

**VILLAGE OF BALDWIN  
REGULAR MEETING MINUTES  
June 8, 2016 – 6:00pm**

The Village of Baldwin Board of Trustees opened their regular board meeting on Wednesday, June 8, 2016 at the Baldwin Municipal Center, 400 Cedar Street. President Zevenbergen called the meeting to order at 6:00p.m.

All stood to recite the Pledge of Allegiance.

Roll call was taken by Clerk Tracy Carlson – Present: President Willy Zevenbergen, Trustees Aaron McKeever, Duane Russett, and Lance Van Damme. Absent at the start of the meeting - Trustees Lisa Knutson, Doug Newton and Claire Stein. Newton and Stein arrived at later times.

Others present: Attorney Terry Dunst, Engineer Erik Henningsgard, Public Works Director John Traxler, Police Chief Darren Krueger, EMS Chief Tom Boyer, Vicky Stadther, Mark/Kathie Cellotti, Doug Walker, Municipal Judge Tammi Hovde, Tannele Kozak, Steve Kozak, Eileen LaFavor, Denise Hague, Scott Tiffany, Gary Newton, Stu Dix and Tom Hawley

### **CONSENT AGENDA**

Russett **moved** to approve consent agenda items 4-9. Seconded by McKeever. Motion carried. Consent agenda items approved included:

- Checks written - #32565-32663; voided check #32509; payroll vouchers - #V17696-V17805 and on-line checks for payroll taxes, HSA contributions, deferred comp/Roth IRA, PSN and WRS
- May Financial Reports
- Board minutes dated May 11, 2016
- Main St. closure between 7<sup>th</sup> Ave. and 6<sup>th</sup> Ave. for Dairy Day in the Park to be held on June 25, 2016
- May Municipal court report
- Pay request #1 for I94 Industrial Park water main loop project in the amount of \$95,302.58 to A-1 Excavating

President Zevenbergen called for public comments three times. None were heard.

### **PLANNING COMMISSION ITEMS**

Mark/Kathie Cellotti Rezoning Petition (2121 55<sup>th</sup> Ave.) - The Planning Commission recommended approval of the request to rezone said property from R-1 Residential to C-1-H – Highway Commercial. Russett **moved** to approve the rezoning petition. Seconded by McKeever. Motion carried.

McDonalds Façade/Parking/Improvements Application (780 Baldwin Plaza Drive) - The Planning Commission recommended approval of the site plan for the request to modernize the façade, including approval with a special exception for new signage. The request exceeds the number of allowable signs. Russett **moved** to approve the site plan improvements including a special exception for the signs being proposed. Seconded by McKeever. Motion carried 3-1 with Van Damme opposed.

Purdy Family Dentistry Addition (1730 8<sup>th</sup> Ave.) – The Planning Commission recommended approval of the site plan for an addition to the current building and for additional parking. Van Damme **moved** to approve the site plan. Seconded by McKeever. Motion carried.

Independence Project (Oakleaf Medical Clinic) (Spruce St.) – The Planning Commission recommended approval of the project contingent on WI DNR approval of a hydrology study. Van Damme **moved** to approve the project contingent on the WI DNR approval of the hydrology study. Van Damme also included revising the project plans to allow the setback to be no closer than 20 feet to the west lot line. Seconded by Zevenbergen. Motion carried.

Trustee Doug Newton arrived at the meeting at 6:15pm.

Baldwin Lightstream Electronic Sign Application (930 Maple St.) - The Planning Commission recommended approval with a special exception for the electronic sign application as the request is to have a moving or flashing sign on a commercial property which will adjoin residential properties. McKeever **moved** to approve a special exception for the electronic sign request. Seconded by Van Damme. Motion carried 4-1, with Russett abstaining. Russett recused himself from the discussion and abstained from taking action as he is an employee of Baldwin Lightstream.

Eileen LaFavor, Baldwin Care Center Administrator, addressed the board about her concerns about the 2-hour parking restrictions on the north side of Birch St. that were put in place at the May meeting. LaFavor expressed that the Care Center is working with the neighboring church to potentially purchase a vacant lot to convert to a parking lot. Tanelle Kozak, neighbor to the Care Center, shared that it becomes nearly impossible to back out of her driveway when cars are parked on the north side of Birch Street. She was wondering if the parking across from her driveway could be prohibited. Russett **moved** to delay putting 2-hour parking signs on the north side of Birch St. for 30 days, giving the Care Center time to work with the church re: a vacant lot. Seconded by Zevenbergen. Motion failed 3-3 with Van Damme, McKeever and Newton opposed. 2-hour parking signs will be installed by Public Works after signs are ordered.

