

**VILLAGE OF DRESSER  
POLK COUNTY  
VILLAGE BOARD PROCEEDINGS**

Pursuant to due call and notice thereof, a Village Board meeting was held on Monday, July 11, 2016, in the Municipal Office, 102 West Main Street. Beseler called the meeting to order at 6:30 PM. Beseler called for Roll Call: Cathy Frandsen, Elina Kuusisto, Grace Bjorklund, Richard Durand, Wayne Moberg and Bryan Beseler were all present. Darron Nelson was absent. Also present Attorney Tim Laux, Jodi A. Gilbert-Clerk, Steve Jacobs-Public Works Supervisor, Mark Knutson, Matt & Christine Bibeau, Dave Rasmussen, Gene & Sharon Hendricks, Dean & Sharon Sievers, and Cassie Petersen. The Osceola Sun, The Standard Press/Ledger, and The InterCounty Leader Newspapers were all present. Salute to the Flag was given.

**APPROVAL OF MINUTES:** Motion Kuusisto/Frandsen to dispense with the reading of the minutes. All in Favor. Motion Carried. Motion Bjorklund/Moberg to approve the minutes of the Zoning Board of Appeals Meeting, June 2, 2016. All in Favor. Motion Carried. Motion Durand/Bjorklund to approve the minutes of the Village Board Meeting, June 6, 2016. All in Favor. Motion Carried. Motion Frandsen/Bjorklund to approve the minutes of the Finance/Personnel Committee Meeting, June 27, 2016. All in Favor. Motion Carried.

**CITIZEN COMMENTS:** Beseler called for Citizen Comments. Nothing was stated. Comments were closed.

**PREREGISTERED:** Mark Knutson from DOG Fire explained that every year the Fire Department receives 2% dues. There is an annual audit that takes place and one of the requirements is that the Fire Chief has to be installed by each municipality. Mark Knutson took an Official Oath of Office as the new DOG Fire Association Fire Chief.

Discussion was held in regards to a Petition to Rezone from Matthew Bibeau – 116003790000 AVDR-Assessor's Plat Dresser Outlot 81 PT Outlot 81 & PT Outlot 69 etc... from R2-One and Two Family Residential to R3-Single Family Residential to enable the owner to build a garage across the property line. Bibeau stated I am trying to connect the two parcels so I can build a garage and spread it over the property lines. It was asked - is this a different request than what the Zoning Board of Appeals just met on. It was stated yes. Laux stated you should refer this to the Plan Commission. Beseler asked how time sensitive is this. Bibeau commented I have been working on this since right before the snow left this year. Beseler stated so if the Plan Commission can meet in the next two weeks would that work. Bibeau stated as long as things keep moving forward. Motion Beseler/Bjorklund to send the Petition to Rezone from Matthew Bibeau to the Plan Commission for review and recommendation to the Board. Any other discussion. Nothing was stated. All in Favor. Motion Carried.

Dave Rasmussen – MSA was present to discuss grant/financing options for Major Street Projects. Rasmussen stated I stopped by the office a few weeks ago and met with Jodi, Steve, and Grace. They inquired about grant funding for different public works projects. I put together some information on a couple of programs the DNR has. There is the Clean Water Fund Program and the Safe Drinking Water Loan Program. These programs are Federal Funds and part of the EPA's State Revolving Fund program that is administered by the DNR. These are typically loan programs, but there is some principal forgiveness. A project could be funded through loans. For Dresser under the Safe Drinking Water Loan the interest rate is 1.65% on a 20 year loan and the Clean Water Fund is currently at 2.10% on a 20 year loan. You can read the rest of the handout at your leisure. It shows some of the other projects we have done. MSA has worked with this program quite a bit and we work well with the DNR. It is a good program. When you look at projects such as the Birchwood WI Wastewater Facility we work to bundle a lot of different funding together for the same project. When you look at the time table for these things by October 31<sup>st</sup> you're Intent to Apply and the Priority Evaluation & Ranking Form would need to be submitted. By submitting your project to the DNR it doesn't commit you to anything, but on the other hand if you don't submit you can't get funding. MSA does submit these forms free of charge – once we know your project we can come up with some basic estimates. Then in March of 2017 all projects are ranked and you

