriction and rebate amounts including but not limited to:
      i) Compliance in meeting the "Temporary Period from Yield Restriction Exception" and limiting the investment of funds after the temporary period expires.
      ii) Compliance in meeting the "Rebate Exception."
         (1) qualifying for the "Small Issuer Exception,"
         (2) qualifying for a "Spending Exception,"
            (a) 6-Month Spending Exception
            (b) 18-Month Spending Exception
            (c) 24-Month Spending Exception

(3) qualifying for the "Bona Fide Debt Service Fund Exception," and
(4) quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service funds.

d) Computations of yield restriction and rebate payments.

e) Timely Tax Form 8038-T filing, if applicable.
   i) Remit any arbitrage liability associated with the obligation to the IRS at each five-year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.

f) Timely Tax Form 8038-R filing, if applicable.
   i) Remit the form after the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 2 years of said date.

g) Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (e.g. reinvestment in zero coupon SLGS).

4) Expenditure and Asset Documentation to be Assembled and Retained

a) Documentation of allocations of obligation proceeds to expenditures (e.g. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).
   i) Such allocation will be done not later than the earlier of:
      (1) eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the obligation is placed in service; or
      (2) the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the obligation, or the date sixty (60) days after the retirement of the obligation.

b) Documentation of allocations of obligation proceeds to issuance costs.

c) Copies of requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks related to obligation proceed expenditures during the construction period.

d) Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.

e) Records of expenditure reimbursements incurred prior to issuing obligations for projects financed with obligation proceeds (declaration of official intent/reimbursement resolutions including all modifications).

f) List of all facilities and equipment financed with obligation proceeds.

g) Depreciation schedules for depreciable property financed with obligation proceeds.

h) Documentation that tracks the purchase and sale of assets financed with obligation proceeds.

i) Documentation of timely payment of principal and interest payments on the obligation.

j) Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.

k) Documentation that excess earnings from a Reserve Fund are transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

5) Miscellaneous Documentation to be Assembled and Retained

a) Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.

b) The Village Clerk/Treasurer shall monitor the use of all obligation-financed facilities in order to:

i) Determine whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:

(1) sale of the facilities;
(2) sale of Village capacity rights;
(3) leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g. hosting of cell phone towers);
(4) leasehold improvement contracts, licenses, management contracts in which the Village authorizes a third party to operate a facility (e.g. cafeteria);
(5) research contracts;
(6) preference arrangements in which the Village permits a third-party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
(7) output contracts or other contracts for use of utility facilities including contracts with large utility users;
(8) development agreements which provide for guaranteed payments or property values from a developer;
(9) grants or loans made to private entities including special assessment agreements;
(10) naming rights agreements; and
(11) any other arrangements that provide special legal entitlements to nongovernmental persons.

ii) Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such obligation-financed facilities.

c) The Village Clerk/Treasurer shall provide training and educational resources to any Village staff that have the primary responsibility for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.

d) The Village shall undertake the following with respect to the obligations:
   i) An annual review of the books and records maintained by the Village with respect to such obligations.
   ii) An annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the Village Clerk/Treasurer with the assistance of any Village staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.

e) Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.

6) Additional Undertakings and Activities that Support Sections 1 through 5 above:

a) The Village Clerk/Treasurer will notify the Village's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt. Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response.

b) The Village Clerk/Treasurer will consult with the Village's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (e.g. obligation insurance, letter of credit, or hedging transaction).

c) The Village Clerk/Treasurer will monitor all "qualified tax-exempt debt obligations" (often referred to as "bank qualified" obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For obligations issued during years 2009 and 2010 the limit was $30,000,000. During this period, the limit also applied to pooled financings of the governing body and provides a separate $30,000,000 for each 501 (c)(3) conduit borrower. In 2011 and thereafter it is $10,000,000 unless changed by Congress.

d) Identify any post-issuance change to terms of obligations which could be treated as a current refunding of "old" obligations by "new" obligations, often referred to as a "reissuance."

e) The Village Clerk/Treasurer will consult with the Village's bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed property which may require "remedial action" under applicable Treasury Regulations or resolution pursuant to the VCAP Program.

i) A remedial action has the effect of curing a deliberate action taken by the Village which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified obligations and/or the alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).

f) The Village Clerk/Treasurer will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (e.g. Build America Bonds).

