

**VILLAGE OF BALDWIN**  
**REGULAR MEETING MINUTES**  
**September 11, 2013 – 6:00pm**

The Village Board of the Village of Baldwin opened their regular board meeting on Wednesday, Sept. 11, 2013 at the Baldwin Municipal Center, 400 Cedar Street. President Zevenbergen called the meeting to order at 6:00p.m.

Pledge of Allegiance was recited by all present.

Roll call was taken by Clerk Tracy Carlson – Present: President Willy Zevenbergen, Trustees Claire Stein, Greg Larson, Doug Newton, Jennifer Recifo-Smith, Lisa Knutson and Duane Russett.

Others present: Public Works Director John Traxler, Police Chief Jim Widiker, EMS Chief Craig Nelson, Village Engineer Mike Stoffel, Attorney Terry Dunst, Chris Klinkhammer, Megan McCracken, Zack Czech, Nicole Anderson, Timothy Anderson, Terri Viellieux, Gerald Belanger, Kathy Jo Brihn, Kristin Eitland, Shelly Tomtschik, Pat Richie, Ken Richie, Jeannine Swihart, Kathleen Helgeson, Joe Fisher, Scott Hanson, Megan McCracken, Briana Lund, Chris Klinkhammer, Mike Specht and others.

Trustee Larson **moved** to approve written checks #28838-28934; voided check - #28788; payroll vouchers - #V13983-V14094; on-line checks #403-411. Seconded by Trustee Russett. Motion carried.

Trustee Knutson **moved** to approve all the financial reports, including budget comparisons for August, 2013 as presented. Seconded by Trustee Recifo-Smith. Motion carried.

Trustee Larson **moved** to approve the consent agenda. Seconded by Trustee Knutson. Motion carried. Items approved:

Minutes dated August 14, 2013

Operators licenses for Kelsey Kuesel and Ashley Geurkink – Kwik Trip; Dawn Lauemont – Nilssen’s Super Valu

Pay request #2, Albrightson Excavating for County Rd. J project - \$134,651.60

Pay request #8, Haas Sons for Main St. project - \$55,563.43

Ambulance service fees for 2014, increasing from \$13.00 to \$14.00 except for Village of Baldwin and Village of Woodville which will increase from \$12.00 to \$13.00.

Approve job descriptions for all public works department positions, including cemetery sexton and caretaker.

Acknowledge receipt of notice from the railroad commission re: safety provisions that will be upgraded at 220<sup>th</sup> St. by the end of 2014.

President Zevenbergen called for general public comments. Ken Richie asked if the trees on Main St were getting watered on a regular basis. Trustee Stein commented that he has seen the

public works department watering them. John Traxler stated that they get watered once a week. Richie also shared concerns about the pavement and curb on Summit St. He stated that the pavement doesn't meet the curb. Traxler will investigate his concerns.

President Zevenbergen reported to the board that Vital Plastics has purchased the old Stock Lumber building and will be moving some of their current employees to that location. He also reported that the old Beaver Industries building has been purchased by Expedition International for distribution of duck blinds, decoys etc. There has been an offer to the Village to obtain a large metal windmill at no cost. It will be picked up and placed in one of the parks. There were no other public comments.

Shelly Tomtschik addressed the board regarding the number of chickens allowed in the village, which is currently two. She was requesting the number be raised to six. Trustees Larson and Russett (members of the Public Safety Committee) had previously denied the request at committee. The board reviewed chicken ordinances from other communities and discussed creating a more detailed ordinance to address issues such as: distance from neighbors, coop size, no slaughtering, no roosters, etc. Trustee Russett **moved** to deny the request at this time, allowing the board time to further investigate what other communities have done regarding this subject. Seconded by Trustee Larson. Motion carried 5-2 with Trustees Knutson and Recifo-Smith opposed.

The board discussed the maintenance and plowing of the frontage road in front of A & W on Hwy. 63. Due to additional information shared about the agreement between the state and the village at the time of construction (2002), Trustee Knutson **moved** to table this issue until the next regular board meeting. Seconded by Trustee Russett. Motion carried. Attorney Dunst and Engineer Stoffel will review documents from the construction phase of the road project from that year and will report back to the village board.

Zach Czech addressed the board about parking concerns on Baldwin Plaza Drive and the traffic congestion through the area. After much discussion, Trustee Newton **moved** to disallow parking between the Kwik Trip driveways on both sides of the street including no parking in the cul-de-sac. Seconded by Trustee Knutson. Motion carried 5-2 with Trustees Recifo-Smith and Stein opposed. No parking signs will be installed.

