Village of Roberts
Village Board Meeting
August 10, 2020

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 in Person: Chuck Pizzi, Katy Kapaun, Shawn Dakovich, Willard Moeri, Rand Waughtal, Mary Shemon
Absent: Cheryl Johnson
Guest: John Bond, Angi Goodwin - Ayres, Peter Tharp, Brock Geyen – Clifton Larson Allen, Sarah Kobs – Clifton Larson Allen, Dan Funk, Rod Cook, Ed Coggin – Weston Solutions,

Meeting Minutes
Motion to approve the meeting minutes from Waughtal, seconded by Shemon. Motion carried.
Treasurer's Report
Motion to approve the Treasurer's Report by Waughtal, seconded by Pizzi. Motion carried.

Public Concerns:

- Dan Funk, Warren Township resident had two questions. Asked John Bond if all the ground water wells had been terminated and they have not been terminated. Also sent letters dated June 24th and another dated July 9th noting the level of the lakes and asking if the trustees would be interested in co-signing the letter. Dan is looking for feedback for the draft letter to be sent to Governor Evers. Dan asked what it would take to get this item on the agenda. Willard can do it on his own or two board members. Moeri asked why this has not gone to the Twin Lakes Committee? They will reconvene after S.E.H. study is done. It could go before the committee for review and recommendation but ultimately it is the decision of this board as how to move forward.
- Rod Cook who lives in Indigo Ponds and has been working with Dan Funk also spoke. They are seeing similar rises in the water level in their addition. They are now starting to see the potential of residents forced from their homes. He urges the Village to make this a priority because of the number of the families being vacated. This is also true for Scenic Hills. Rod has lost several acres of land and his septic system is in danger. Looking forward to this being on the next agenda.

Communications

- None

Report from Police Department

- None

Report from Director of Public Works - Bond

- Part of the chip sealing have been done on the joint roads with Warren Township.
- Week ago, there was a large tree limb that came down on S. Division and has since been taken care of.
- New flags have been ordered and shipped.
- Brush and compost site: there are issues with items being dumped that are not brush or compost. We don't take rock, boards with nails, chicken wire, etc. which are currently being dumped by the pile. Kapaun asked if it is worth while to look into something more for cameras or trail cams so that we can see who is doing it? Moeri asked for an update on the brush issue and if Billy Hawkins take some of this. Moeri is asking if we can chip and make it into compost. John thinks it is cheaper to haul it then to chip it. Curb side is better to chip on the spot and be done. Tree service will haul the brush from our site for $250 per truck load. There are businesses that are dumping at our brush/compost site but they are getting paid to get rid of it. Dakovich thinks that it should be pick up only and chipped.
- CMAR report is coming up later in the meeting.

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Report from Library Director – Kapaun

- Krissa Coleman has submitted her resignation. The library board will have a special meeting to address filing this position.
- Xcel Energy is looking to run a line thru the greenspace or under the parking lot to a residence on Locust Street. If they have to run it under the parking lot, we are looking for insurance that the geothermal system will be protected and any other equipment under there.

Report from Municipal Judge – Tharp

- none

Committee Reports and Recommendations

Park Board – Pizzi

- Contract has been signed with Ayres for the new park in Rolling Meadows. There will be a meeting on Wednesday night for a neighborhood visioning workshop which is open to all to attend from 4:00 to 7:00 pm at the Roberts Park Pavilion. Chris from Ayres will be there with preliminary sketches. His goal is to obtain information as to what residents are looking for. There will be four meetings total to give information on the park.

Discussion/approval for future planning of Rolling Meadows Neighborhood Park.

Plan Commission

Building Inspectors Report was included in the packet

- Dakovich asked about the mobile homes moving in and the value on them.

Discussion/approval of Business Plan of Operation for Sandalwood Skin Studio/Megan Bleck at 108 W. Main St

- Motion to approve the Business Plan of Operation for Sandalwood Skin Studio/Megan Bleck by Shemon, seconded by Dakovich. Motion carried.

Extraterritorial for Dick Stout for a four-lot CSM in the SW1/4 of the NE1/4 of Section 31, Town of Warren by Northland Surveying/Ed Flanum.

