

Village of Plain

Village Board Proceedings of June 12, 2013

The Regular Monthly meeting of the Board of Trustees of the Village of Plain was held at the Municipal Building on June 12, 2013. The meeting was called to order by Village President Raymond Ring at 7:30 p.m.

Roll Call: Raymond Ring, President; Stephanie Box; John Dischler; Walter Gerber; Janet Kraemer; Kevin Kraemer; and Merry Lynn Riek, Trustees.

Others present: Marion Copus of the Home News; Officer Chuck Schreiber; and, Nick Ruhland, Public Works Director.

Notice of this meeting, along with the agenda, was posted at the following locations in the Village of Plain: the Municipal Building; the Plain Post Office; and The Peoples Community Bank on Monday, June 10, 2013. Notice was emailed to the Home News and the Baraboo News Republic on the same date.

Riek motioned to approve minutes from the May 8, 2013 Regular Board meeting. Kevin Kraemer seconded. Motion carried with Box abstaining.

Dischler motioned to approve minutes from the May 15, 2013 Special Board Meeting. Gerber seconded. Motion carried with Riek abstaining.

Kevin Kraemer motioned to approve minutes from the May 15, 2013 Board of Review. Gerber seconded. Motion carried with Riek abstaining.

Police Department Report

Officer Schreiber reported that the call activity is picking up due to summer time. The speed board is currently located on Highway B coming in on the west side of the village. The visual of the speed board is effective in slowing people down.

Public Works Department Report

Nick Ruhland reported issues at Green TTEC with the prairie grass. It is mostly weeds, clover and other broadleaf. He is waiting on a response from BJ Galle of Ideal Builders as Bruce Company was their subcontractor. The prairie grass is still under a two year maintenance contract until October of 2013. Kevin Kraemer commented that prairie grass is a five year commitment. Ruhland will follow-up if he is not responded to soon.

Work on the golf course main bridge deck is complete and waiting for dry weather to transport it. EKS is cleaning the approaches this week. Public Works will prime and paint when they finish.

Public Works will start repairing half of the Westbrook Drive bridge tomorrow. Holes will be repaired with a concrete that EKS suggested. The other half will be repaired next week or the following week.

Thank you to Jason Schluter for the use of his Skytrac without charge for repairing the backstop netting.

A community service youth was utilized for mowing and weed eating along the creek on the golf course. Ruhland has not heard from the other two community service youths yet.

Committee Reports

Ordinance & Parks – Riek

No Ordinance Committee report.

The Parks Committee met last week Monday. Bob Neuheisel created an Emergency Management Plan in regards to how severe weather emergencies should be handled in the Village. The committee designated the women's restroom in the pavilion as a storm shelter for park users, not necessarily a tornado shelter. It is the safest place if you are in that area. It is basically so there is somewhere to go in an emergency. That restroom was being locked when the pavilion was not being used. It will now be left open.

Building Committee & Fire District – Dischler

No Building Committee report.

The Fire Board will meet in July.

Green TTEC, Police & RV Court – Gerber

Gerber is waiting to hear back from John Alt of Madison College regarding setting up a meeting to establish a business plan for Green TTEC. John plans to have a knowledgeable professional join the meeting to help and he anticipates it to take less than three hours. The board will be invited to attend this Green TTEC Board meeting for additional input.

The Board reviewed Teri's Green TTEC report. There is not enough information regarding a brochure order to move forward tonight. The Board would like to know who would be receiving the brochures.

Driftless Area will be having signs made for the lots available in the Honey Creek Business Park with the sign supplies recycled from the EDA and CDBG grant signs.

The shelter is complete on the Rec Trail project. With the River Valley High School students building the shelter, the shelter is under budget. Those excess budget funds will be needed for the bridge portion due to estimates already signifying that the bridge will be over budget. Running electricity to the shelter appears to be costly. Gerber is looking into a solar security light. Gerber believes the budget will be very close when adding the grant funds and paver drive proceeds

together. A revised estimate is needed from Meise Construction to know where the path budget is. With that figure, a spreadsheet could be created to re-evaluate the Rec Trail budget.

Gerber questioned when to start Shop Pockets' beginning date for their lease. They started part-time on Monday, June 10th, but will not be in full production until July 1st. Gerber motioned for Shop Pockets' lease to start July 1st. The Board discussed when they should be considered starting; whether it be paying employees or starting full production. Ring seconded the motion with the comment that we have a business in there that is starting to operate when a few months ago we did not know what was going to happen. Roll call vote: Ring – Yes; Box – No; Dischler – Abstained; Gerber – Yes; Janet Kraemer – No; Kevin Kraemer – Yes; Riek - No. Motion failed due to a lack of four Yes votes. Riek then motioned to prorate the start date as of June 10th, but payments are still due the first of the month. Janet Kraemer seconded. Roll call vote: Ring – Yes; Box – Yes; Dischler – Yes; Gerber – Yes; Janet Kraemer – Yes; Kevin Kraemer – No; Riek - Yes. Motion carried.

No Police or RV Court report.

