

**CASSVILLE VILLAGE BOARD MEETING**  
**Minutes**  
**Municipal Building, Village Board Room**  
**April 8, 2019 at 7:00 p.m.**

A meeting of the Village Board of Trustees of the Village of Cassville was held on April 8, 2019 at 7:00 p.m. in the Board room of the Cassville Municipal building.

Village President Williams called the meeting to order at 7:00 p.m. and Clerk Schmitz recorded the minutes. Roll call: Hampton, Harbaugh, Hauk, Lau, Ploessl, Vogt, and Williams, - all present. Also, present were: Attorney-Ben Wood, Police Chief-Brent McDonald, Utility Supervisor-Josh Mergen, and Delta 3 Engineering representative- Jordan Fure. Community members present - Richard Markham, Sue Krause, and Donna Thiesen. A quorum of trustees was present and the meeting, having been duly convened, was ready to proceed with business.

Harbaugh made a motion to approve the minutes of the March 11<sup>th</sup> Board meeting and the March 29<sup>th</sup> Special Board meeting, second by Hampton; all were in favor, motion carried.

A motion was made by Hampton to approve the vouchers for payment, Hauk seconded it; all were in favor, motion carried.

President's Report (Williams) – Regarding the current flooding in the Village, Williams stated the pumps are keeping up and that the river stage is forecasted to begin dropping soon. He also shared an invitation from the Cassville Fire Department inviting all Village Board members to the departments Officer installation ceremony that will be held at 7 p.m. on April 17<sup>th</sup> at the Fire Station.

Committee Reports

Water and Sewer (Hauk) – no report

Park (Vogt) – no report

Recreation/Library (Hampton) –Due to the flooding Hampton stated that the opening day of the pool is yet to be determined, along with swimming lesson registrations. The Library Board has adopted the Eckstein Memorial Library handbook which is specific to Library staff wages and duties. During 3/2019 there was a roof leak at the Library, and the Library Director is currently working on obtaining bids for a new roof.

Streets (Harbaugh) – Discussion was held regarding the sidewalk repairs at the corner of E. Amelia Street and Frederick Street, the new Hardware Hank location, as it pertains to the Village Ordinance under Chapter 6 for sidewalk construction and repair. The property owner did not obtain the required permit from the Chairman of the Street Committee as stated in the ordinance. Due to issues with the previous sidewalk grade being poured incorrectly, the base of the light pole heaving up, and the water shutoff to the building being broken, great discussion was held regarding the portion of the costs that the Village would be responsible for. Lau made a motion that the Village pay one half of sidewalk costs at the corner of E. Amelia Street and Frederick Street at the next board meeting, with a second by Ploessl. Roll call vote: Hampton- yes, Harbaugh-no, Hauk-yes, Lau-yes, Ploessl- yes, Vogt-yes, and Williams-yes; motion carried.

Buildings (Ploessl) – Ploessl stated that duct work and carpet will be cleaned at the clinic on Wednesday, Danny Bausch has a few things to complete, and the exit lights need to be installed. She mentioned that updates will be needed to the fuses in the electrical panel on the food pantry side.

Zoning, Licensing and Ordinances (Lau) – Lau made a motion to approve Temporary Class "B" Licenses to St. Charles Parish for May 11, 2019 from 4 p.m. to 11:00 p.m. for their Youth Group Jazz Dinner, and to Friends of Cassville Dog Park for May 25, 2019 from 11 a.m. to 3:00 p.m. for Dogs on the Runway, with a second by

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Hampton. Roll call vote: Hampton- yes, Harbaugh-yes, Hauk-yes, Lau-yes, Ploessl- yes, Vogt-yes, and Williams-yes; motion carried.

Airport/Finance (Williams) – no report

#### Department Reports

Police (McDonald) – no report

Attorney (Wood) – Wood introduced himself to those in attendance, and asked how the Board would like information shared from the League of Municipalities. The consensus was that the Board would like information shared that Wood feels is relevant to the Village.

