

REGULAR BOARD MEETING MINUTES

January 21, 2008 -7:00 PM

VILLAGE OF TWIN LAKES

tape available indefinitely

transcribed by K Richardson

Unapproved Minutes subject to Board Approval

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Bower, Connolly, Fitzgerald, Karow, Knoll, Moran, Skinner present. Administrator David Cox, Clerk/Treasurer Kathleen Richardson, and Police Chief Dale Racer, also in attendance.

APPROVAL OF MINUTES: *Motion by Karow, Knoll, Carried to Approve:* December 17, 2007 Regular Board

APPROVAL OF VOUCHERS FOR PAYMENT: *Motion by Connolly, Moran, Carried to Approve:* Corporate Checking (including General Fund, Sanitation, Capital Projects-E/M, Sewer Utility, Lake Rehab, Sewer Hook-Up, Sewer replacement, and Tax Account): #18482-18699; Payroll Related Checking and State/Federal Tax Wires: #13845-13955. Expenses - \$722,726.20.

TREASURER'S REPORT: *Motion by Connolly, Moran, Carried to Approve:* - General Fund Checking: \$252,715.91; State Pool: \$246,162.12; Payroll Checking: \$1,583.58 for a total balance as of December 31, 2007 of \$500,461.61.

PUBLIC COMMENTS AND QUESTIONS:

Matt Ostrander, Randall Town Chair – Expressed his appreciation to Trustees Bower and Moran for their attendance at Randall's January 10th joint meeting regarding library funding. Ostrander discussed changes the Town made to the Resolution being proposed tonight. Also in attendance at the Randall meeting was Doug Baker, County Library System representative, who was also in favor of changing the current system. Baker had stated that this would have to be done at the legislative level. Karow asked if this would be taken out of the levy limit then. Cox stated Bill 420 does not contain any language for taking the library funding out from the levy cap. Ostrander continued that Baker had stated there is a way to take the library funding out of the levy cap, but that would involve very complicated formulas.

OMNIBUS AGENDA – *Motion by Connolly, Karow, Carried to Approve as read by President Skinner, with the proposed changes to Resolution No. R2008-1-1 as discussed:*

- A. Motion to approve a policy regarding offering plowing service to subdivisions under construction.
- B. Resolution No. R2008-1-1, a Resolution urging changes to State Law regarding Library funding.

PRESIDENT AND TRUSTEE REPORTS

TRUSTEE SHARON BOWER - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING

Determination of which, if any, Trustees will participate in the interview process for the Deputy Village Clerk/Treasurer position. Skinner stated Trustees Connolly and Bower would be involved.

As a reminder, the first installment for tax bills is due to the Village by January 31, 2008. Taxpayers are encouraged to mail their payments, use the Village Hall drop box or use the online (www.villageoftwinlakes.net) or phone option for credit cards. Details are included in the insert that accompanied the bill.

The Court Report is available at the Village Clerk's Office for review.

TRUSTEE TOM CONNOLLY- STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION

Motion by Connolly, Skinner, Carried, to approve an Engineering Services Agreement with Baxter and Woodman for final design services related to the Downtown Streetscape and Improvement Project. This is a TIF District #1 expense. Mark Kolczalski, Baxter and Woodman, was present to discuss the work order as well as cost estimates. These include public information meetings, coordinating with the utility companies, and the street lighting design. Connolly stated that the County is in the discussion stages regarding running fiber optic/broadband out to this area. This will need to be included in your plans. Kolczaski stated these estimates are based on real world estimates of how many man hours will be needed. These are hourly 'not to exceed' rates – if Baxter and Woodman go over in hours spent, they lose out. Greg Boldt and Bob Benson of Baxter & Woodman were also present.

Motion by Connolly, Skinner, Carried, to approve a Professional Services Agreement with Planning and Design Institute (PDI) for final design assistance related to the Downtown Streetscape and Improvement Project. This is a TIF District #1 expense. Cox stated this is also an 'hourly not to exceed' basis, with the primary focus being on the landscaping. Kolczaski clarified that PDI works with the Village regarding the decorative details - the landscaping, lighting, trash receptacle, benches, stamped concrete, etc. They provide the actual items chosen along with their

details (name brands, etc.) and all this is wrapped into one bid package. Cox recapped the costs to date involved with the proposed \$6 million of improvements as previously discussed: \$45,000 - \$50,000 – Planner for TIF Creation; \$7,000 – Legal expenses involved in the creation of the TIF; \$300,000 – Engineering plus \$40,000 – Planner to get us to the stage of bidding (includes the water system); and then another \$150,000 – Engineering costs related to the construction. Engineering and architectural fees normally run 8-12% of the job costs. Skinner stated that Cox reminded him that the intent was there to create a committee that would review these choices available for decorative items, etc., and asked if Fitzgerald would like to head it. Fitzgerald stated he would.

Connolly stated the Lions Club, of which he is a member, had donated approximately \$17,000 in funds to the Wheatland Tornado Relief. Skinner also stated that the Twin Runners Snowmobile Club, which he is a member of, has donated \$1000. Skinner's Service has also donated \$500. Connolly stated this shows how the community comes together to get things done. Bower stated that our Village Police and Fire departments were also involved.

