

**VILLAGE OF ELLSWORTH BOARD MEETING
December 6, 2021 7:00 p.m.**

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

**Join Zoom Meeting
<https://us06web.zoom.us/j/88067091503>**

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Minutes

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

Members Present: Trustees Austin, Hines, Borner, Feuerhelm, Steele and Anderson

Staff Present: Administrator/Clerk-Treasurer Stewart, Public Works Director Vick, Police Chief Ladwig, Library Director Meyer (Remote)

Others Present: Village Attorney Bob Loberg, 4 Audience Members and Zoom Meeting Participants

Pledge of Allegiance to the Flag

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 – 11-01 & 11-18: MSC Feuerhelm/Borner to accept the minutes from November 1st and November 18th. Unanimous.

3. Approve payments and deposits: MSC Borner/Austin to approve payments and deposits. Unanimous.

4. Public comment on non-agenda items: None

5. Select January Village Board meeting date: The January Village Board meeting date will be January 10th at 7:00 p.m.

6. Adopt Ordinance #694 extending sunset date of ATV and UTV route from 12/31/21 to 12/31/22: MSC Feuerhelm/Hines to adopt Ordinance #694 extending sunset date of ATV and UTV route from 12/31/21 to 12/31/22. **Unanimous.**

7. Discussion and possible action on Ordinance #695 extending sunset date of 12/31/21 to 12/31/22 on reduction of residential and commercial Impact Fees: MSC Steele/Feuerhelm to approve Ordinance #695. **Unanimous.**

8. Approve Peak Holdings One LLC Mobile Home Park License for 2022: MSC Feuerhelm/Austin to approve Peak Holdings One LLC Mobile Home Park license for 2022. **Unanimous.**

9. Approve current Life Insurance/STD plan and dental plan renewal 1/1/22: MSC Hines/Steele to approve current life insurance/ short-term disability plan and dental plan renewal as of 01-01-2022. **Unanimous.**

10. Discussion and possible action on selecting an auditor for the 2021 audit

- Request for proposals and qualifications auditing services: MSC Feuerhelm/Steele to put out request for proposals. **Unanimous.** MSC Feuerhelm/Borner to authorize Administrator/Clerk-Treasurer to put the RFP out. **Unanimous.**

11. Appoint Election Inspectors for a two-year term which begins January 1, 2022 and ends December 31, 2023: MSC Hines/Feuerhelm to approve the list as presented. **Unanimous.**

12. Discussion and possible action on hiring a construction manager for the 388 W Main Street project: The board took no action to approve a construction manager. The board discussed that the communication point person for the Village is the Administrator/Clerk-Treasurer Stewart not a board member. Jodi Nelson from Ayres and Associates Inc. is the professional point of contact.

13. Discussion and possible action on authorizing the Plan Commission to discuss and make changes in the Village of Ellsworth Crossing Meadows Business Park Protective Covenants: No action taken.

14. Committee Mission Statements: The Village Board was asked to send suggested edits to the Administrator/Clerk-Treasurer's office by Friday.

15. Discussion and possible action on approving the WISLR report: MSC Hines/Austin to approve the WISLR report as presented in packet. **Unanimous.**

16. Municipal Water, Sewer and Public Works Service Mutual Aid Agreement: MSC Steele/Hines to approve pending legal review. **Unanimous.**

17. Discussion and possible action on approving the purchase of an Indeeco Explosion Proof Wash-Down Electric Unit Heater: MSC Feuerhelm/Borner to approve this. **Unanimous.**

18. Budget Resolution #2021-11: MSC Anderson/Feuerhelm for that budget resolution approval. **Unanimous.**

19. Fee Schedule Resolution #2021-12: No action taken.

20. Progress update on Comprehensive Plan Update: Village President Beissel provide an update to the village board.

21. Village of Ellsworth Newsletter: MSC Feuerhelm/Borner to go with Village of Ellsworth newsletter quarterly. **Unanimous.**

22. 2020 Audit

- **Authorizing the Administrator/Clerk-Treasurer's office to make changes to the financials per the auditor's request:** MSC Feuerhelm/Austin to give the administrator permission to make the 2020 audit correct. **Unanimous.**

23. Authorizing the Administrator/Clerk-Treasurer to open a bank account titled the Debt Service Reserve Fund: MSC Steele/Borner to authorize the Administrator/Clerk-Treasurer to open a bank account titled the Debt Service Reserve Fund. **Unanimous.**

24. Committee/Commission meeting reports/recommendations:

A. Plan Commission

B. Board of Appeals

C. ETZ

D. Water and Sewer

- Reviewed the November 1st meeting minutes.

E. Street & Sidewalk

F. Salary and Labor

- Reviewed the November 11th & December 1st meeting minutes.

- **2022 non-union employee wages/benefits, health insurance design plan/employee % effective:**

MSC Hines/Borner to give a 2.5% increase to all non-union employees except for the new Public Works Director. **Unanimous.** The village board clarified that for the Public Works Department the 2.5% increase would be applied the top person's pay as done in prior years. **MSC Hines/Feuerhelm** that we give the Police Chief \$2 per hour on top of the 2.5% increase. **Unanimous.** **MSC Hines/Austin** to grant all part-time staff a 50-cent increase with the exception of Sarah due to her receiving a wage increase last month. **Unanimous.** **MSC Hines/Feuerhelm** that we pay the Interim Public Works Director Mr. Huppert the same pay as his Public Works Director position through 12-11-2021. **Unanimous.** The village board discussed following the union and non-union health insurance percentages as applied from handbook. **MSC Borner/Feuerhelm** to follow the handbook. **Unanimous.**

- **Interim Public Works Director compensation**

G. Parks, Recreation, & Development

-Reviewed the December 2nd meeting minutes.

- **Discussion and possible action on Cairns Woods Trail Updates:** **MSC Borner/Feuerhelm** to approve the kiosk at Cairns Woods. **Unanimous.**

- **League of Wisconsin Municipalities Mutual Insurance 2021 Parks and Recreation Grant:** **MSC Borner/Anderson** to use the \$1961 we received from our insurance and allocated that towards Cairns Woods expenses. **Unanimous.**

H. Finance, Purchasing, Buildings

- Reviewed the November 1st meeting minutes.

I. Public Safety

J. Health, License, Welfare

K. Solid Waste, Cable TV, Special Committee

L. Cemetery

M. Community Development Authority

25. Department Head Reports: Department activity/update

A. Chief of Police Ladwig reviewed his monthly report.

B. Director of Public Works Vick reviewed his monthly report.

C. Administrator-Clerk/Treas. reviewed her monthly report.

D. Library Director Meyer reviewed her monthly report.

MSC Feuerhelm/Hines to go into closed session pursuant to Wisconsin Statutes, Section 19.85(1)(g) conferring with counsel. **Unanimous** after a roll call vote.

26. Closed Session: The Village Board adjourned 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 N. Broadway Street.

MSC Hines/Steele to go into open session. **Unanimous** after a roll call vote.

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

27. Adjournment: **MSC** Steele/Feuerhelm to adjourn. **Unanimous.**

Respectfully submitted by Nicole Stewart Administrator/Clerk-Treasurer