Street (Nemitz) – no report

Utility (Mergen) – Mergen stated that there are three pumps running 24 hours per day, seven days per week into the storm sewer, and three pumps running 24 hours per day, seven days per week into the sanitary sewer. He stated that there is roughly 1.5 million gallons of water running through the sewer plant. Vogt asked if anything can be done regarding homes that are not pumping water out of their basements which then allows the water to flow directly into the Village sewer plant. Two sandbags were delivered to homes on Front Street and to the homes on the railroad track side of Amelia Street, and residents were asked to place the sandbags over the floor drains in their basement. If the water in basements just runs down the drain the Village sewer plant could become over loaded and cause sewage to back up through the basement drains. Brief discussion was held with Attorney Wood regarding possibly developing an ordinance that if the Village was to declare an emergency for flooding that residents would be required to place sandbags over basement drains. Then with a special inspection warrant the Village would have an opportunity to enforce the ordinance.

Tourism (Schmitz) – Schmitz provided the Board with the 3/26/19 Tourism meeting minutes. March Tourism bills were \$464.95. Harbaugh made a motion to accept the Tourism report as presented, with a second by Vogt; all were in favor, motion carried.

Clerk-Treasurer's Report (Schmitz) - The financial report was presented as follows: Village cash on hand after vouchers \$2,156,104 and Utility cash on hand after vouchers \$280,037. Harbaugh made a motion to accept the financial report as presented, with a second by Ploessl; all were in favor, motion carried. Schmitz asked the Board for feedback regarding the financial information provided during Board meetings, and was given instruction to send out the previous months check register by email prior to the Board meeting. She mentioned that she will be attending a required Board of Review training on April 11<sup>th</sup> and that Marlene Esser will be covering the Clerk's office. Schmitz also stated that Johnson and Block has completed the financial audit of the Village, and that full report was emailed out to all of the Board members. The auditors recommend that the Village explore alternate investment options to obtain a higher interest rate. Schmitz has made contact with Royal Bank and is waiting to hear back on the rate that they can offer the Village locally prior to exploring options outside of the Village.

#### Business for Board Consideration:

Delta 3 Engineering representative Jordan Fure presented the Board with the construction bids received for the proposed 2019 utilities' improvement on Denniston Street from S.T.H. '133' to Dewey Street as the base bid and from Dewey Street to Bluff Street as an Alternate bid. The bid opening was held on March 21<sup>st</sup> with five bids being received. JI Construction LLC, Livingston, WI was the low bidder with contract number one (Denniston Street from S.T.H. '133' to Dewey Street) at \$97,767, alternate 'A' (Dewey Street to Bluff Street) at \$67,246, and combining contract one and alternate 'A' for a total cost of \$165,013. Schmitz provided the Board with current account balances for all utility and street repair accounts. Lau made a motion to award JI Construction the winning bid for contract one and alternate 'A' for a total cost of \$165,013, with a second by

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Harbaugh. Roll call vote: Hampton- yes, Harbaugh-yes, Hauk-yes, Lau-yes, Ploessl- yes, Vogt-yes, and Williams-yes; motion carried. Fure stated that he expects construction to begin in May of 2019.

Fure also presented the updated Village Capital Improvement plan, stated that the plan should be reviewed annually, and that costs provided are estimates. The top 11 Village Capital Improvement projects were presented as:

- Priority #1 – Bluff Street (Cedar St. – Wall St. \$498,750)
- Priority #2 – Bluff Street (Wall St. – Denniston St. \$289,200)
- Priority #3 – Bluff Street (Denniston St. – Mulberry Dr. \$448,800)
- Priority #4 – Jo Davies Street (Bluff St. – Amelia St. \$303,100)
- Priority #5 – Fredrick Street (Bluff St. – Amelia St. \$330,350)
- Priority #6 – Bluff Street (Furnace Branch Bridge – S.T.H. ‘133’ \$504,600)
- Priority #7 – Du Chien Street (Dewey St. – Bluff St. \$115,800)
- Priority #8 – Des Moines Street (Alley S. of Amelia St. – Bluff St. \$210,050)
- Priority #9 – Prime Street (Ferry Landing – Crawford St. \$728,550)
- Priority #10 – Klauer Street Flood Water Control Structure (\$168,000)
- Priority #11 – Jack Oak Road (Crawford St. – S.T.H. ‘133’ \$2,217,350)

Annual maintenance items listed in the proposed Capital Improvement Plan included the well/reservoir maintenance estimated at \$1,000/yr., water valve replacement estimated at \$3,000/yr., sanitary sewer televising/cleaning estimated at \$4,000/yr., sidewalk replacement estimated at \$2,000/yr., and swimming pool maintenance estimated at \$3,000/yr. Harbaugh requested that the repair of the leaning street lights be included in the list of annual maintenance items. Lau made a motion to approve the updated Village Capital Improvement plan, with a second by Hauk; all were in favor, motion carried.