- Motion to approve Extra-territorial for Dick Stout for a four-lot CSM by Kapaun, seconded by Shemon. Motion carried.

Discussion/approval of Rolling Meadows 8th Addition Concept Plan.

- Map and review were given to the board members. They brought it back to see if switching from single family homes to twin homes would go over and the Plan Commission was not interested in twin homes. They would modify concept plan back to single family homes. This area is under the existing PUD which means there is bigger green spaces so that the lots can be smaller. Oevering will come back next month with a modified concept with single family homes. Oevering has since asked about a variance for a narrower lot but this will need to be reviewed for approval from the Plan Commission. Moeri added that there are already twin homes in Rolling Meadows but Oevering was trying to make an area for retirees but the plan commission did not like this twin homes because there would be 18 families with this proposal instead of 9 households. Moeri reminded the group that they are trying to build what is hot at the moment. Goodwin added that Oevering is willing to add sidewalks to both sides of the streets closest to the park and she is expecting the concept plans to show this when it comes back for approvals. Dakovich asked about adding another exit to this development. His concern is a safety concern and this being closed all together.

Storm Water Standard Updates for Twin Lakes Basin.

This was tabled due to wanting to get the document updated with the changes and reviewed before final approval. There are a few highlights in yellow which is technical data that was added and additional updates that developer could follow easier. This will come back on the agenda next month for final approval.

CDA Board – none

Village of Roberts
Village Board Meeting
August 10, 2020

Finance Committee - none

Public Safety Committee - none

Public Works Committee –
Discussion/approval of 3% water increase

- Looking to do a 3% increase. This would be a minimal increase. For a 5,000-gallon user it comes out to $0.96. This can be done without a full-blowen review with the PSC.
- Motion to increase the water rates 3% for 2020 for the next available quarter by Waughtal, seconded by Kapaun. Motion carried with Dakovich opposing.

Fire Association – Dakovich

- Meeting was fairly quick. Discussed the budget again. They are staying pretty close to budget. The one concern is the PPE which is used for COVID. They don't see this as a budgetary issue. This amount falls into a bunch of different categories. Kapaun asked if this should be included if we make a request for grant money and if this should be discussed with the Town to share with this expense? Association had more discussion on how to bill customers and more discussion will continue in future meetings. Moeri added that a new secretary was hired. Deina has stepped down from this position. In two-year Dakovich will be the president of the Fire Association.

Friends of Twin Lakes - Kapaun

- Did not meet. Kapaun spoke with Geno regarding the Twin Lakes Study and there was going to be another sit down with Brad to add more data and how this should be incorporated into the study.

Old Business

- Roberts Municipal Court
- No discussion regarding reimbursement to the Village of Roberts Municipal Court for education reimbursement and the use of the Municipal Court Checking Account

New Business
Employee Education Requests and Expense Reports - none
Approval of New Operator's Licenses

- Motion to approve Stephanie Harvey's renewal of Operator's License by Pizzi, seconded by Dakovich. Motion carried.

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

- Sarah Kobs and Brock Geyen discussed the audit and audit results. The financial statements are fairly stated and we received an unmodified opinion. In the management letter and material weaknesses these are the same as every year. Discussed the Municipal Court records that were requested but not provided. Dakovich asked why the records were not provided. Kolbs stated she had asked for them and Geyen emailed asking for them. Geyen will re-email the request. Kapaun added that this is an audit and that they are looking to see that the money is being handled properly. They are looking for support of what is received and written. They are to test from the source doc, to the invoice, etc. Waughtal asked if this was provided prior to the last two years and it was provided. Kolbs discussed the new debt that is shown on the report is related to the wastewater treatment plant project. Dakovich asked about the long-term debt and it going up. Both the water and sewer fund ended the year with positive balances. The Capital Projects Fund Balance is lower due to the start of the TID closeout and the transfer of impact fees. Overall percentage of unassigned funds balance is at 22.9% which is down from last year. Village policy is 15% and the auditors recommend 33%. Waughtal asked about the delay in the completion on the audit. They had finalized some of the outstanding items, impact fees and the assigned funds, etc. Moeri asked about the delay in getting it done and having it done sooner and again, most of this is down while they are onsite but after they leave it is requested and discussed as needed Kolbs did come in to discuss some

outstanding issue to help get it finished.