Streets & Utilities – Kevin Kraemer

Parkview Avenue is substantially complete. The punch list is not yet finished. Ruhland state that there is still an issue with a downspout by the pool house. Berry Electric will also be rewiring the controls to the junction box in front of tennis court. Berry has the supplies; it is just a matter of getting around to doing it. Meise Construction did a nice job as well as his subcontractors. Westbrook Associates also did a nice job with the engineering on drainage in such a flat area.

The Wildwood Drive patch is complete, as well as a Cherry Street patch with utility work. Concrete repairs are complete at the Kraemer Brother sewer connection, at Park Avenue near the Frederick's property and a patch at the brick building at the corner of Main and Wachter.

The Streets Committee had a few meetings with the homeowners affected by the Main Street Wall project. This downtown beautification project is now moving forward. Box noted that a concerned citizen questioned if this is the Village's responsibility. Kevin Kraemer detailed that the wall is in the county's right-of-way, but they do not want that wall because they did not put it in. The property owners currently do not own it. The wall is far from esthetically pleasing for our downtown area. The idea is if we want our Village to be in a position to bring new businesses into our town, we need an attractive downtown area. The county is adamant that the wall not go back in their right-of-way. It is a combined effort by all involved; the county will tear the wall out, the homeowners are repairing their steps and the Village is installing the wall. The project is starting June 17th with the county and construction of the wall will commence on June 18th.

Following the completion of streets projects, the committee will review the five year plan. A lot of activities have happened over the past six months.

The lateral relocation project on Cherry Street is complete. The leak near Lyle Cady's residence will be repaired later in the summer. The Utilities Committee will be discussing alley work at future meetings.

Water Pumpage for May, 2013:

Well No. 1: 515,000

Well No. 2: 1,844,000

Total for May: 2,359,000 gallons, which was 526,000 gallons less than last year.

Two bacteria samples were sent to the State Lab. Both samples tested safe.

Monthly fluoride average: 1.26 p.p.m. Monthly chlorine average: 0.09 p.p.m.

Wastewater Report for May, 2013:

Influent Monthly Average B.O.D.: 166 mg/l

Effluent Monthly Average B.O.D.: 9 Limit: 15 mg/l

Influent Monthly Average T.S.S.: 137 mg/l

Effluent Monthly Average T.S.S.: 9 Limit: 20 mg/l

Monthly Average Nitrogen Ammonia: .0946 mg/l

Limit: 20.0 mg/l Monthly, 29.0 mg/l Daily

Monthly Average Total Phosphorous: 2.94 mg/l

Total gallons treated: 2,671,000

Library & Golf – Janet Kraemer

Janet Kraemer reported that the library had about 2,800 check-outs and 87 eBooks. They kicked off their Summer Library Program. The library received a thank you from St. Luke's school for their pre-k story time program. They are hoping to do it again. At the last Library Board meeting a financial speaker was present to help direct the board with a large estate donation. Maintenance was done on the air conditioning system. The library made the call, but this is something that should have come to the Village first since it is the Village's responsibility. Janet will take it to the Library Board and clarify the procedure.

Zach Koch will be doing Golf Course Starter work along with his Public Works duties.

The Golf Course Hole #9 project is on hold because of the weather. The Plain Lions are involved with this project.

The Golf Course Bridge has some expense. The decking was donated by EKS; Kraemer Brothers is donating the foundation, crossbeams and a crane to set it; and the Plain Lions are going to help with setting the deck as well as the concrete approaches. Public Works painted the bridge which will be over \$2,000. The Village did not budget for any costs on this project.

There is an anonymous individual interested in paying for dredging on the golf course. Ruhland is waiting for an estimate for that project.

Finance & Pool – Box

No Finance Committee report.

The Pool Committee had a joint meeting with the Parks Committee to discuss the Emergency Management Plan. The women's restroom at the pavilion is designated as a weather shelter for the pool. There will be a simulation with the lifeguards to learn the timing to transfer over to that location to see if it is feasible. The generously donated slide is a wonderful addition to the pool. The kids love it. The pool could not open Memorial Day weekend due to the cold weather. Lifeguard staff was reduced to two lifeguards in the evening. If there are only one or two people there, they should not open plus they cannot open under a certain temperature.

Development/Planning – Ring

No Development & Planning Commission report.

Other Business

Gerber motioned to re-contract with Madison College for Green TTEC management for six months. It is planned to work on a Business Plan with Madison College soon. Ring commented on the description of services not including the percentages discussed by the Green TTEC Board. Those percentages will be included in the Business Plan. Box is concerned about lack of revenue from the traffic in the building and the current focus not being what is needed to sell the building or the business park. Kevin Kraemer commented that Madison College is going to change a little more of their focus on marketing. The Village did not give guidance that the Village should have. We should have redirected in February instead of June.