Fure then presented possible grant funding opportunities for future 2020 Capital Improvement projects. He stated that the deadline to apply for Community Development Block Grant (CDBG) funding is 5/17/2019 for construction in 2020, and that a public hearing would need to be held if the Board wanted to move forward with applying for CDBG funding. The Village would know by 8/2019 if the CDBG grant application was approved, and could receive up to two thirds of project costs through the CDBG program. There are other possible funding sources through a Safe Drinking Water program with applications due in 6/2019, and a Clean Water program with applications due 9/2019; however, those two applications will require additional surveying and engineering specifications. If the Village submits a CDBG application for a specific 2020 Capital Improvement project and is not approved for the grant, the Board is not locked into completing the proposed project. Harbaugh made a motion to allow Delta 3 Engineering to move forward with the CDBG grant application for 2020 Capital Improvements, with a second by Hampton. Roll call vote: Hampton- yes, Harbaugh-yes, Hauk-yes, Lau-yes, Ploessl- yes, Vogt-yes, and Williams-yes; motion carried. Then the discussion turned to choosing the specific projects to be listed within the CDBG grant application. Hampton made a motion to write the CDBG grant for five projects listed under the newly approved Village Capital Improvement plan as follows: Priority #1 – Bluff Street (Cedar St. – Wall St.), Priority #2 – Bluff Street (Wall St. – Denniston St.), Priority #3 – Bluff Street (Denniston St. – Mulberry Dr.), and Priority #5 – Fredrick Street (Bluff St. – Amelia St.), with a second by Hauk. Roll call vote: Hampton- yes, Harbaugh-yes, Hauk-yes, Lau-yes, Ploessl- yes, Vogt-yes, and Williams-yes; motion carried. Fure stated that Delta 3 will submit the newspaper notice for the 5/13/2019 Public Hearing meeting at 6:30 p.m., prior to the May Village Board meeting.

Harbaugh made a motion to skip to Business for Board Consideration agenda item E, second by Hampton; all were in favor, motion carried.

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Sue Krause, Friends of Cassville Dog Park, requested that the Village provide the liability insurance for the dog park as it is on Village property. It has been confirmed with Tri-Cor insurance that liability for any claims under the dog park would fall onto the Village because the park is on Village property. The Board was comfortable knowing that the Village is the only insured. The Village has received a bill from the Grant County Highway department for nine dog park signs in the amount of \$220.91 and Krause agreed to make payment to the Village for the signs. Vogt made a motion for the Village to pay the bill for the dog park signs and be reimbursed by the dog park, with a second by Hauk; all were in favor, motion carried. Discussion was held regarding creating a possible Memorandum of Understanding between the Village and the Friends of Cassville Dog Park; however, it was verbally agreed upon with the Board and Krause that the Village will continue to own and insure the dog park property. The Friends of Cassville Dog Park will maintain the dog park property to include the fence and feces pickup. Future invoices for the dog park will not be run through the Village without prior board approval.

Sue Krause, shared information regarding a possible Tree planting project in Riverside Park with the school. Krause stated that she would pay for the trees. She was advised to connect with the Parks Chairperson, Bob Vogt as plans move forward. It was also mentioned to Krause to connect with the school about possible planting sites at school.

Hampton made a motion to allow the Village Clerk the authority to make an online banking transfers through Royal Bank up to \$25,000 per transaction, with a second by Lau. Roll call vote: Hampton- yes, Harbaugh-yes, Hauk-yes, Lau-yes, Ploessl- yes, Vogt-yes, and Williams-yes; motion carried.

Hampton made a motion to convene to Closed Session pursuant to WI St. Stat. 19.85 (1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility," relating to consideration of increasing wage compensation for a Street Department laborer, second by Hauk; all were in favor, motion carried.

Vogt made a motion to end the closed session and reopen the meeting to the public, with a second by Lau; all were in favor, motion carried.

Vogt made a motion to increase wages for Kevin Wieseler by 2%, with a second by Lau. Roll call vote: Hampton- yes, Harbaugh-yes, Hauk-yes, Lau-yes, Ploessl- yes, Vogt-yes, and Williams-yes; motion carried.

There being no further business to come before the meeting, Harbaugh made a motion to adjourn, second was made by Hauk; motion carried and the meeting was adjourned at 9:58 p.m.

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Respectfully submitted,  
Jen Schmitz, Village Clerk