Discussion/approval of Ordinance 2020-01 to Amend Section 10-31 of the Municipal Code to abolish the Roberts Municipal Court.

- This was presented at the January meeting but wanted to get reapproval so that I can get if published and finished the correct way.
- Motion to approve Ordinance 2020-01 to Amend Section 10-31 of the Municipal Code to abolish the Roberts Municipal Court by Kapaun, seconded by Pizzi. Roll call: Pizzi – yes, Kapaun – yes, Dakovich – yes, Moeri – yes, Shemon – yes, Waughtal – yes. Motion carried.

Discussion/approval of Village Halls doors being closed at the present time and allowing granting President Moeri the authority to make changes (opening/closing municipal buildings) as condition warrant.

- Moeri added that with the pandemic the Police Department kept track with the County Health Department on case levels, etc. The Police Department had been closed for six weeks prior to closing. They had a drop box or phone number to call. There was concern about the other end of the building and dealing with as much or more of the local traffic compared to the police department. With this information Moeri said to close it up. Thought he did what was proper for reducing contact. Kapaun added that she was asked by others in the community as to why it closed. From the prospective there was one area that defied the recommendation of the board. This concerned her. Aside from the fact there are times that decisions need to be made quickly and there could have met with the pandemic officer. Waughtal added that he thought that the Police Department would be opened to match Village Hall. Moeri said he called the Police Department to have the discussion and they were not comfortable with opening. McWilliams had just checked with the Public Health Department and they were going to stay closed. Both doors should be opened. There is a state order in place to help mitigate the risks. It has been stressed to social distance and take protections. The Village wants to protect employees but we have work to do also. Discussed the election the next day and how this will be handled because we have to be open. Peter Tharp added that the Police Department is part of the Village as well as the Public Works Department and if McWilliams was allowed to close the Police Department, John could close the Public Works as well as Megan close the Clerk's office when they wanted. All of these departments should have been discussed with the Village Board and the decision made by the members of the Village Board. Dakovich agrees that it should have been brought to a vote and not just a conversation. Dull added that it was brought to the board when we were trying to decide if there, we were going to allow 5Ks and renting of the park buildings, it was decided that all village buildings would be open. When this did not happen for all departments, it forced another conversation at the following months meeting where it was discussed that if all offices at Village Hall were not going to be open then the Clerk's office was going to close and that is why the Clerk's office was eventually closed.
- Move that all of the village public buildings are opened and observing precautions by Kapaun, seconded by Dakovich. Motion carried.

Discussion regarding Length of Service Award Program for the Roberts/Warren Fire Department regarding moving from Lincoln Benefit to Mass Mutual.

- Dull brought this to the board earlier in the year asking for approval to be able to move funds from Lincoln Benefit to Mass Mutual as we were allowed. The benefit of moving the money is that all tax reporting is done by Mass Mutual and not the Village which makes life easier on everyone involved. Got notice from VFIS which is the company that manages our funds that Lincoln Benefit was allowing us to move all money if the Village wanted. I have completed the paperwork for this to happen and also discussed with Glenn Hall to update him on this as well.

Discussion/approval of request for payment from Town of Warren for $1,316.62 for Village's portion of Twin Lake Study by S.E.H.

- Motion to approve the invoice to Town of Warren for $1,316.62 for the Village's portion of the Twin Lake Study by S.E.H. by Kapaun, seconded by Dakovich. Motion carried.

Discussion/approval of Compliance Maintenance Annual Report and Resolution 2020-12R

- Bond discussed with the board that every year we have to do this report. This keeps the board informed with the condition of the treatment plant. Graded from A to F. As long as we are a B or better, we are good to go. C or lower requires explanation as to how we will correct. We are a straight A in all categories. This is for 2019 but this data could be a year and a half old. The one section that is kind of misleading pertains to electric and gas. It is worthless data because our electric is one meter which covers shops, lights, etc. not just treatment processes. Generator is natural gas so that is added to this total. Most of the electric motors are greater than 90% efficient. Up to date on certifications and enough education to keep licenses for all operators. Dakovich asked for the upcoming 2020 report how will the upgrade effect this report? Bond said that the only area will be the financial side. Continuing education is getting to be an issue but they are coming out with more and more online classes. The timing of these classes has been a challenge. Can only have one operator do it at one time. Need three separate emails and computers. Dull added that we could add emails for the public works employees. Bond said that Holmes will be tight on hours for training but Anderson should be ok.
- Motion to approve the Compliance Maintenance Resolution 2020-12R by Dakovich, seconded by Pizzi. Motion carried.