TRUSTEE KEVIN FITZGERALD - CEMETERY, SANITATION, RECYCLING, SENIORS – Nothing to Report

TRUSTEE AARON KAROW - BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS

Motion by Karow, Connolly, Carried, to include construction of a fire suppression water system in the upcoming Downtown Improvements Project plans and bids, and to direct that the appropriate amendments to TIF District #1 be undertaken. Doug Snyder, Baxter and Woodman, reviewed the options presented at the last meeting – Option 1: Use of non-potable water supply (\$2.7 million); Option 2: Use of Waste Water Treatment Plant Effluent water supply (\$2.9 million); Option 3: Creating potable municipal water system (\$4.9 million). The WI Public Services as well as the Department of Natural Resources have been contacted since the last meeting. Review comments were provided that stated if Option 1 is constructed properly it could be converted to a potable system in the future as long as it is operated initially as a municipal system by maintaining chlorine residual. In the revised plan presented, Section One contains a summary of the five options, as well as discussion regarding design system pressures. Snyder stated he would need the Village Board to approve the report, and then select the option of interest. Lengthy discussion continued regarding options available. Cox reminded that the initial infrastructure costs would be paid through a loan that would be paid back from the TIF increment. There would be operating expenses that would be split among the users of the system, as well as potentially by the property owners. Cox continued if the Village decides to go ahead tonight, it is anticipated that in May or June the award of contracts may occur. Conversations have been had with three individuals that are ready to move ahead with potential projects that have completed values of \$2 to \$3 million (current values of these properties are \$400,000 to \$750,000). These may be through the approval process and back before the Board as early as May; intent is to get the projects through approval with the Development Agreements, discussing financing, and awarding contracts. Using this information, Mike Hallman, financial advisor, redid the calculations related to timing of the increment created and financing of the \$6 million borrowing. Hallman has indicated that he is fairly comfortable with this project and will still have excess increment beyond the debt service.

Motion by Karow, Connolly, Carried, to approve an Engineering Services Agreement with Baxter and Woodman for design services related to the Downtown Fire Suppression Water System Project. This is a TIF District #1 expense.

Motion by Skinner, Karow, Carried, to approve the Professional Services Agreement with Village Bond Attorney Quarles and Brady for legal services related to the proposed amendment to TIF District #1. This is a TIF District #1 expense.

The next Plan Commission meeting is scheduled for Wednesday, January 23 beginning at 7:00pm in the Village Hall. The agenda includes consideration of a Preliminary Plat for Phase 2 of the Oak Meadows Subdivision (Stohr, Grove Trail, Parcels 85-4-119-163-0903 and 163-0904), and consideration of a Special Permitted Use for Specialty Classic Cars (Kaske, 330 E Main Street, Parcel 85-4-119-211-4380).

Building Permits: 6; Valuation: \$307,060.00; Fees Collected: \$2,390.00.

TRUSTEE JEREMY KNOLL - POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES

Motion by Knoll, Connolly, Carried, to authorize the purchase of two Ford Explorer Police Squads and to indicate that funds will be borrowed to pay for the vehicles. Knoll stated that due to a mechanical issue with the currently owned Ford Explorer, it is recommended to purchase two new Explorers to add to the fleet as well as to consider the extended warranty plans for each. Skinner was against the extended warranty plans. Chief Racer stated the intent is to keep these on the road for four years, and then another year the vehicle will be used by the Chief/Investigator before sale or trade-in. Fitzgerald questioned fixing the old Explorer as compared to selling as is, especially with the 3 – 4 month wait for the new vehicles. Cox recommended talking with the dealer regarding the trade-in value with the repair versus without repairing the vehicle. Chief stated the intent is to have a fleet of two SUV’s and two Crown Vics. The rotation will be 4 years on the SUV’s, and 2 years on the Crown Vic squads. Fitzgerald questioned if other SUV’s had been considered; through the State pricing program the Explorers are the best cost.

The Park Commission and the Ad Hoc Lance Park Development Committee have approved final plans for the Lance Park Development and the project will be bid shortly. Based on the total amount of the bids received, the Park Commission will likely request the Village Board to consider borrowing funds to facilitate the work.

The Police and Water Patrol Reports are available at the Village Clerk's Office for review.

Knoll extended his appreciation to the Police and Fire Departments for their hard work during the tornado in Wheatland. In fact, one of our Rescue squads was out on an accident scene there and witnessed the tornado. Something they never care to see again!

TRUSTEE WILLIAM MORAN - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY

Motion by Moran, Connolly, Carried, to approve an engineering services agreement with Baxter and Woodman for the Lance Drive Interceptor Sewer Extension. These project costs are to be split between TIF District #1 and the Sewer Hook Up Account. Mark Kolczaski, Baxter & Woodman, distributed a budget and cost schedule. They are currently a month ahead of schedule and will be submitting to the Department of Natural Resources for approval. This work is scheduled to be completed before the downtown project begins (July).

Sewer bills have been mailed to all customers and the full annual payment or the first quarter payment is due by February 4, 2008. Customers paying the full amount by this date receive a \$12 discount per unit. Customers are encouraged to mail their payments, use the Village Hall drop box or use the online (www.villageoftwinlakes.net) or phone option for credit cards.

The monthly sewer report is available at the Village Clerk's Office for review.

VILLAGE PRESIDENT HOWARD SKINNER

Motion by Skinner, Connolly, Carried, to amend the Village meeting location policy. Skinner stated this change is to allow the Police Committee and the Police Commission to meet at the Police Department. Fitzgerald voted nay.

Other Comments from the Floor - None

Motion by Skinner, Connolly, Carried, to adjourn at 9:04pm.

Signed Copy Available at the Village Hall

Kathleen Richardson, CMC
Clerk/Treasurer

DISTRIBUTION (40)

Original - Vault

Pres/Trustees

Building Inspector

Administrator

Library Bulletin Board

Joint Review Board

Engineer

Clerk/Treasurer

Hall Bulletin Board

Plan Commission

Planner

Lake Steering Council

Post Office Bulletin Board

Village Departments

Attorney

Public Distribution