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would have a good idea where your project lies in the scoring. The highest scores get principal forgiveness. Should you then want to make an application to the Safe Drinking Water Fund you would do it by June 30<sup>th</sup> of next year. With that application you would need to have engineered plans that MSA could do for you. For the Clean Water Fund you have until September 30<sup>th</sup> to submit. You would need to have engineered plans and specs. So overall you would have some investment in design. At this point you are still looking to see if you are going to be funded. You would definitely have loans available. We just found out that there is \$14 million in principal forgiveness available and how your project scores depends on whether you may get some grant money. Bjorklund asked how do they determine who is eligible. They have criteria that the DNR uses to score each project. It is a formula that they use and in March a list comes out with your score. Later on we find out how much principal forgiveness there is and then you decide if you want to apply for funding. The loan program is a fixed rate for 20 years. We try to bundle different programs (funding) together and we have a lot of expertise in doing so. One other program is the Community Development Block Grant program. Applications are due in May of each year. It is an annual competition and you hear about your application in August. In order to apply for a CDBG Grant you will need to do an income survey. Depending on the type of project we would help you decide on survey area that would be needed. At this time the survey is good for 3 years. So to get started you would want to define your project and submit the ITA and PERF by October 31<sup>st</sup>. You would then want to do the income survey at any time. MSA does not distribute the survey – the community does the survey. People are more likely to provide information to you. You would need to have 51% of the population of the survey area be Low to Moderate Income (LMI). That is pretty much it. One more thing I wanted to mention is that I am a Municipal Advisor. Back a few years ago the rules changed and if a Municipality wants to issue debt for a project they need to have received advice from a registered Municipal Advisor. We are one of only two firms in the state that are registered. Bjorklund asked so if we had a project in more than one area we could group them together. Yes you could have let's say 3 projects in an intent to apply. Bjorklund continued so once we get the information on whether we are eligible we can then decide if we want to do one or two or three projects. Rasmussen stated the key is to include what you may want to do in a project in the ITA that is submitted by October 31<sup>st</sup>. These are the main programs we work with and we do well combining them. Rasmussen stated it is all timing but you have to start somewhere. Beseler stated I would like to refer this to the public works committee and have a meeting in August and review the 5 year plan and see if there are any projects we want to move forward on.

### **ACTIONS AND COMMITTEE REPORTS**

**PUBLIC WORKS:** Resolution #02-2016 Wisconsin Department of Natural Resources NR 208-Compliance Maintenance Resolution was presented to the board. Jacobs stated we do this every year in conjunction with the end of the year report. This is basically a self inspection on the sewer system. We got a 3.5 GPA and have to do a Resolution. Where we need to improve is in reviewing the equipment replacement funds and development of the CMOM program. The CMOM program is ready and in your packets for tonight. We have improved quite a bit already over last year. Motion Durand/Moberg to move Resolution #02-2016 into immediate consideration. No further discussion. All in Favor. Motion Carried. Motion Kuusisto/Frandsen to pass and approve Resolution #02-2016. No further discussion took place. Roll Call Vote was completed. All board members present voted yes. Motion Carried.

Discussion was held regarding the Capacity, Management, Operations, and Maintenance (CMOM) Program. Jacobs stated years ago the DNR came out with this program. It is basically a sewer system maintenance program. Here in Dresser Dan had one as a plan and there have been draft forms in the past but they were not required by the DNR. Now it is required to have a plan by August 1<sup>st</sup>. Dan had been using a program and it goes along with this. The CMOM now incorporates everything into one program. This can help us with funding in the future. We can make changes in the future if need be. Motion Bjorklund/Moberg to approve the Dresser CMOM program. Laux stated that some of the pages may be missing from the packet copy. Bjorklund stated we are moving forward approving the program as written. All in Favor. Motion Carried.

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Discussion was held regarding the recommendation from the Finance/Personnel Committee to go ahead with the South Street ditch/berm project with an estimated cost of \$7,200.00. Reallocating money from the Ditch Account and the Tennis Court Account to cover the cost. Bjorklund handed out a budget worksheet to summarize what we talked about. As a committee we made this recommendation to go ahead relocating the ditch so it is on Village Right Away as recommended by the Village Attorney and in doing so make the berm higher as per Cedar Corporation recommendation. The Sievers are here – are you OK with moving stuff on top of the berm? Sharon Sievers stated in doing our improvements there is a liner that is there right now. Would that liner stay there? Jacobs stated we are putting in a ditch up to that point. There are 3 drain lines that go into that area. We want to incorporate the drainage from their yard and straighten out to this end. Straightening it out channeling the water to that pipe will speed up the water. Sharon asked what is going to happen on the back side of that berm – there is a membrane there right now and those rocks are holding back the dirt. Beseler interrupted stating the plan has been reviewed by the Village Board and tonight's discussion is the funding for the project. Beseler stated myself, Jacobs, and you can hash out the details of the project. Right now we need to address the funding. We can discuss the proposal after tonight's meeting. Bjorklund stated \$3,500.00 is the excavating by Cross Country – the dirt that is removed would be put on the berm – so we don't need extra dirt. You then have the cost of the liner. So we have \$4,000.00 in the budget for ditches and we would reallocate after we get final cost from the Tennis Court Account. We planned to overlay the Tennis Court and the company that was going to do this work can't fit our project in this year. This needs to be addressed in next year's budget. We will be holding back \$2,000.00 in the Tennis Court account for temporary repairs. Beseler asked where did the donation to the Tennis Court go. Bjorklund stated we are not spending that money on this ditch. Any other questions? Nothing stated. Motion Bjorklund/Kuusisto to accept the recommendation from the Finance/Personnel Committee to proceed with the relocating of the ditch and raising of the berm using Cross Country for the dirt work and ordering the Smart Ditch Liner. After final costs have been established we will reallocate money from the Tennis Court Account. We are giving approval to spend the money and get the project done. All in Favor. Motion Carried.