Discussion of adding a dryer to the Wastewater Treatment Plant project:

Update on project:

- At a really exciting point and getting ready to commission the system. Wrapping up electrical and installing the overhead crane. End of the week should be adding water for the first time. End of the month all the final commission and punch list items should be done. Looking forward to having the glass green soon.
- We qualified for a Department of Energy Grant and will be working with Dr. Jeremy Guest. The Department of Energy approved some project funding for $82,000+ and the timing and details are being worked on. Overall project is a $3,000,000 grant to study algae. Excited to partner with Dr. Guest and has been an advocate for this project.

Dryer:

- Autumn Fisher gave a summary and history of why we pursued the path that we did. Initial plan was to ship the algae as a paste and then further processed by the buyers of the product. The fact that we were going to convert to a foam was going to exempt us with the EPA. With the WDNR it would not fall under the section 204 and they were going to work with us on how to manage this process. This has been two years since this original recommendation. In march with WIDNR informed the Village that we needed to apply for a new outfall and it would be a biosolid under section 204. Clearas, Weston and the Village started conversations with the DNR and they issued a formal letter to the Village and indicated that this was their final decision. At this point we decided to shift our focus. It was decided that the DNR was going to make it difficult to pursue this path. Drying is the sure path to be able to move forward. It will be available to be sold to all algae markets. Ed Coggins added that it was surprising to get the call stating that they would not agree to what they had signed off on. In some ways they are being more cooperative but holding that we have to comply with 204. The alternative use plan they have put a lot of road blocks into already. This process could take years to get approved which moved to the drying approach.

- Jordan Lind discussed item 4 – identify the most cost effective and effective drying methods. Looked at new vs used dryers. Looked at existing buildings vs new. Minimum budget is $600,000 and we recognize that this is not feasible. Went back to the used equipment route and identified technology that was purchased for a pilot. This is a microwave dryer with minimal use on it but has normal wear and tear. Estimate is $350,000 including additional infrastructure and the used equipment. Transitioned into looking into the delivery process. Reality is the design and build process. Engineer is not participating in the engineering but overseeing that we meet our permits, etc. Credit goes to Weston for finding cost

savings with this project and looking at this creatively. Talking about sources of funds.

Discussion/approval of Change Order #23 to Clearas Water Recovery/Wapasha for $2,793.61 for replacement of panel that was damaged during installation.

- Motion to approve Change Order #23 to Clearas Water Recovery/Wapasha for $2,793.61 by Pizzi, seconded by Shemon. Motion carried.

Discussion/approval of Change Order #24 to American Structures for -$2,793.61 for damage during installation that Wapasha is fixing.

- Motion to approve Change Order #24 to American Structures for -$2,793.61 by Kapaun, seconded by Shemon. Motion carried.

Discussion/approval of Change Order #25 to Simon Electric for $2,259.75 for rerouting of fiber optic cable due to high groundwater.

- Motion to approve Change Order #25 to Simon Electric for $2,259.75 by Dakovich, seconded by Shemon. Motion carried.

Discussion/approval of Change Order #26 to Simon Electric for $4,343.00 for Booster pump panel construction.

- Motion to approve Change Order #26 to Simone Electric for $4,343.00 for Booster pump panel construction by Pizzi, seconded by Shemon. Motion carried.
- Normally mounted in cabinet. These pumps built in the head of it. Has pump but doesn't have cabinets. Actual panel is not part of the cost. They have to build the cabinets for the controls.

Discussion/approval of Change Order #27 to Simon Electric for $1,381.00 for VFDs that require four conductors instead of two.