7) Continuing Disclosure Obligations

a) Identify a position at the Village to be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the Village.

b) The position responsible for compliance may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service providers to perform all or some of the duties described in this section. The Village cannot delegate its compliance responsibilities.

c) The Village should specify how providers or delegated authorities will be monitored and supervised.

d) The Village should identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.

e) The Village should catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.

f) The Village should identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.

g) The Village Clerk/Treasurer for compliance must be made aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.

h) The Village should review a compliance checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.

i) The Village should monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.

i) Principal and interest payment delinquencies.

ii) Non-payment related defaults, if material.

iii) Unscheduled draws on debt service reserves reflecting financial difficulties.

iv) Unscheduled draws on credit enhancements reflecting financial difficulties.

v) Substitution of credit or liquidity providers or their failure to perform.

vi) Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
vii) Modifications to rights of security holders, if material.
viii) Obligation calls, if material.
ix) Defeasances.
x) Release, substitution or sale of property securing repayment of the obligations, if material.
xi) Rating Changes.
xii) Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
xiii) Merger, consolidation, or acquisition of the obligated person, if material.
xiv) Appointment of a successor or additional trustee, or change of name of a trustee, if material.
xv) Incurrence of financial obligation of the Village, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Village, any of which affect security holders, if material.
xvi) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the Village, any of which reflect financial difficulties.

j) In addition to the mandatory material events, the Village should review and file any additional or voluntary event notices.

k) The Village should maintain a catalog of all outstanding obligations whether publicly offered or privately placed, and the terms and conditions that govern default or acceleration provisions.

l) Any missed filing requirement should be remedied with a failure to file notice as soon as possible once the late filing is identified and the required information is available to file.

m) Sensitive information such as bank accounts and wire information should be redacted from documents prior to posting on EMMA.

n) The Village needs to monitor for changes in law and regulations that effect continuing disclosure obligations and review disclosure policies and procedures periodically to ensure compliance and consistency with regulation and market expectations.

8) Compliance with Future Requirements

a) Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee			Amount
	4/08/2019	1st AYD Corporation			
Led 200 watt					
100-00-53270-390-000		Buildings & Grounds Operations			835.00
Led 200 watt					
				Total	835.00
	4/08/2019	3D Strategies LLC			
Newsletter Development					
410-00-56710-000-000		TIF ONE			160.00
Newsletter Development			130		
				Total	160.00
	4/08/2019	Advanced Disposal			
Invoice 86136					
100-00-53620-390-000		Refuse & Garbage Collection			7,890.83
Invoice 86136					
				Total	7,890.83
	4/08/2019	AFLAC			
Invoice LP957					
100-00-21592-000-000		Aflac			153.64
Invoice LP957					
				Total	153.64
	4/08/2019	All-Croix Inspections LLC			
Building Permits					
100-00-52400-390-000		Building Inspector			25,861.80
Building Permits			3944		
				Total	25,861.80
	4/08/2019	AT & T			
Police					
100-00-52110-390-021		Blood Draws/Investigations			70.00
Police					
100-00-51610-390-000		Village Hall			0.00
Village Hall					
100-00-55110-390-000		Library			0.00
Library					
100-00-52110-390-003		Telephone			0.00
Police					

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee		Amount
620-00-53614-000-851 Sewer		Adminstrative & Gen Expense		0.00
			Total	70.00
	4/08/2019	AYRES ASSOCIATES		
179692				
100-00-56920-390-000 179692		Community Planning		732.21
			Total	732.21
	4/08/2019	Baldwin Lightstream		
Library				
100-00-55110-390-007 Library		Phone (AT&T)		101.01
100-00-52110-390-003 Police		Telephone		120.70
100-00-51210-390-000 Court		Municipal Court		50.82
100-00-51610-390-000 Village Hall		Village Hall		177.53
			Total	450.06
	4/08/2019	BP		
100-00-52110-390-002		Vehicle Fuel		1,438.63
100-00-53240-390-000		Machinery & Equipment		2,340.88
			Total	3,779.51
	4/08/2019	Brian Anderson		
Millage				
610-00-53710-000-640 Millage		Plant Operation & Maint.		146.16
			Total	146.16
	4/08/2019	Chase Card Services		
Library				
100-00-55110-290-012 Library		Books		283.57