Janet Kraemer created an outline of the Village's expectations:

Description of services and agreement for Technical Assistance proved for the Village of Plain in association to the Green-TTEC

- Marketing of Green TTEC and Business Park- 65%
 - Expectation this is the primary focus of job and must be able to determine when to prioritize above other activities
- Scheduling and Promoting Programs, Classes and Events- 15%
- Scheduling room use, coordinating set up with User groups- 10%
- Providing tours of the Green-TTEC-5%
 - Consider this a great tool to use when prospecting potential clients, may want to consider optional self- guided tours when group is considered a low potential
- Miscellaneous tasks listed below and not necessarily in order of priority- 5%:
 - Preliminary monitoring and troubleshooting of the Green-TTEC building systems
 - Proposed weekly schedule, flexible options to include 2-3 days per week
 1. Biweekly schedule will be announced in advance and posted
 2. Annual/weekly schedule to be finalized upon approval of contract

After review of the Village's expectations outline, Box seconded Gerber's motion with the comment that Madison College is a great partner and if we are moving forward with the percentages as described that this is the direction that the Village wants. Roll call vote: Ring – Yes; Box – Yes; Dischler – Yes; Gerber – Yes; Janet Kraemer – Yes; Kevin Kraemer – Yes; Riek - Yes. Motion carried.

Bob Neuheisel, Village of Plain's Director of Emergency Government, established an Emergency Management Plan binder. Riek questioned what the sign should say at the pavilion restroom. Officer Schreiber suggested "weather shelter" and the board approved. Ring motioned to approve the Emergency Management Plan as presented. Gerber seconded. Motion carried.

Ruhland recommended hiring Zach Koch as the seasonal Public Works Helper. Kevin Kraemer motioned to approve Zach Koch as the seasonal Public Works Employee/Golf Course Starter. Janet Kraemer seconded. Motion carried.

Box motioned to adopt of Resolution #2013-02, Compliance Maintenance Annual Report. Kevin Kraemer seconded. Motion carried.

Kevin Kraemer motioned to approve the following applications for licenses:

Renewal of Class "B" Beer and Class "B" Liquor to:
American Legion Post #398, Delbert Meise, agent
Leroy Gruber, Sam's Place
Emil Diehl, I-Diehl Tap
Allen Ring, Ring's Bar

Renewal of Class "A" Beer and Class "A" Liquor to:
The Cheesemaker 1, LLC, Christopher Raught, agent
Phil's River Valley Supermarket, Inc., Lewis Bettinger, agent

Renewal of Class "A" Beer to:
Consumer's Co-Op Oil Co., Daniel Baun, agent
Plain Kwik Stop, Inc., Dwayne Faber, agent

Riek seconded. Motion carried.

A motion to grant approval for operator's licenses as presented was made by Riek. Gerber seconded. Motion carried with Ring abstaining from his own license.

All operators' licenses as follows are for the period July 1, 2013 through June 30, 2014.

Nicole C Bettinger	Delores J Gruber	Rosemary E Prem
David L Breunig	Marlene E Hess	Charlene M Price
Jacquelyn J Brey	Robert D Honer	Lori A Pulvermacher
Mary C Brey	Michelle Johanning	Nicole A Ring
Cheryl A Carpenter	Doreen M Laack	Raymond J Ring
Chelsea M Diehl	Cheryl J Larson	Dan T Ruhland
Jeanette A Emer	Mary Jayne Liegel	Jessica A Schmitt
Tiffany N Faber	Pamela D Maki	Stephen J Sippel
Ashley A Fingerhut	Laura J Meinholz	Rosemarie J Smith
Deborah S Fingerhut	Jane E Mondello	Michele G Speck
Michelle L Fingerhut	John J Munsch	Tammy K Teach
Tracy R Garfoot	Lacey L Poad	Peggy Whitford
Kay M Gehrke		

Kevin Kraemer motioned to approve a temporary Class B Retailer's License; the temporary operator's licenses for Justin C. Anliker, John C. Ruhland, and Loren R. Thering; a fireworks display permit; and, the extended hours permit for the Fire Department and E.M.S. Three-Day Celebration. Box seconded. Motion carried with John Dischler abstaining.

Ring motioned to approve the contract with Consumers Co-op Oil Company for propane delivery for the period July 1, 2013 to June 30, 2014. Kevin Kraemer seconded. Motion carried.

Correspondence

The class from Wisconsin Indianhead Technical College sent a thank you for touring our Green TTEC facility.

Review and Audit of Invoices:

Kevin Kraemer motioned to withhold a 5% retainage from Meise Construction until the punch list is complete and pay for 95% of their invoice for the Parkview Avenue project. Janet Kraemer seconded. Motion carried.

A motion to pay the monthly invoices with the exception of check# 19364 Meise Construction's full payment was made by Kevin Kraemer. Riek seconded. Motion carried.

General Fund	\$140,948.13	Debt Services	\$0.00
Library Fund	\$3,635.13	Water Utility	\$5,661.30
Green TTEC	\$3,071.72	Sewer Department	\$5,727.36
TIF #2	\$178.76	Golf Course	\$3,614.66

Wage Reimbursements: \$18,353.30

Box motioned to adjourn to Closed Session at 9:37 p.m. Kevin Kraemer seconded. Roll call vote: Ring – Yes; Box – Yes; Dischler – Yes; Gerber – Yes; Janet Kraemer – Yes; Kevin Kraemer – Yes; Riek - Yes. Motion carried.

Sheila Tafs
Clerk/Treasurer