Trustee Claire Stein arrived at the meeting at 6:37pm.

Russett **moved** to paint a yellow “no parking” area on the curb on the north side of Birch St. across from the neighboring property’s driveways to allow easy access to back out. Seconded by McKeever. Motion failed 0-6 with no one in favor.

EMS Chief Tom Boyer requested that billing for EMS runs be adjusted to include all disposable items in base run charges. Van Damme **moved** to approve the request to adjust the billing methods. Seconded by Russett. Motion carried.

Stu Dix, Pastor of The Village Church, explained that the church is interested in helping the Soccer Club put two soccer shelters up at the soccer fields at Mill Pond Park at no charge to the Village. They would be approximately 24’ x 6’ x 8’(high). Russett **moved** to approve the concept with final approval of design and materials to be sent to Parks/Rec Committee. Seconded by Newton. Motion carried.

McKeever **moved** to approve Resolution 2016-11 – Designating ATV/UTV routes. Seconded by Van Damme. Motion carried by roll call vote with all in favor. There have been no reports of issues since the routes were put in place in June, 2015.

McKeever **moved** to approve applications for liquor licenses, cigarette permits, dance hall permits and pool table permits. Seconded by Russett. Motion carried. Applications approved include:

<b>Applicant</b>	<b>Location</b>	<b>License Applied For</b>
Chris Klinkhammer; Agent 680 Main Street; PO Box 158 Baldwin, WI 54002	Klinker's Korner 720 Main Street, Baldwin, WI 54002	Class "B", "Class B" Pool Table, Cigarette Dance
John Steven Jerlow, Agent 1114 Highpoint New Richmond, WI 54017	Amwest Inc. d/b/a Bob & Steve's BP 830 10 <sup>th</sup> Street, Baldwin, WI 54002	Class "A" Cigarette
Scott Husby, Agent 850 Park Street Baldwin, WI 54002	Cave Dahl American Legion; Post 240 410 Maple Street, Baldwin, WI 54002	Class "B", "Class B" Dance
Krista Gorres, Agent 1054 Oak Court Amery, WI 54001	Countryside Cooperative 930 10 <sup>th</sup> Avenue, Baldwin, WI 54002	Class "A" Cigarette
Jennifer Tumax Vasquez; Agent 2810 Hwy 12 Wilson, WI 54027	DJ's Restaurante Juda' 740 Main Street; Baldwin, WI 54002	Class "B"
Donna M. Hayes; Agent 153 185 <sup>th</sup> Street Hammond, WI 54015	Hayes Enterprises, LLC d/b/a Liquor Haus 820 10 <sup>th</sup> Avenue, Baldwin, WI 54002	Class "A", "Class A" Cigarette
Scott A. Kastel, Agent 1676 Redhead Ave. Baldwin, WI 54016	Kwik Trip #696 940 Baldwin Plaza Drive Baldwin, WI 54002	Class "A" Cigarette
Jeffery S. Hielkema; Agent 660 250 <sup>th</sup> St. Woodville, WI 54028	Kwik Trip #747 1010 Main Street, Baldwin, WI 54002	Class "A" Cigarette
Mike Dorwin, Agent 1165 250 <sup>th</sup> Street Woodville, WI 54028	Strikers Lanes & Lounge LLC 780 Cedar Street, Baldwin, WI 54002	Class "B", "Class B" Pool Table, Cigarette
Jason Nilssen; Agent 201 W Stockman Street Woodville, WI 54028	T&W Supermarket d/b/a Nilssens Foods 980 Cedar Street, Baldwin, WI 54002	Class "A" Cigarette
Richard Pearson, Agent 1109 Crestview Drive Hudson, WI 54016	The Orchard of Baldwin LLC d/b/a The Orchard 571 Highway 63, Baldwin, WI 54002	Class "B", "Class B" (Reserve)
Quinn Johnson; Agent 362 230 <sup>th</sup> Street Baldwin, WI 54002	QS Enterprises, LLC d/b/a The Phoenix Bar & Grill 2570 Gracie Drive, Ste 100, Baldwin	Class "B", "Class B" (Reserve)
Joe Fisher, Agent 1524 Lokhorst St. Baldwin, WI 54002	Hogg Pen Bar & Grill 870 Main St., Baldwin, WI 54002	Class "B", "Class B" Pool Table