Discussion was held regarding the recommendation from the Finance/Personnel Committee to proceed with the looping of the water line between Polk and Silver Ridge, to reallocate funds from the Tennis Court to cover the cost and request that the project be put out for bids and an Ad ran. This would become a liability with the Water Fund owing the General Fund. Bjorklund stated I talked to Jacobs and this area is off the street. Our job was to find money to loop this water, which will make the water better for the residents. It would keep the water from becoming stagnant. We had a cost back in November and we didn't budget for this at that time. Jacobs got an estimate from J&S. \$19,685.00 for water main and replacement of a hydrant at \$3,600.00. Bjorklund continued I would like to have Laux advise whether this needs to be put out for bids. Projects under \$25,000.00 don't need to go out for bids. Bjorklund stated not going out for bids would speed up the process. We have found funding for this project and that is on your sheet of paper I gave you. Again we would use the Tennis Court outlay funds and LRIP funds – there is no LRIP project this year. We would not use the total monies in the LRIP so there would still be some funds to carry forward. Looping of the water is 100% a water utility expense. The Village would pick up the cost and it would be recorded at audit time as a due to the Village Liability in the Water Department. We need to get the job done. Motion Frandsen/Durand to proceed with the recommendation from the Finance/Personnel Committee to loop the water line and reallocate funds after the final cost is determined. J&S is the Contractor for the project. Beseler stated I will be voting against this – the reason is at this time there is no LRIP project but the Village has planned for LRIP projects in the past. We would allocate money each year so we would have our matching funds when the project came around. We are usually fighting to find a project that is low enough in cost to do. A simple street revision. I am also concerned about the Water Utility at this time. Under the current status repayment won't happen next year. I support the looping, but I don't support the funding at this time. Bjorklund stated you don't know if you will have a LRIP project and/or if there will be any funding in the future. Also you should consider your clean water. Beseler stated I am lobbying for roads over water right now. Beseler called for a vote/decided to do a Roll Call Vote. Roll Call Vote: Frandsen Yes, Kuusisto Yes, Bjorklund Yes, Durand No, Moberg No and Beseler No. Tied

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Vote. Motion defeated. Bjorklund stated OK we are not looping the water – the public works committee had a meeting and sent it to finance to find the money and we did find the money. Why did you send the project to us if you were just going to vote no.

Public Works Monthly Report: June 2016. Jacobs stated nothing really is going on. We will be flushing the hydrants and cleaning the sewers again this year. Beseler asked if the replacement of Stop Signs was due to theft for maintenance. Jacobs stated maintenance issue.

**FINANCE:** Discussion was held regarding the recommendation from the Finance/Personnel Committee to approve the use of the Point and Pay System – E-Service Payment Provider in order to give residents the opportunity to pay their bills with the use of a credit card. Bjorklund stated we talked to you a little bit before on this. This is putting in the capability for someone to use their credit card/debit card to pay their utilities bill and/or tax bill. At this time we are only including taxes and utilities. We could add more services as we go along. This won't cost the Village anything. Bjorklund continued we met with Amanda at Polk County and this service has been working just fine for her. The person who uses it decides on whether they want to pay the fee or not. There is a plan application that needs to be signed and an additional document. Laux will review the agreement language even though a lot of it is standard. They will do training with us that can be set up later. This should take about 2 months to get implemented. Motion Beseler/Frandsen to accept the recommendation from the Finance/Personnel Committee to move forward with the Point and Pay System – E-Service Payment Provider giving residents the opportunity to pay their bills with the use of a credit card. No further discussion took place. All in Favor. Motion Carried.

