

VILLAGE OF ELLSWORTH BOARD MEETING
August 2, 2021 7:00 p.m.

130 N. Chestnut St. Lower Level Boardroom (East Rear Entrance)

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Minutes

1. Call to Order at 7:00 p.m. by Village President Rebecca Beissel

Members Present: Trustees Lance Austin, Michael J. Steele, Dale Hines, Mindy Anderson and Andrew Borner

Staff Present: Village Administrator/Clerk-Treasurer Stewart, Mike Huppert, Eric Ladwig and Tiffany Meyer

Others Present: Village Attorney Bob Loberg, five in person audience members, and virtual Zoom meeting participants

Pledge of Allegiance to the Flag was recited.

10-minute discussion limit on all agenda and non-agenda items per Roberts Rules of Order, the Village Board may suspend this rule if deemed necessary, no board action may be taken on non-agenda items

2. Approval of minutes – 07-12-2021 & 07-15-2021: MSC Hines/Anderson to approve the minutes as presented. Unanimous.

3. Approve payments and deposits: MSC Steele/Austin to approve the payments as presented. Unanimous.

4. Public comment on non-agenda items: Angela Esler-Whelan thanked the Village Board for supporting moving the East End Planter project forward, provided an update on who participated, and the feedback received from the community project and that the E3 is looking for continued support to get four more

planters done as part of the day of Service. Trustee Steele complimented Matt's Electric for blacktopping the parking lot.

5. University of Wisconsin-River Falls Standard Research Agreement: MSC Austin/Hines to approve the University of Wisconsin-River Falls Standard Research Agreement. **Unanimous.**

6. Village President and Trustee Manual: Village board members will review and let the Administrator/Clerk-Treasurer know if they want any additional sections added.

7. Committee Mission Statement Handouts: Village board members will review and pass on any changes and/or additions to the Administrator/Clerk-Treasurer.

8. Ayres Associates Inc. proposal of work for the WEDC Grant: This item was referred to the Finance, Purchasing and Buildings committee to determine the project timeline, costs and where the funds will be allocated from.

9. Design Ellsworth presentation was made by Kim Beebe of the Ellsworth Chamber of Commerce.

10. Letters of Support for Innovative Housing Set Aside application for Crossing Meadows: Paul Gerrard explained his needs for the letters of support and reviewed what the project would entail. **MSC Austin/Steele** to approve the letters of support. **Unanimous.** **MSC Steele/Austin** to approve looking into TIF and zoning options. **Unanimous.** The village board agreed to delegate the Village President and Administrator/Clerk-Treasurer to assist Mr. Gerrard with the Letters of Support.

11. Agreement with Appraisal Services and Data Processing Systems for assessment services for the Village for the 2022-2024 annual assessments: **MSC Hines/Borner** to approve the agreement with Appraisal Services and Data Processing Systems to go ahead with the assessments for 2022-2024. **Unanimous.**

12. Committee/Commission meeting reports/recommendations:

A. Plan Commission

B. Board of Appeals

C. ETZ

D. Water and Sewer

E. Street & Sidewalk

- Reviewed the 07-20-2021 Street & Sidewalk meeting minutes. The Village board discussed opening Dar, Susan and Beebe Street. **MSC Hines/Austin** that the streets mentioned be opened up and send back to the committee. **Unanimous.** The committee will agenda updating the ATV Ordinance.

F. Salary and Labor

- Reviewed the 08-02-2021 Meeting Minutes.

- Public Works Director Job Posting: **MSC Steele/Austin** to approve having the Salary and Labor Committee authorized to have the headhunter recruitment for the Public Works Director position.

Unanimous.

G. Parks, Recreation, & Development

H. Finance, Purchasing, Buildings

- Reviewed the 07-29-2021 meeting minutes.

-Expenditures at 388 W Main Street: **MSC Steele/Borner** to follow the process that the bills are received at the Village Administrator/Clerk-Treasurer's office, then get sent to Library Director Meyer and then passed onto the Library Board for approval to be paid out of the Library Building Fund. **Unanimous.**

- 388 W Main Street Library Project

- Ayres Associates Inc. proposal dated 06-15-2021 was provided to Village Board. Signed by Library Director on 06-25-2021.

- Project manager: Jodi Nelson of Ayres Associates, Inc.

- Project schedule: Updated project schedule was provided in the meeting packet.
- Payment schedule and/or procedure: **MSC Steele/Borner** to approve the proposal of having Pierce County Abstract and Title involved in any draw request payment processing, including drafting, and collecting lien waivers and 1099 reporting. **Unanimous.**
- Change order procedure: **MSC Steele/Austin** to authorize the Finance, Purchasing and Building committee to approve any change orders. **Unanimous.**
- AIA Contract with Ayres Associates Inc.: Attorney Loberg reviewed the contract. Village Board members were asked to forward any questions and/or concerns to Administrator/Clerk-Treasurer Stewart. Administrator/Clerk-Treasurer Stewart will then send those questions to the Project Manager and Attorney Loberg.
- Contents left within the building at 388 W Main Street: **MSC Steele/Austin** for Department Heads to review the old furniture and dispose of the property. **Unanimous.** The Historical Society will be provided historic documents left within the building. The Public Works and Police Department will move the metal shelving in the basement at a later date.
- Purchase of a new vehicle for the Public Works, Street and Water Department: **MSC Hines/Austin** to authorize the purchase of a new truck not to exceed \$28,000 for the Public Works Street Department. **Unanimous.** Payment of the truck will be split between the Public Works, Water and Street departments. **MSC Borner/Hines** to get rid of the old truck. **Unanimous.**
- I. **Public Safety:** Trustee Hines informed the Village Board that the next ambulance meeting will be held tomorrow August 3rd.
- J. **Health, License, Welfare**
- K. **Solid Waste, Cable TV, Special Committee**
- L. **Cemetery**
- M. **Community Development Authority**
 - Reviewed the 07-15-2021 meeting minutes.

13. Department Head Reports: Department activity/update

- A. Chief of Police** Eric Ladwig reviewed his submitted monthly report.
- B. Director of Public Works:** Administrator/Clerk-Treasurer Stewart provided an update to the Village Board.
- C. Administrator-Clerk/Treasurer** Stewart reviewed her submitted monthly report.
- D. Library Director** Meyer reviewed her submitted monthly report.

Attorney Loberg informed the village board that the lawsuit authorized for 245 S. Broadway St. has commenced. The next step is waiting for the owner to be served and once served has twenty days to respond. The Village Board did not go into Closed Session.

14. Closed Session: The Village Board will adjourn to closed session pursuant to Wisconsin Statutes, Section 19.85(1)(g) conferring with counsel. Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation. The legal consultation will be on the property located at 245 S. Broadway Street.

Meeting will reconvene into open session to take or announce action, if any and if appropriate, and to consider other agenda items.

15. Adjournment: **MSC Steele/Austin** to adjourn. **Unanimous.**

Respectfully submitted by Nicole Stewart Administrator/Clerk-Treasurer