Freedom Gas Station and Dollar General were delinquent in turning in their liquor licensing applications and because they were late, they did not meet the required publication deadline. They have since sent in their application. They are both requesting a special board meeting to approve their licenses prior to the expiration of their current licenses on June 30, 2016. The board agreed to call a special board meeting to discuss the applications. Meeting called for June 15, 2016 at 6:00pm.

Russett **moved** to approve Resolution 2016-10 – DNR Waste Water Compliance Maintenance Annual Report. Seconded by Van Damme. Motion carried by roll call vote with all in favor.

SEH Engineers are able to convert the Village's GIS mapping information into a new program, SmartConnect, at a cost of \$8700. This upgrade would allow immediate edits to occur on the mapping and would make the maps accessible anywhere with internet access. The cost would be divided between five different departments. McKeever **moved** to add this to the 2017 budget. Seconded by Stein. Motion carried.

Municipal Judge Tammi Hovde requested an adjustment to hours the Municipal Court Clerk is available to the public, reducing them by 3 hours a week, due to lack of work. Russett **moved** to adjust the public office hours of the Municipal Court. Seconded by Newton. Motion carried.

Russett **moved** to approve the purchase of a Geni-Lift (man-lift) for \$18,500 for the Public Works Department. Seconded by Van Damme. Motion carried. Funds will be taken from sinking fund to pay for it. The equipment is needed due to new safety rules in place regarding the use of heavy equipment to hang flags, flowers, banners, cutting trees etc.

Due to the reconstruction plans for Nilssen Foods (Cedar/Hwy. 63), it has been discovered that the water main servicing Nilssen Foods, Gregerson's Hardware and the US Post Office is one main line servicing three properties. This is a violation of PSC rules and regulations. The Village Board was updated on possible options that staff has determined to best remedy the issue. The Village Board took no action. This will be placed on the July board meeting agenda with property owners invited to attend to discuss the available options to correct the violations.

Russett **moved** to approve a one-year contract with Hydro Designs to manage the commercial/industrial cross connection inspections as required by WI DNR. Seconded by Newton. Motion carried.

## **REPORTS -**

**Village Engineer – Mike Stoffel (Ayres)** – not present, written report submitted with updates to current projects including Maple St., 11<sup>th</sup> Ave. and the water main loop at the I94 industrial park.

**Village Engineer – Erik Henningsgard (SEH)** – written report submitted

## **Committee Reports –**

a). Water/Sewer – The Committee met to discuss the issues at Nilssen Foods/Gregersons/US Post Office. They also discussed and approved amending the water-use only meter ordinance and the well permit ordinance, which will be ready for review at the July board meeting.

## **Dept. Heads –**

- a). Public Works – Traxler reported that Maple St. will get the final lift of asphalt after June Bug Days. 11<sup>th</sup> Ave. reconstruction will begin after June Bug Days as well.
- b). Police Dept – Krueger reported that the department is getting ready for June Bug Days.
- c). EMS – Boyer stated that calls continue to be higher than in the past. The Community Paramedic Program has started and has been well received. Boyer and Perin Dooley are now critical care certified.
- d). Library – report submitted

## **Clerk's Report –Clerk, Tracy Carlson**

Carlson reported that the floors/carpets in the municipal building were cleaned.

Governor Scott Walker was at the Municipal Building for a listening session on May 31. There approx. 35 people in attendance.

The Farmer's Market kicked off on June 4 with a breakfast served to the public.

Solicitations for donations for the Creamery Park Picnic Building has started with President Zevenbergen visiting or mailing local businesses.

Carlson will be meeting with a business interested in the Industrial Park.

Dairy Day will be held on June 25, 2016 from 10-1.

Water rate increases were put into effect on April 1. The next quarterly billing will reflect those increases.

As there was no additional business, President Zevenbergen adjourned the meeting at 8:05pm.

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Willard Zevenbergen  
Village President

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Tracy Carlson  
Village Clerk