Discussion was held regarding the recommendation from the Finance/Personnel Committee to move forward with the purchase of a new copier for the Village Office with an estimated cost of \$5,015.00. Bjorklund stated the cost would be split three ways general/water/sewer. The Village budgeted \$2,000.00 for office equipment so the Village share of \$1,672.00 is covered. The current copier is 10 years old. The last repair we were not able to get replacement parts we had to purchase a refurbished part. Beseler asked if it would be networked so board packets could be scanned in. Yes this has a network capability. Bjorklund stated it is also colored. There is a maintenance agreement that we can enter into. The cost of toner will be going up due to the colored copies. Also you now have 4 drums that at some point will need to be replaced. When looking at the budget it would make sense to lock into an agreement. Gilbert continued I was told we can reevaluate the agreement yearly to see if we need to adjust it based on the number of copies we are making. Bjorklund stated I think we should value Jodi's comments. Motion Bjorklund/Kuusisto to purchase a new copier for the Village Office – RICOH Aficio MPc2503spf Color MFD from EO Johnson in the amount of \$5,015.00 and to also enter into a Maintenance Agreement. Cost will be divided between the General Fund, Water, and Sewer. All in Favor. Motion Carried.

Motion Frandsen/Kuusisto to approve the monthly Vouchers #35455-#35529 Totaling \$29,496.83. Roll Call Vote. All members of the board present voted yes. Motion Carried.

Motion Kuusisto/Durand to approve renewing the Village's Workers Comp, Liability, Auto and Boiler & Machinery Insurance with the League of Wisconsin Municipalities with an annual premium of \$20,282.00. All in Favor. Motion Carried.

Discussion was held regarding a change to the Dresser Employee Handbook Page 14 – Performance Evaluations. Beseler stated I found it interesting last time we did reviews that when doing employee reviews we were doing all full time employees. Now that we have revised the employment structure and Jacobs is a Supervisor he should be evaluating Mike. Gilbert would also be reviewing Shannon and if Haass gets a part time police officer he would evaluate that person. This will simplify the job for the personnel committee. Bjorklund stated when we meet this time we are meeting with Shannon since this is her 90 day review. Motion



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Frandsen/Moberg to approve the change in the Dresser Employee Handbook Page 14 – Performance Evaluations. All in Favor. Motion Carried.

**LIBRARY:** The Library Board minutes from the June 13, 2016 meeting were presented to the Board. Frandsen stated the Board is working on reviewing all Library policies, procedures and Mission Statement. There will be a Raptor Center event in Osceola. Bjorklund asked what part of that program is Dresser. Frandsen stated it is being presented on behalf of both libraries. Bjorklund asked why was the story time canceled. Frandsen stated we have had low attendance and we have a lack of people to put it on. The Library Director has not been heading this up - somebody else has been doing it. The new library director at this time is not familiar with this type of program. Frandsen continued we hope to bring it back.

**PUBLIC SAFETY:** Building Inspector Report was presented to the board.

Resolution #03-2016 A Resolution Establishing Building Permit Fees was presented to the board. Motion Bjorklund/Kuusisto to move Resolution #03-2016 into immediate consideration. All in Favor. Motion Carried. Motion Kuussito/Frandsen to pass and approve Resolution #03-2016. No discussion took place. Roll Call Vote. All board members present voted yes. Motion Carried.

The Police Department June 2016 Report was presented to the board. Beseler stated Haass ran an Ad for part time police officer and he did not receive any candidates at this time.

The Cooperative Boundary Committee Meeting minutes from June 20, 2016 was presented to the board.

**PUBLIC WELFARE:** Nothing on the agenda

**PLAN COMMISSION:** Nothing on the agenda

**OTHER BUSINESS:**

Fall Primary Election to be held on Tuesday, August 9, 2016 – Polls Open 7AM – 8PM

Motion Bjorklund/Kuusisto to change the date of the regularly scheduled Village Board Meeting – Monday, Sept 5, 2016(Holiday-Labor Day) to Monday, September 12, 2016 at 6:30 PM. All in Favor. Motion Carried.

Village President, Bryan Beseler stated he had nothing to report.

**AUGUST AGENDA BUSINESS:** Nothing was stated.

**NEXT MEETINGS:**

Library Board Meeting, Monday, July 11, 2016 at 5:15 PM

Finance/Personnel Committee Meeting, Monday, July 18 – Employee Reviews

Cooperative Boundary Committee Meeting, Monday, July 18, 2016 at 6:00 PM

DOG Fire Association Meeting, Thursday, July 21, 2016

Village Board Meeting, Monday, August 1, 2016 at 6:30 PM

Osceola Ambulance Meeting, Wednesday, August 17, 2016

Board of Review, Monday, September 26, 2016 at 6:00 PM

**ADJOURNMENT:** Motion Kuusisto/Moberg to adjourn at 7:50 PM. All in Favor. Motion Carried.

Jodi A. Gilbert - Village Clerk

*These minutes have not been approved.*