- This was the style that were ordered. Normally have two and specs written for two but need two more.
- Motion to approve Change Order #27 to Simon Electric for $1,381.00 for VFDs by Shemon, seconded by Pizzi. Motion carried.

Discussion/approval of HVAC equipment that needs to be purchased for $7,487.00.

- This is to purchase the heating units that we knew we would have to purchase and would come from the contingency fund.
- Motion to approve the HVAC equipment for $7,487.00 by Dakovich, seconded by Pizzi. Motion carried.

Discussion/approval of Invoice # 041624 to Simon Electric for $18,534.50 to Electrical Payment Request #10.

- Motion to approve Invoice #041624 to Simon Electric for $18,534.50 for electrical payment request #10 by Dakovich, seconded by Shemon. Motion carried.

Discussion/approval of Invoice #515759 to Wisconsin Department of Safety and Professional Services for $1,025.00 for our permit for the WWTP project.

- Motion to approve Invoice #515759 to Wisconsin Department of Safety and Profession Services for $1,025.00 by Waughtal, seconded by Shemon. Motion carried.

Discussion/approval of Invoice #2804-004.08-71759 to Clearas Water Recovery/Harris for $26,229.50 for work completed.

- Move to approve Invoice #2804-004.08-71759 to Clearas Water Recovery/Harris for $26,229.50 by Kapaun, seconded by Dakovich. Motion carried.

Discussion/approval of Invoice #96702 to Assmann Corporation for $2,266.00 for shipping charges for the Polyethylene tank.

- Motion to approve Invoice #96702 to Assmann Corporation for $2,266.00 by Dakovich, seconded by Shemon. Motion carried.

Discussion/approval of Invoice #004717 to Marko Septic LLC for $285.00 for Cleaning of North concrete tank.

- Motion to approve Invoice #00471 to Marko Septic for cleaning SBR tank by Pizzi, seconded by Dakovich. Motion carried.

Discussion/approval of Invoice #AUG2020-01053 to Weston Solutions for $8,677.80 for Construction Management.

- Motion to approve Invoice #AUG2020-01053 to Weston Solutions for $8,677.80 for construction management by Pizzi, seconded by Kapaun, Motion carried.

Village of Roberts
Village Board Meeting
August 10, 2020

Discussion/approval of Invoice #2804-004.3558B-4 to Clearas Water Recovery/Wapasha for $12,010.57 for flashing, cricket and engineering.

- Motion to approve Invoice #2804-004.3558B-4 to Clearas Water Recovery/Wapasha for $12,010.57 by Shemon, seconded by Pizzi. Motion carried.

Discussion/approval of Invoice #2804-004.3558A-5 to Clearas Water Recovery/Wapasha for $41,800.00 for concrete work on greenhouse, equipment building, sidewalks and paving.

- Motion to approve Invoice #2804-004.3558A-5 to Clearas Water Recovery/Wapasha for $41,800.00 for concrete work by Waughtal, seconded by Shemon. Motion carried.

Payment of the Bills

- Motion to pay the bills by Dakovich, seconded by Pizzi. Motion carried.

Motion to convene into closed session per Wisconsin State Statutes 19.85(1)c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – discussion of Officer in Charge for the Police Department. To convene into closed session per Wisconsin State Statute: 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations regarding Police Chief Aaron McWilliams and per Wisconsin State Statues 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved pertaining to legal settlement by Kapaun seconded by Shemon. Roll call: Pizzi – yes, Kapaun – yes, Dakovich – yes, Moeri – yes, Shemon – yes, Waughtal yes. Motion carried.

Motion to reconvene into open session to discuss any decisions made in closed session by Dakovich, seconded by Kapaun. Roll call: Pizzi – yes, Kapaun – yes, Dakovich – yes, Moeri – yes, Shemon – yes, Waughtal yes. Motion carried.

Motion to appoint Officer Mann as Officer in Charge by Waughtal, seconded by Pizzi. Roll call: Pizzi – yes, Kapaun – yes, Dakovich – yes, Moeri – yes, Shemon – no, Waughtal yes. Motion carried.

Other Business - none

Motion to adjourn at 10:10 PM by Pizzi, seconded by Shemon. Motion carried.

Megan Dull
Village Clerk