

Village of Dane

Incorporated April 6, 1899

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VILLAGE OF DANE BOARD MEETING MINUTES

Pursuant to Wisconsin State Statute 19.84, the Village Board of the Village of Dane held their regular board meeting on **Monday, July 6, 2010, at 7:00 pm** at the Village Hall, 102 W. Main Street, Village of Dane. The meeting agenda was published in the Lodi Enterprise and posted in three designated locations. Representing the Village Board was: President Steve Clemens, Trustee Don Lord, Trustee Roger Schmidt, Trustee Todd Endres and Trustee Jim Lord. Also present were: Rebecca Simpson, Clerk/Treasurer/Administrator; David Koenig, Jr., Public Works Director; Patrick Brown, Police Chief; Troy Berg, Dane Manufacturing; Bob Gustafson, Gustafson's Body Shop; Paul Johnson, Lathrop & Clark; and nine (9) village residents.

1) Call to order.

The meeting was called to order by President Clemens at 7:00 pm.

2) Agenda Confirmation

No changes needed to the agenda.

3) Approval of minutes.

a) March 1, 2010 – Public Hearing Capitol Valley Estates

Motion: Endres/Schmidt: to approve the minutes from the March 1, 2010 Public Hearing on Capitol Valley Estates as written. Motion Carried.

b) March 1, 2010 – Public Hearing S. Military Rd

Motion: Don Lord/Endres: to approve the minutes from the March 1, 2010 Public Hearing on S. Military Rd as written. Motion Carried.

c) June 7, 2010

Motion: Schmidt/Jim Lord: to approve the minutes from the June 7th, 2010 meeting as written. Motion Carried.

4) Police Department Updates

Motion: Clemens/Don Lord: to have an informal discussion.

Patrick Brown reminded the Board about the Aids Ride that will be stopping in town on July 29th. He provided information on how to report people violating the new smoking ban. He informed the board about a \$4000 grant that he applied for and we will know if we won on July 16th. He also provided the board with information about Nixle, a free communication service the village can use to notify residents via email or text messages.

5) Financial & Status Updates EMS

Motion: Clemens to have informal discussion.

Roger Schmidt informed that board that the estimate on the building will be slightly higher because when they dug up the floor the lines underneath were not where the engineer plans said they were. He also informed the board that the EMS should have their two (2) new ambulances by the end of the summer. Steve Clemens would like to see financial reports from the EMS district.

6) Financial & Status Updates Fire Department

Motion: Clemens to have informal discussion.

Roger Schmidt informed the board that during their last fire call one of the fire trucks the pump broke. He sent it out to get fixed, and it has returned. He has not seen the bill yet. Steve Clemens would like to see financial report from the Fire District.

7) Old Business

a) Capitol Valley Park Improvements.

Motion: Steve Clemens for general discussion.

The ball diamond is completed. They should be starting to construct the cold storage building next week, as well as lay the concrete for underneath the bleachers.

b) Village property for sale. Parcels 0908-242-8162-3 and 0908-242-8157-0 and part of plated Snyder Dr. – Create a plan to sell the land.

Motion: Clemens/Endres for general discussion.

The village board would like to sell the property back to the original owners, as originally intended. The village needs to determine how to vacate the portion of the street before we sell it. Once we determine the land is ready for sale, the adjacent land owners will be contacted and they can make an offer to purchase.

Motion: Clemens/Endres: to table the discussion until next meeting. Motion Carried.

c) Village's One Year Plan

i) Budget and Financial Analysis

Steve Clemens started analysis based on data on the Department of Revenues website. He will work with the Becky to review the data.

ii) Infrastructure and Asset Lifecycle Management

Dave Koenig anticipates starting working on the infrastructure and asset list at the end of the summer.

iii) Communication, Collaboration and Process Improvements

No Update.

iv) Village Ordinances and Codes

(1) General Code – Becky provided the board with a quote from General Code at an estimated 13,220 for the first year and \$495 for every subsequent year if they wish to utilize their on-line hosting. The board requested that a representative come to the next meeting.

(2) Code Publishing – Becky provided the board with a quote from Code Publishing at an estimated \$12,839 the first year and \$250 every subsequent year if they wish to utilize their on-line hosting. The board requested that a representative come to the next meeting.

v) Formulation of Planning Commission

(1) Adopt Amendment to Code of Ordinances Title 2 Government and Administration Sec. 2-4-4 Plan Commission.

Motion: Clemens/Jim Lord: to approve the Alternate #1 of Ordinance 2-4-4 Plan Commission that has 5 citizen members and makes the PWD an ex officio member without vote. Motion Carried.

(2) Plan Commission Appointments and Terms

The village board would like Becky to create an application for people to submit if they are interested in becoming a member of the Plan Commission.

d) Zoning Board of Appeals - Appointments and Terms

The board would like Becky to create an application for people to submit if they are interested in becoming a member of the Zoning Board of Appeals.

e) Village of Dane Welcome Sign

The board is interesting the putting up the signs. They want Todd to get numbers so they can determine if this is something that can be completed during this budget year or next. Becky will be requesting residents to submit ideas for a logo and/or slogan that will be unique to the Village of Dane.

f) Culvert/Easement at Lake Melvin (Corner of Main St & Dane St.)