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-55110-290-016 Library		Supplies	171.27
100-00-55110-290-013 Library		Media	753.09
100-00-55110-390-011 Library		Publicity(CSCN-Agendas)	14.76
100-00-55110-390-003 Library		Mileage	7.80
100-00-52110-390-016 Police		Uniforms - Chief	12.27
100-00-52110-390-010 Police		Office Supplies	69.15
100-00-52110-390-001 Police		Vehicle Maintenance	54.35
100-00-52110-390-022		Miscellaneous	8.33
100-00-52110-390-020		Uniforms - P/T Officers	33.59
100-00-52110-390-019		Uniforms - Pohlman/Mann	139.99
100-00-52110-390-012		Letterhead/Envelopes	223.80
100-00-51610-390-000		Village Hall	153.67
100-00-52110-390-017		Uniforms - Evans	20.00
100-00-52110-390-011		Office Equipment	280.36
100-00-55110-290-014 Library		Techology	10.00
100-00-55110-290-015		Maintenance & Building Needs	187.77
100-00-55110-290-013		Media	-3.31
610-00-53720-000-681		General Expenses	15.82
100-00-52110-390-000		Police Department	141.90
		Total	2,578.18

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee		Amount
	4/08/2019	CliftonLarsonAllen		
Water				
610-00-53720-000-682		General Expenses		3,200.00
Water				
620-00-53614-000-852		Adminstrative & Gen Expense		3,000.00
Sewer				
100-00-51510-210-000		Special Acct. & Auditing		4,300.00
Auditor				
410-00-56710-000-000		TIF ONE		0.00
CDA				
			Total	10,500.00
	4/08/2019	Computer Integration Technologies, Inc		
100-00-51420-390-000		Village Clerk-Treasurer		48.74
610-00-53710-000-640		Plant Operation & Maint.		48.75
620-00-53614-000-851		Adminstrative & Gen Expense		48.75
100-00-52110-390-009		Computer Terminals, etc.		48.76
			Total	195.00
	4/08/2019	Core & Main		
Meter CPLG				
620-00-53611-000-821		Operation Expenses		0.00
Meter CPLG				
620-00-53611-000-821		Operation Expenses		114.68
Telescoping				
			Total	114.68
	4/08/2019	EO Johnson - Wausau		
Clerk				
100-00-55110-290-014		Techology		0.00
100-00-51420-390-000		Village Clerk-Treasurer		238.70
Clerk				
610-00-53720-000-681		General Expenses		95.85

Voucher Nbr	Check Date	Payee		Amount
620-00-53614-000-851		Adminstrative & Gen Expense		95.85
100-00-52110-390-010		Office Supplies		40.92
100-00-51210-390-000		Municipal Court		7.92
			Total	479.24

4/08/2019 Ferguson Waterworks
Meters

610-00-18400-000-346	Improvements Other than Buildi		1,499.26
Meters			
		Total	1,499.26

4/08/2019 Galls, LLC
Police

100-00-52110-390-020	Uniforms - P/T Officers		34.40
Police			
100-00-52110-390-016	Uniforms - Chief		240.00
		Total	274.40

4/08/2019 Hawkins Water Treatment
4469205

620-00-53611-000-827	Operation Expenses		1,381.90
4469205			
620-00-53611-000-827	Operation Expenses		1,508.59
620-00-53611-000-827	Operation Expenses		892.12
		Total	3,782.61

4/08/2019 Hudson Hospital & Clinic
Blood Draw/Investigations

100-00-52110-390-021	Blood Draws/Investigations		52.00
Blood Draw/Investigations			
		Total	52.00

4/08/2019 HUEBSCH
Clothing

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee		Amount
100-00-51945-130-000		Clothing Allowance		133.36
Clothing				
100-00-53270-390-000		Buildings & Grounds Operations		64.46
Building & Grounds				
100-00-52110-390-022		Miscellaneous		37.30
Police				
100-00-55110-390-004		Maintenance(Huebsch)		74.37
Library				
100-00-51610-390-000		Village Hall		44.40
Village Hall				
100-00-55200-390-000		Parks		124.63
Park				
			Total	478.52
	4/08/2019	IFLS Library System		
Invoice 219141				
100-00-55110-290-016		Supplies		16.10
Invoice 219141				
			Total	16.10
	4/08/2019	Joyce Lewandowski		
Spring Election - 14 hours				
100-00-51440-120-000		Elections		154.00
Spring Election - 14 hours				
			Total	154.00
	4/08/2019	MENARDS		
100-00-53270-390-000		Buildings & Grounds Operations		24.01
			Total	24.01
	4/08/2019	MIDWEST NATURAL GAS		
Park				
100-00-55200-390-000		Parks		145.21
Park				
100-00-55200-390-000		Parks		277.24
Park				
610-00-53710-000-640		Plant Operation & Maint.		34.77
Water				

