

# VILLAGE OF CURTISS

915 MERIDIAN STREET | PO BOX 97 | CURTISS, WI | 54422  
PHONE 715.223.6226 FAX 715.223.1401

---

## **MONTHLY MEETING MINUTES**

Wednesday, April 8, 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, Clerk Megan Zoellick, and Deputy Clerk/Treasurer Jane Stoiber. In attendance via GoToMeeting video conference were: Trustee Unruh, Sandy Busse, Mike Voss, and Kevin O'Brien.
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 March 2020 meetings. Motion carried 3-0.
4. MSA Report: MSA update given by Mike Voss: MSA prepared site investigation plan to submit to the DNR. Soil tests are tentatively scheduled for the end of April/beginning of May depending on availability of equipment. The pits will need to stay open for the day to see if they fill with water. Findings will be submitted to the DNR.
  - a. Motion by Unruh, second by Rettig to approve hiring Steve Colby to dig pits (if they can dig down 18ft), second choice would be Jakel's. Motion carried 3-0.
  - b. There were no change orders, pay applications, etc to approve.
5. Public Comment:
  - a. Humberto Lopez asked the clerk if he could dump bricks from an old chimney into the compost area. (Board advised that it was acceptable, but to make sure he put them as far over as he could.)
  - b. Erin from D&S Milling asked President Busse if a tree in the park could be trimmed. There is a dead section on it that is dropping branches near their shed.
  - c. DPW Swarr asked if the wood chips that the utility company put in the compost area can be given to residents for use. (Board advised that it was acceptable.)
6. Clerk/Treasurer Report:
  - a. General fund: \$328,040.96
  - b. Utility fund: \$759,325.38
7. DPW Report: DPW Swarr typed up a summary for his report, the only thing he added to it during the meeting was that the tank inspection is scheduled for April 20th. <See attached DPW Report>
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 # 2895-2918, Utility # 2439-2468. Motion carried 3-0.
  - c. Motion by Rettig, second by Unruh to approve using GoToMeetings to conduct meetings as needed and to reimburse Mike Voss in a lump sum. Mike will provide a write-up of the costs. Motion carried 3-0.
  - d. Motion by Rettig, second by Unruh to skip holding a Spring Clean-Up due to the COVID-19. Will be reconsidered in the fall. Motion carried 3-0.

- e. Motion by Unruh, second by Rettig to schedule the Open Book on April 20, 2020 from 11am-1pm and the Board of Review on April 28, 2020 from 3pm-5pm. Motion carried 3-0.
- f. No action taken on signing a Declaration of Emergency for the Village (provided by John Ross).
- g. No action taken on clearing out the box culvert on Hwy E. President Busse spoke to Brian Duell of the Highway Department, he deemed it the responsibility of the Village. Will be reconsidered when quotes are obtained.
- h. No action taken on housing for Schrafnagel in the Village.
- i. Motion by Rettig, second by Unruh to approve having DPW Swarr send a letter to the DNR explaining plans for Cathodic Protection devices in towers. If approved, the devices will be taken out during inspections. The west tower is scheduled for inspection on April 20, 2020 and the east tower is due for an inspection in 2021. Motion carried 3-0.
- j. Motion by Unruh, second by Rettig to change the language in the Cross-Connection Plan for the water meter project. The language should be changed to reflect follow-up inspections being completed by DPW Swarr as the designated agent. Motion carried 3-0.
- k. No action taken on installing water meters at the Curtiss Park and Water Treatment Plant shop.
- l. No action taken on the vacuum trailer policy. Larry will check with other municipalities regarding usage of the trailer and procedure to pay for repairs.
- m. Motion by Rettig, second by Unruh to approve purchasing a jetter head and reimbursing DPW Swarr. Motion carried 3-0.
- n. Motion by Rettig, second by Busse to decline joining Diggers Hotline. Motion carried 3-0.
- o. Motion by Rettig, second by Unruh to approve purchasing fire hall furnace filters and reimbursing DPW Swarr. Motion carried 3-0.
- p. Motion by Rettig, second by Unruh to approve starting an account to purchase supplies through Pollard Water as DPW sees fit. Motion carried 3-0.
- q. Motion by Rettig, second by Unruh to approve purchasing a four gas meter for sewer manholes. Motion carried 3-0.
- r. Motion by Rettig, second by Unruh to approve joining the Dakota Supply Group reward system. Motion carried 3-0.
- s. Motion by Rettig, second by Unruh to approve changing how the Abbyland DC wastewater readings are adjusted. Flows should be no less than 80% of the water reading or 1,000 gallons less than the water reading. (Per Abbyland, they haul away 1,000 gallons of wastewater from production.). DPW Swarr will check the numbers to determine which adjustment is conducive to the Village's billing for wastewater costs . Motion carried 3-0.
- t. Motion by Rettig, second by Unruh to approve purchasing a cordless reciprocating saw and reimbursing DPW Swarr. Motion carried 3-0.
- u. Motion by Rettig, second by Unruh to approve sending out a letter to the dog owners that are in violation of the dog ordinances. Motion carried 3-0.
- v. Motion by Rettig, second by Unruh to approve DPW Swarr reviewing public works employee time cards before payroll is processed. Motion carried 3-0.

- w. Motion by Rettig, second by Unruh to ask interested party from Owen to apply for the clerk position. If she is available, an interview will be set up for her and Crystal Chenier. If not, then the position will be re-posted. Motion carried 2-1.
- 9. Old business:
  - a. Other old business: One quote was received for the roof of the Community Center, still waiting on other quotes. DPW Swarr will look at repairing the gutter on the office/post office building.
- 10. New Business:
  - a. Other new business: It is Jane's birthday!
- 11. Motion by Unruh, second by Rettig to adjourn the meeting at 7:22 pm. Motion carried 3-0.

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

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

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