The board addressed Mike Specht and Scott Hanson, owners of 640 Main St., regarding the ongoing concerns about the number of police calls that are made to the property and the condition of the property and grounds. Specht issued a written statement to the board stating that they are aware of the problems and are working on fixing the issues through evictions and better management. They also agreed to clean up the property within a week. The board will wait to take any additional action until the inspection reports are returned from the fire inspector and the building inspector.

The board discussed the county's decision to sell the Ag Center. The county administrator will be attending the October village board meeting to discuss the activities at the county including this issue. No action taken.

President Zevenbergen called for a brief recess at 7:28pm.  
President Zevenbergen called the meeting back to order at 7:35pm.

Trustee Stein **moved** to place sidewalks on only one side of Oak St. between 6<sup>th</sup> and 8<sup>th</sup> St. as part of the 2014 streets project. Seconded by Trustee Russett. Motion carried. The side chosen for the sidewalk will be determined at a later date.

Trustee Recifo-Smith **moved** to use MailComm mailing service to mail the water/sewer utility bills on a quarterly basis. Seconded by Trustee Knutson. Motion carried 6-1 with Trustee Newton opposed.

Trustee Larson **moved** to approve the Baldwin-Telecom utility permit for 2013 fall construction projects. Seconded by Trustee Recifo-Smith. Motion carried 6-1 with Trustee Russett abstaining.

Trustee Knutson **moved** to approve amending the employee handbook to change overtime defined as anything over 8 hours worked in a day to anything over 40 hours worked in a week and also amend that an employee may face disciplinary actions for unapproved overtime. Seconded by Trustee Russett. Motion carried 6-1 with Trustee Stein opposed.

Police Chief Widiker is recommending the creation of a sergeant position in the police department. Attorney Dunst informed the board that they are able to create the position but that the Police Commission does the actual hiring of any positions. The union also may have to get involved if the position is created and there is a wage adjustment for the new position. He also stated that the position will need to be posted internally. Trustee Russett **moved** to begin the process of creating a new sergeant position by developing a job description. Seconded by Trustee Knutson. Motion carried.

The board took no additional action on the G & K letter received and threat of lawsuit. Attorney Dunst will respond appropriately.

## **REPORTS -**

**Village Engineer – Mike Stoffel** – no report

**Village Attorney – Terry Dunst** – no report

**Municipal Judge – Tammi Hovde** – report submitted

## **Dept. Heads –**

- a). Public Works – Traxler reported that the new pickup truck has been delivered. The new loader is getting prepped for delivery and the Millpond Park shelter will be completed by the end of the month.
- b). Police Dept – no report
- c). EMS – no report

## Committee Reports –

- a). EMS – no report
- b). Parks and Rec – no report
- c). Streets and Building – no report
- d). Public Safety/Personnel – no report
- e). Water/Sewer – no report

## Clerk's Report – Tracy Carlson - Carlson reported on the following:

- a). Carlson and Eggen attended the WMCA annual conference in Milwaukee in August. Classes attended included liquor licensing, election training, management training, IT information etc.
- b). Board of Review was held in August with no residents objecting to their assessments to the Board. The assessor informed the Board that he will be retiring at the end of 2014.
- c). Carlson and President Zevenbergen met with Allison Page, Baldwin Area Medical Center re: the future plans for a new hospital.
- d). The Farmers Market is going well with 8-10 vendors present each week. The feedback from the residents has been extremely positive. Carlson thanked the board for their support.
- e). Carlson hosted a workshop with the village's insurance broker and general insurance company and other municipalities. Discussion was held on creating a "return to work" policy and on safety training.

Trustee Russett **moved** to go into closed session pursuant to Wisconsin Statute 19.85(1) (c) – Consideration of employment, promotion, compensation or performance evaluation data of any village employee who is subject to the jurisdiction or authority of the board. Seconded by Trustee Larson. Motion carried by roll call vote, with all in favor. Closed session called to order at 8:35pm. Discussion was held on Administrator/Clerk-Treasurer Tracy Carlson's job performance and wages. Carlson was asked to leave the room.

Trustee Russett **moved** to adjourn closed session and return to open session. Seconded by Trustee Larson. Motion carried. Closed session adjourned at 8:50pm.

Trustee Russett **moved** to approve a wage increase of \$1.00/hr for Carlson from Sept. 11, 2013 to Dec. 31, 2013 and a wage increase of \$3.50/hr plus any other annual increase offered to all other employees, if any, beginning on Jan. 1, 2014. Seconded by President Zevenbergen. Motion carried by roll call vote with all in favor. The wage adjustment brings Carlson in line with the other department heads.

Trustee Russett **moved** to adjourn the meeting. Seconded by Trustee Knutson. Meeting adjourned at 8:55pm.

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Willard Zevenbergen  
Village President

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Tracy Carlson  
Village Clerk