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee		Amount
610-00-53710-000-640		Plant Operation & Maint.		66.66
Water				
100-00-51610-390-000		Village Hall		248.79
Village Hall				
100-00-53270-390-000		Buildings & Grounds Operations		757.17
HWY 65-1				
620-00-53611-000-827		Operation Expenses		363.98
Treatment Plant				
			Total	1,893.82
	4/08/2019	New Richmond News		
Subscription				
100-00-51110-000-000		Village Board		56.32
Subscription				
			Total	56.32
	4/08/2019	North Shore Bank, fsb		
03/19/2019				
100-00-21591-000-000		WI Deferred Comp		200.00
03/19/2019				
			Total	200.00
	4/08/2019	O'Reilly Automotive, Inc.		
Supplies				
100-00-53240-390-000		Machinery & Equipment		182.71
Supplies				
			Total	182.71
	4/08/2019	Office Depot		
100-00-51420-390-000		Village Clerk-Treasurer		36.99
100-00-51610-390-000		Village Hall		0.00
610-00-53720-000-681		General Expenses		43.61
620-00-53614-000-851		Adminstrative & Gen Expense		43.61
100-00-52110-390-010		Office Supplies		36.99

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee		Amount
			Total	161.20
	4/08/2019	Peter Close		
	Spring Election - 14 hours			
100-00-51440-120-000		Elections		140.00
	Spring Election - 14 hours			
			Total	140.00
	4/08/2019	Peter Tharp		
	Reimbursment			
100-00-51210-390-000		Municipal Court		498.93
	Reimbursment	4		
			Total	498.93
	4/08/2019	Power Plan		
	Machinery & Equipment			
100-00-53240-390-000		Machinery & Equipment		829.00
	Machinery & Equipment			
			Total	829.00
	4/08/2019	Quality Cleaning		
	Village Hall - cleaning 03/03/2019			
100-00-51610-390-000		Village Hall		260.00
	Village Hall - cleaning 03/03/2019			
100-00-55200-390-000		Parks		225.00
	Park - cleaning 03/03/2019			
			Total	485.00
	4/08/2019	ROBERTS/WARREN FIRE ASSOC		
	Second Quarter			
100-00-52210-390-000		Fire Department		17,535.67
	Second Quarter			
			Total	17,535.67
	4/08/2019	Securian Financial Group Inc		
	March invoice			
100-00-51947-130-000		Life Insurance		258.94
	March invoice			
			Total	258.94

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee		Amount
	4/08/2019	ST. CROIX COUNTY HIGHWAY		
Blades				
100-00-53330-390-000		Snow & Ice Removal		277.53
Blades				
100-00-53240-390-000		Machinery & Equipment		0.00
			Total	277.53
	4/08/2019	ST. CROIX ELECTRIC CO-OP		
April				
620-00-53611-000-821		Operation Expenses		3,091.18
April				
			Total	3,091.18
	4/08/2019	Tactical Solutions		
Certification of Laser				
100-00-52110-390-004		Equipment Purchases		209.00
Certification of Laser				
			Total	209.00
	4/08/2019	Telemetry & Process Controls		
WWTP Scada programming				
610-00-53710-000-650		Plant Operation & Maint.		99.00
WWTP Scada programming		# 108982		
			Total	99.00
	4/08/2019	Thomas Mann		
Milage and Food				
100-00-52110-390-005		Training - Class Fees		97.35
Milage and Food				
			Total	97.35
	4/08/2019	Tri-State Bobcat		
New Bobcat				
100-00-52110-390-004		Equipment Purchases		7,000.00
New Bobcat				
100-00-52110-390-000		Police Department		2,281.13
New Bobcat				
			Total	9,281.13

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee		Amount
	4/08/2019	Verizon		
610-00-53720-000-681		General Expenses		69.29
620-00-53614-000-851		Adminstrative & Gen Expense		69.29
			Total	138.58
	4/08/2019	VERIZON WIRELESS		
Water				
610-00-53710-000-640		Plant Operation & Maint.		150.67
Water				
620-00-53614-000-851		Adminstrative & Gen Expense		150.67
Sewer				
100-00-52110-390-003		Telephone		243.59
Police				
100-00-53310-390-000		Street Maint.		150.67
			Total	695.60
	4/08/2019	Village of Roberts		
Village Hall				
100-00-51610-390-000		Village Hall		161.55
Village Hall				
100-00-55110-390-008		Water & Sewer		493.00
Library				
100-00-55200-390-000		Parks		236.93
Park				
620-00-53611-000-827		Operation Expenses		825.09
Sewer				
			Total	1,716.57
	4/08/2019	WEST CENTRAL WISCONSIN BIOSOLIDS		
620-00-53614-000-858		Biosolids Facility		4,409.17
			Total	4,409.17
	4/08/2019	WISCONSIN PROFESSIONAL POLICE ASSOCIATION		