Becky informed the board that Dane County never received the easement. The easement should have been recorded by the Village, and not the state. While the project was completed as

part of the state project, it was a village easement. She will work with the attorney to get an easement recorded.

The property owner, Judene Skrum, was present and would like the culverts to be reinstalled. It was her understanding when they asked her permission to remove them, that they would be reinstalled. The board agreed that was the original agreement, and they should hold true to the original agreement. Dave Koenig Jr would like to hold out because he feels that the problem with flooding will come back if they are reinstalled and we receive heavy rainfall.

Motion: Jim Lord/Schmidt: to reinstall the culvert on Judene Skrum's property on the corner of Dane and E. Main St. Motion Carried.

Judene wanted a date that it will be completed by. The board could not give such date as they need to hire a contractor to do the work, and they are not sure of their schedule.

8) New Business

a) Paul Johnson – Lathrop & Clark

Paul Johnson from Lathrop & Clark attended the board meeting to talk to the board about services he can provide for the village. The village will use him on a case by case basis and will not sign a contract or provide a retainer.

b) Replacement of Carpet at Village Hall

Steve Clemens has requested Becky get quotes for the replacement of the carpet at Village Hall.

c) Insurance Renewal – Baer Insurance.

Becky presented the renewal proposal from Baer Insurance. The amount is slightly less than last year. A majority of the quote is Workman's comp and that is regulated by the state, so if the village would switch or put it out for bid, that amount would remain the same. Becky is happy with the service Baer has provided and recommends that the board accept the renewal.

Motion: Clemens/Endres: to approve the renewal of insurance for 9/1/10 to 9/1/11. Motion Carried.

d) Red Flag Rules – Adopt new Identity Theft Prevention Program for the Water and Sewer Utility.

Becky informed the board about the new Identity Theft Prevention Program that is required to be in place. The rule was created by the Federal Government, and since we have a utility it is required. Becky used a simple template and created the plan. Fraud is very unlikely to happen, but the plan still must be in place.

Motion: Endres/Don Lord: to approve the new Identity Theft Prevention Program. Motion Carried.

e) District Attorney's Investigation into Village's handling of Capitol Valley Ball Diamond.

Becky informed the board about a resident that has called the Dane County District Attorney's office with accusations of violating open meeting laws and manipulating minutes after they were approved. Becky feel there is no claim since no motion was needed to start construction on the new ball diamond and no meetings on the topic were ever held in closed session. Also, the minutes were not altered and Becky has documentation on when the minutes were originally written. She will keep the board informed on the decision of the DA's office.

f) Approve pay request to A-1 Excavating.

Motion: Schmidt/Jim Lord: to approve the second pay request from A-1 Excavating. Motion Carried.

g) Community Challenge Planning Grant Program.

Becky gave the board information about a grant that is available for the creation of a Comprehensive Plan, but she doesn't recommend it because it is available from HUD and the

village would be required to incorporate affordable housing. The village has seen too many problems with the affordable housing we currently have, and she doesn't feel that more affordable housing is a good fit in our small community. The board agreed.

h) Gustafson's Body Shop – Site Plan Review.

Bob Gustafson presented the board with a new site plan for an addition onto his current shop. The addition will be 36 ft by 40 ft. The addition would not come any closer to the property lines on the sides, and will be 10 feet off the back property line.

Motion: Jim/Don Lord: to approve the site plan as presented. Motion Carried.

i) Refuse & Recycling Contract – RFP

Becky and Dave are working on a RFP for refuse and recycling. Dave would like Becky to add to the RFP she created with a requirement for a spring and fall clean up dates.

j) Assessors Contract – RFP

Becky informed the board that the assessor's contract is up at the end of this year and they can choose to send it out for bid or extend the current contract. In the interest of time this topic will be table until the next meeting.

9) Any other business, which may properly come before the Village Board.

Judene Skrum wanted to express concern of the stakes that have not been replaced after the reconstruction of Highway 113. It was the responsibility of the state to get the properties surveyed since the state, not the village purchased a portion of the properties. Dave Koenig Jr will contact the state to see if they will be willing to survey the properties.

Dave Wipperfurth wanted to talk to the board about the letter he received regarding his commercial property located on Third St. He does not feel the wood ordinance applies to him since he is zoned commercial. Steve Clemens said that there was a technicality in the ordinance, but that the board would like to see his property cleaned up and they will work on getting the ordinance changed to apply to his property.

Bob Gustafson wanted to express concern that the property next to his rental on N. Military St. is still not mowed. Jim Lord explained that was his fault and he will get it taken care of.

10) Clerk/Treasurer's report and payment of bills.

Motion: Schmidt/Don Lord: to approve checks 15134 through 15178 and ACH payments as presented. Motion Carried.

11) Set date of next regular meeting.

August 9th, 2010 at 7:00 pm.

12) Adjourn.

Motion: Endres/Don Lord: to adjourn. Motion Carried. Meeting was adjourned at 9:55 pm.

Rebecca Simpson
Clerk/Treasurer/Administrator
07/09/2010

Do not publish below this line

*Note Items in **Bold** were added after publication in the Lodi Enterprise.

** These minutes have not been approved and are subject to change and/or correction.

Approved:

Published: