

**VILLAGE OF BALDWIN**  
**REGULAR MEETING MINUTES**  
**October 12, 2016 – 6:00pm**

The Village of Baldwin Board of Trustees opened their regular board meeting on Wednesday, October 12, 2016 at the Baldwin Municipal Center, 400 Cedar Street. President Willy Zevenbergen called the meeting to order at 6:02p.m.

All stood to recite the Pledge of Allegiance.

Roll call was taken by Village Clerk Tracy Carlson – Present: President Willy Zevenbergen, Trustees Lisa Knutson, Aaron Mckeever, Doug Newton, Duane Russett, Claire Stein and Lance Van Damme.

Others present: Attorney Terry Dunst, Engineer Erik Henningsgard, Public Works Director John Traxler, Police Chief Darren Krueger, EMS Chief Tom Boyer, Kent Radunzel, Chris Wicker, Nathan Lee, Mark McCoy, Maggie McCoy and Tom Hawley

**CONSENT AGENDA**

Van Damme requested item #4 – Review/Approve Bills be removed from the consent agenda.

Mckeever **moved** to approve consent agenda items 5-9. Seconded by Knutson. Motion carried. Consent agenda items approved/acknowledged included:

- Financial reports (including budget comparisons) for Sept., 2016
- Board minutes dated Sept. 14, 2016 and Sept. 28, 2016
- Receipt of municipal court disposition report
- Operator's licenses for Andrea Albrightson – Nilssen Foods and Joshua Johnson – Klinker's Korner
- Tax collection agreement with St. Croix County Treasurer's office for 2017

Van Damme questioned the payment amount for SEH. The check register report seemed to indicate that a double payment was made. After some discussion, Van Damme **moved** to approve the bills. Seconded by Russett. Motion carried. Carlson will confirm the allocation and payment to SEH. Checks approved include:

- Checks written - #32999 - #33099; voided check - #33022; payroll vouchers – V18173-V18322 and on-line checks for payroll taxes, HSA contributions, deferred comp/Roth IRA, Payment Systems Network (PSN) and WRS

President Zevenbergen called for public comments. None were heard.

Nathan Lee addressed the board about the condition of 1150 7<sup>th</sup> Ave. This property had been inspected by the Village Building Inspector, Brian Wert, to determine if condemnation was appropriate. The Lee family submitted a letter to the village in December, 2015 to indicate that necessary repairs would be completed by Oct. 31, 2016. This has not occurred. Nathan Lee requested more time to allow for the purchase of the property from his mother and then begin renovations. After some discussion, Russett **moved** to allow Nathan Lee to have six months to purchase and repair the property and that the exterior yard and house be cleaned by Nov. 2. Seconded by Mckeever. Motion carried. Lee agreed to this timeline.

Chris Wicker addressed the board about building and placing a semi-permanent 12 x 8 (or 12 x 12) concession stand with power at the varsity soccer field on 220<sup>th</sup>. The tech ed class at the high school would build it and materials would be provided by the soccer club. The Village would be expected to pay for electricity. Van Damme **moved** to table this issue until plans could be presented with an actual location at the field indicated on a map. Seconded by Russett. Motion carried.

The board considered the offer from the WI DNR to give the village a 10-acre parcel of land at the corner of Maple/220<sup>th</sup>. Questions need to be answered prior to making a decision as to whether to consider the offer or not. Carlson will obtain answers and report back to the board. Russett **moved** to table this issue until answers to some questions can be obtained. Seconded by Van Damme. Motion carried. Questions to be answered include possible allowable use of the property, when would we take possession, are there any restrictions etc.

Knutson **moved** to approve raising the EMS rates for townships and villages by 2.5% or .35 cents per capita at the end of 2017. Seconded by Stein. Motion carried 6-1 with Van Damme opposed. The rates haven't increased since 2014.

Stein **moved** to approve the purchase of a new 2017 Ford Explorer (chaser vehicle) to replace the 2007 Ford Explorer for EMS, taking delivery and to be paid for in 2017. Seconded by Mckeever. Motion carried.

Knutson **moved** to approve the purchase of a new 2017 Ford Explorer to replace the 2011 Crown Victoria for Police Department, taking delivery and to be paid for in 2017. Seconded by Van Damme. Motion carried.

Stein **moved** to approve a pay rate adjustment for critical care paramedics and RN's on EMS staff. Effective 2017, the rates will be \$5.25 for paid-on-call hourly rate; \$31.50 for paid-on-call 6-hour shift; \$25.00 for 911 rate and \$40.00 for transfer rate. Seconded by Knutson. Motion carried.

Mckeever **moved** to approve a wage adjustment of \$.50/hr for Justin Fritz, EMS Field Supervisor and Brian Nolde, EMS Field Supervisor for a positive 6-month review. Seconded by Newton. Motion carried.

Russett **moved** to approve the renewal of a cemetery CD at First Bank of Baldwin for one year (current amount of CD is \$16,209.55). Seconded by Knutson. Motion carried.

Russett **moved** to approve repairs to the senior center ventilation system splitting the cost with the senior center board. Seconded by Zevenbergen. Motion carried. Cost of repairs has been quoted at \$3200.

## **REPORTS -**

### **Village Engineer – Erik Henningsgard (SEH) –**

An update on Nilssen's/Gregerson's water/sewer main project was shared. The businesses are unable to begin moving the lines until DNR approval is received and until an easement can be obtained by the owners of the Post Office.

The emergency water/sewer project at Hwy. 12/6<sup>th</sup> Ave. is going slower than expected due to unexpected issues in the manhole and weather conditions.

**Village Attorney – Terry Dunst (Bakke Norman) – No report**

**Dept. Heads –**

- a). Public Works – no report
- b). Police Dept. – no report
- c). EMS – Chief Tom Boyer reported that training continues on the new billing software.

**Committee Reports**

- a). EMS – items from meeting were covered elsewhere in this meeting. Nothing additional to report.
- b). Streets/Building – Traxler informed the board that the parking lot at the front of the municipal building needs desperate repairs or replacement. This issue was tabled for further discussion after the board reviews the plans and determine how and when to proceed.
- c). Water/Sewer – Traxler informed the board that a generator is necessary at the Pine St. well-house. SEH has done a needs assessment and the Water/Sewer Committee is recommending the installation of a permanent diesel generator. This is a water department expense. No action taken at this time. This will be discussed at a later date.

**Clerk’s Report – Clerk, Tracy Carlson**

Carlson updated the board on the following:

The November board meeting is being moved from Nov. 9 to Nov. 2 due to the presidential election on Nov. 8.

With the change in the November board meeting, the next Planning Commission meeting is scheduled for Oct. 31, 2016.

The Presidential Election is Nov. 8. The office is open for absentee voting until Nov. 4, 2016.

The 2017 draft budget is completed and will be published and ready for review for the Nov. 2 public hearing.

Deputy Clerk Eggen and Carlson attended a WI Municipal Clerks Association district meeting in Menomonie on Oct. 7 for election updates and training.

Open book session and Board of Review have been scheduled for mid-late November. Assessment notices will be sent by the end of October.

As there was no additional business, President Zevenbergen adjourned the meeting at 7:30pm.

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Willard Zevenbergen  
Village President

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Tracy Carlson  
Clerk