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-21515-000-010		Union Dues Payable - Behnke	42.00
100-00-21515-000-009		Union Dues Payable - Dravis	42.00
100-00-21515-000-010		Union Dues Payable - Behnke	42.00
		Total	126.00
		Grand Total	102,609.91

Dated From: From Account:
Thru: Thru Account:

	Amount
Total Expenditure from Fund # 100 - General Fund	80,985.19
Total Expenditure from Fund # 410 - TID #1	160.00
Total Expenditure from Fund # 610 - Water Utility	5,469.84
Total Expenditure from Fund # 620 - Sewer Utility	15,994.88
Total Expenditure from all Funds	102,609.91

Division of Transportation System Development
Bureau of Highway Maintenance
4822 Madison Yards Way, 5th Floor - South
Madison, WI 53707-7986

Governor Tony Evers
Secretary Craig Thompson
Internet: www.dot.wisconsin.gov

Telephone: 608-266-1202
E-mail: saltadmin@dot.wi.gov

March 28, 2019

RE: Participation in 2019-2020 WisDOT Salt Contract and Salt Shed Inspection

Dear Local Official,

This letter provides information on the Department's plan for purchasing salt for the 2019-2020 winter season and information about your salt shed inspections. I encourage you to carefully consider this information before deciding whether your local government will benefit from participation in this WisDOT bid for road salt.

SALT BID INFORMATION:
Please complete and submit the attached Municipal Agreement form by April 12th, 2019. (See instructions in the email where this letter was sent.) The Department needs this information to begin the salt procurement process. We do not know yet if we will rebid or renew last year's contract. Salt purchased under this agreement shall only be used on facilities owned and maintained by a municipality. If the municipality has contracted with a private entity to perform winter maintenance the salt purchased under this agreement shall not be used by the private entity on facilities not owned or maintained by a municipality.

A challenge for those participating in the bid is determining the quantity of road salt they will request to purchase, with some uncertainty on how much may be needed to finish up the current winter season. When calculating your salt needs for the new bid, remember to include any salt from the last contract that you have committed to or any "vendor reserve" salt that you are planning on purchasing.

Over the past several years all the salt contractors servicing Wisconsin have struggled to keep up with the peak demand during the winter seasons. The transportation system, including ports, depots and private trucking resources has been routinely pushed to capacity, and this was especially true this past season. In addition, salt requested by local governments has continued to become more unbalanced with increasing amounts allocated to seasonal deliveries. After talking to our vendors, we are certain that a solution to the late season delivery problems is to take earlier delivery of the salt. The more salt taken in "early fill" allows for additional dock space and resources to bring salt into the state prior to the Great Lakes and Mississippi River freezing up. Beware that there are often delays in getting orders filled in January because so many municipalities wait until their new fiscal year to order.

To help reduce the peak demands, the Department encourages local governments participating in the bid to utilize all available storage by filling the salt storage facilities (sheds) before December 1st.

WisDOT has a role and responsibility to execute a contract that is fiscally responsible, and to structure the salt contract in a manner that will help aid in timely delivery of salt during the winter season. The process and terms for the WisDOT salt contract may not generate the best results for some local governments, depending on their unique local circumstances. We encourage each local government to carefully consider what approach is best to keep your winter roads as safe as practical.

SALT SHED INSPECTIONS:
Like last year, the salt storage facility inspections (Trans 277) will be completed by the site owners. However, the process in which the inspections are submitted to the department, differs this year. The department has retained AECOM Technical Services, Inc. (AECOM) to manage the self-inspections for the department. AECOM will mail instructions for obtaining, performing and filing the site inspection form to the site owners. Please refrain from submitting any completed Trans 277 inspections until after receiving a notice from AECOM as these instructions will contain instructions for submitting the completed inspections.

Thank you for your timely response to this letter and the Municipal Agreement.

Sincerely,

James P. Hughes, P.E.
State Highway Maintenance Engineer, Bureau of Highway Maintenance

MUNICIPAL AGREEMENT TO PURCHASE SODIUM CHLORIDE ON WISDOT BID
(March 2019)

THIS AGREEMENT MUST BE SIGNED, DATED, AND RECEIVED BY WisDOT BHM (saltadmin@dot.wi.gov) WISDOT, Bureau of Highway Maintenance, P.O. Box 7986, Madison, WI 53707-7986)
NO LATER THAN 5 PM ON FRIDAY, APRIL 12, 2019.

