

# VILLAGE OF CURTISS

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## **MONTHLY MEETING MINUTES**

Tuesday, January 7, 2020 at 6:00 pm in the Village Hall

1. President Randy Busse called the meeting to order at 6:00 pm. Present were: Trustee Betty Rettig, Trustee Jonathan Unruh, Clerk Megan Zoellick and DPW Larry Swarr. Others in attendance: Mike Voss, Ross Pattermann, Linette Unruh, Ron Kundinger, Kris Erdman and Sandy Busse. Absent was Deputy Clerk/Treasurer Jane Stoiber
2. Proper posting of the agenda was noted by the Village Board members.
3. Motion by Unruh, second by Rettig to approve the minutes from the December 2019 meetings with corrections. Motion carried 3-0.
4. Public Comment:
  - a. Resident Kris Erdman wanted to clarify the use of the alley after the discussion of an agreement last month. Kris reiterated that they only offered to put gravel on the alley if it was a cost the Village did not want to accrue, however, they do not want to have a contract or be required to maintain the alley. They just want to be able to use the alley when they are blocked in on the north side of their property due to get-togethers at the Community Center.
5. MSA Report: MSA updated given by Mike Voss: Krugler is no longer working for MSA. DPW Swarr has been working with Dave M and Jared- a new agreement will be created to present to the board now that a DPW has been hired and the previous one expired in December. MSA is working with the DNR to find a solution for the lagoons.
  - a. There were no change orders, pay applications, etc to approve.
6. Clerk/Treasurer Report:
  - a. General fund: \$348,669.51
  - b. Utility fund: \$756,271.53
7. DPW Report: DPW Swarr report that a blower failed to start, he trouble-shot it and called Aerzen. The blower needed a full maintenance check. The effluent fountain was not running, it froze over- that has been fixed. The chemical pump and the water treatment plant needs some repairs. The boiler in the office/Post Office was not working, Jakel was called out to fix it. Swarr was able to pick up the part when it came in and replace it. There has been a lot of adjustments for Abbyland's readings and some issues collecting samples. The dissolved oxygen meter is not functioning properly and may need to be replaced to get the correct readings. Swarr let the board know that he is studying for exams, he is required to take 3 (originally planned on 2). The lift station brushes need maintenance, he will check with the engineers on how to accomplish that.
8. Board business requiring discussion/action:
  - a. There were no permits/licenses to approve.

- b. Motion by Unruh, second by Rettig to approve the monthly bills General # 2825, 2831, 2836-2857, Utility # 2340, 2356-2387. Motion carried 3-0.
  - c. No action taken on the generator maintenance agreement from Cummins. DPW Swarr will complete the maintenance twice per year.
  - d. Motion by Unruh, second by Rettig to approve the WRWA Membership for \$315. Motion carried 3-0.
  - e. Motion by Rettig, second by Unruh to approve a \$50/month clothing allowance for DPW Swarr. The Village will cancel services with Bay Towel and purchase their own rugs for the office and Community Center. Motion approved 3-0
  - f. Motion by Rettig, second by Unruh to approve the DPW list of items with the exception of #4 and 6 <see attached>. Motion carried 3-0.
  - g. Motion by Rettig, second by Unruh to reimburse Randy Busse for a \$9.41 breaker. Motion carried 3-0.
  - h. Motion by Unruh, second by Rettig to approve the 2020 Election Board Members: Jane Stoiber, Betty Rettig, Robert May, and Kris Erdman. Motion carried 3-0.
9. Old Business:
- a. A copy of the Abbyland Sewer adjustments for November billing was given to the board members.
  - b. Other old business: A copy of Clerk Zoellick's resignation letter was given to the board members.
10. New Business:
- a. Dues for Abby Chamber and League of Wisconsin Municipalities will be put on the special meeting agenda for January 23.
11. Motion by Rettig, second by Unruh to adjourn the meeting at 8:35 pm. Motion carried 3-0.

Submitted by \_\_\_\_\_ Village Clerk

Approved by \_\_\_\_\_ Village President

Approved on \_\_\_\_\_

DPW list of items for review by Village Board on January 7, 2020 monthly meeting

1. **Dissolved Oxygen Tester - buy/fix?** *If the current tester cannot be fixed, DPW can purchase a new one for \$400 or less.*
2. **Electric tester - buy?** *DPW can purchase a new one for \$60 or less.*
3. **Cameras and policy** *Sign needs to be posted in the Village Hall regarding video surveillance in use. DPW can purchase a small USB outlet camera, the Board needs to approve when the video is accessed. It can be accessed in the first week to make sure the camera is working properly. DPW can wear his personal body camera when in the field if necessary. DPW can purchase (at reasonable cost), reimburse if purchase made out of pocket.*
4. **Air exchange system at WTP (Water Treatment Plant) - Possibly add timers.** *\*Need quote, address at a future meeting*
5. **Lift station waste pickup** *Cancel garbage bin at lift station, bag can be brought to dumpster at Water Treatment Plant.*
6. **Pork weekend flows - not being billed** *Address at a future meeting*
7. **Headlight - buy?** *DPW can purchase (at reasonable cost), reimburse if purchase made out of pocket.*
8. **Plastic coveralls - buy?** *Swarr has a pair now. If another pair is needed, especially to work with chemicals, DPW can purchase (at reasonable cost).*
9. **Mobile tool boxes/sets** *DPW can purchase (at reasonable cost).*
10. **Clock time policy - What time(s) are on/off clock?** *“Volunteer hours” should be marked as time worked, OT if over 40 hours is acceptable.*
  - a. **Exam prep/study time** *No*
  - b. **Exam time** *Yes*
  - c. **Exam transportation time and mileage** *Yes, use Village truck*
  - d. **Board meetings** *Yes*
11. **Employee personal reuse of Village waste items policy** *This is acceptable- not an issue. Eg: reuse of buckets/bins*
12. **Blowers and Generators maintenance training policy** *DPW okay to perform maintenance as comfortable, if DPW is unsure of maintenance- work can be hired out.*
13. **Red sanding truck sander** *Sander can be brought to Hoover Hydraulic for troubleshooting/repair*
14. **Heavy Equipment Maintenance Policy - clarification of responsibilities and jurisdictions** *DPW should work with Ron to oversee plow, sander, etc.*
15. **Ear protection - Buy?** *DPW can purchase (at reasonable cost), reimburse if purchase made out of pocket.*
16. **Truck #1 oil change/routine maintenance** *DPW can perform as comfortable, work can be hired out as needed.*