Annually the Wisconsin Department of Transportation, Bureau of Highway Maintenance takes bids for sodium chloride to be used as a deicing agent. For the 2019-20 bid the Department will receive a single, combined price to include three categories of delivery services for its road salt needs. They are:

1. Guaranteed Early Fill - this service is to take delivery of salt that will fill the purchaser's storage facilities to capacity. Salt contractor is required to complete delivery by December 1, 2019. The contract guarantees the salt contractors that 100% of the bid quantity shown as guaranteed early fill will be taken by the purchaser at the price awarded to the salt contractor. It obligates the salt contractor to deliver this guaranteed quantity. Early fill salt can be ordered as soon as the contracts are signed by the salt contractor and must be ordered by August 31, 2019 using form DT2208. Any unordered salt by these guidelines may result in forfeiture of salt in this category.

2. Guaranteed Seasonal Fill - this service is to take delivery of salt that will re-fill the storage facilities between December 1, 2019 and April 30, 2020. The municipality guarantees to purchase from the salt contractor - 100% of the bid quantity shown as "guaranteed seasonal fill" at the price awarded to the salt contractor. The request for delivery is made by the purchasing agency using form DT2208. When both guaranteed early fill, and guaranteed seasonal fill are contracted, the municipality must take delivery on all early fill salt, before beginning to take delivery of seasonal fill.

3. Vendor Reserve - the salt contractor assures that it will have a "reserve" quantity, enabling it to provide additional salt up to the quantity let for bid as vendor reserve, which is taken at the discretion of the purchaser at the price awarded to the salt contractor. Form DT2208 must be used to order salt. **The purchaser's "vendor reserve" cannot be more than 20% of the "total guaranteed purchase" (Early + Seasonal).**

The WisDOT Bureau of Highway Maintenance will include the requested salt quantities for local units of government in the quantity for the statewide bid. Participating local units of government must agree to abide by the Special Terms and Conditions of the contract between WisDOT and the Salt Contractor including procedures for ordering, taking delivery, acknowledging receipt of delivery, making payment for salt received, salt quantities, salt unit prices, and assessing penalties. By signing this agreement, participants are also agreeing to comply with Administrative Code TRANS 277 which requires registration and compliance at all salt storage facilities. TRANS 277 also requires annual on-site storage facility inspections.

The _____ of _____ in _____ County
(Town / Village / City / County) (Name of Municipality) (County)

hereby requests WisDOT to acquire the following quantity of sodium chloride for the 2019-20 winter season and agrees to purchase at least the "guaranteed" quantities shown in the table on the following page and to make payment as contractually required.

Quantity	Amount (tons)
Current Inventory (Include tonnage of yet-to-be-delivered salt from 2018-19 contract)	
Estimated Storage Capacity for Road Salt (Shed capacity – Current Inventory)	
Guaranteed Early Fill (Early fill orders must be placed using form DT2208 prior to August 31, 2019 with preferred delivery - any date prior to December 1, 2019.)	
Guaranteed Seasonal Fill (Seasonal fill orders must be placed using form DT2208 after December 1, 2019, with preferred delivery - any date prior to April 30, 2020)	
Total Guaranteed Purchase (Early + Seasonal)	
Vendor Reserve (This quantity can be no more than 20% of the total guaranteed purchase. This is an optional purchase. Purchaser may take delivery at its discretion between December 1, 2019 and up to April 30, 2020.)	
Total Potential Vendor Reserve Purchase	

Participants will receive a copy of the Bid Documents, the procedure to place orders, the form DT 2208 and instructions on how to use it, and assistance on other requirements contained in the Bid Documents.

*ALL SALT ORDERS MUST BE SUBMITTED TO SALT CONTRACTORS ON A DT2208 FORM (no phone orders).

Salt purchased under this agreement shall only be used on facilities owned and maintained by a municipality. If the municipality has contracted with a private entity to perform winter maintenance, the salt purchased under this agreement shall not be used by the private entity on facilities not owned or maintained by a municipality.

The undersigned authority here agrees to the terms and values of the above agreement:

Signature Approval Authority (electronic signature accepted) _____ Date _____

Contact Phone Number (ex: xxx-xxx-xxxx) _____

Contact Fax Number (ex: xxx-xxx-xxxx) _____

Contact E-mail Address _____