

**VILLAGE OF TURTLE LAKE  
REGULAR BOARD MEETING MINUTES  
AUGUST 15<sup>TH</sup>, 2011**

**CALL TO ORDER:** Village President Laurie Tarman called to order a regular meeting of the Turtle Lake Board of Trustees at 6:37 p.m. on Monday, August 15<sup>th</sup>, 2011

**ROLL CALL: PRESENT:** Tarman, Morton, Itzin, Becker, Mandley and Koenig. Absent: None. Others present were Clerk Danielle Maxwell-Parker, Police Chief Al Gabe, Public Works Director Cory Davis, Dave Slack of Halco Press; Craig Doporczyk – Cumberland Memorial Hospital; Pam Riemer; Mike Karuschag – Amery Hospital; Emily Monson – Turtle Lake Physical Therapy & Rehab Specialists; Tom Ludy – GreenWhey Energy, Inc.; Municipal Judge Dennis Zemke; Bob Popenhagen; Todd Beaver and Ann Armstrong – Library Board; Library Director Adam Zens and Marion Steffe – Library staff; Harvey McCann, Trudy Stachowiak, Chris Cantin, Georgina O’Connell – Friends of the Turtle Lake Public Library; and Pat McCready, resident.

**REVIEW OF CONSENT AGENDA:** It was moved by Tarman and seconded by Koenig to approve the consent agenda as presented, including two operator’s licenses.

**Roll call vote:** Yeas – all present. Nays – none. Motion carried.

**PUBLIC COMMENT:** None.

**COMMITTEE REPORTS:** The Personnel Committee met twice over the past month.

**DEPARTMENTAL REPORTS:**

**Administration** – Clerk Maxwell-Parker briefly reviewed activities of the Village and within the Department. She stated that WisDOT held its third Public Advisory Committee meeting on July 27<sup>th</sup> and that the new maps of all alternatives are available on the Village’s website; a Public Information meeting is to be held sometime mid to late September. All three developer’s agreements have been signed and we are waiting on Title Insurance to sign and transfer ownership. She continued to report that she has been compiling wage and benefit comparisons among other items for the Personnel Committee and managing Court as we catch up on open cases. The Court Intern will be returning to college and her last day will be August 26<sup>th</sup>. Maxwell-Parker stated that Allison Lutz has done very well and accomplished much since her start date of June 1<sup>st</sup>. It has been a good experience for both and she expressed that she would be available to return as an intern during Christmas break. Tarman reported that the Industrial Park development grant of \$207,000 was approved but did not have any further information at this time. The Rongstad family is back to working out plans to raze the B Plant, crush and reuse materials at the Industrial Park for development; the project requires the removal of the roof and other “non-crushable” materials. The Town of Beaver and Village need to meet at one meeting in order to vote on the transfer ownership of Cemetery Avenue which is to be scheduled.

**Legal** – None.

**Police** – Chief Al Gabe described the recent National Night Out event, August 2<sup>nd</sup>, which was very successful and he thanked the Lions Club and other businesses and volunteers who donated and assisted. Almerna Fun Days event did not have any problems; Gabe stated that the Board should consider the expense of special events which require additional patrol as they place a strain on the Department’s budget and the issues that arise. They had three arrests over the weekend but most issues were resolved before they escalated and encouraged safe travel to participants. It was asked if the Sherriff’s Department was present; Gabe replied, no.

He and two officers were on duty. It was asked if noise was monitored at outdoor concerts. There were over 2,000 attendees at the Car Launch and a substantial portion came to town. Gabe continued to state that in the past, reserve officers were hired and paid for by the community organization hosting the event. It was asked if more officers are necessary for events where alcohol is served; Gabe said, yes.

Gabe continued to report that Barron County will soon be re-banding their radio frequency, the record management system, SMART by TAC 10, will not continue to offer certain services and it may be necessary for the Village to change systems to another vendor prior to year end. He explained that the Department would stay on with TAC 10 Mobile to communicate with Barron County Dispatch. A notice was included in the newspaper reminding residents about to keep grass clippings and other debris out of the street. The west speed board failed and is in for repairs; he expressed that it is worthwhile equipment despite the few hundred dollars a year in repairs. Gabe concluded that the new full-time officer, Jon Fick, part-time officer, Kadie Ritchner, are doing well and catching on quickly.

**Public Works** – Director Cory Davis reported that during the month of July the WWTP processed 11.6 million gallons, 6.8 million gallons of water was pumped and there was 11.67 inches of rainfall which affected equipment, pumps and storm sewers. He notified the Board of a possible six to eight week shut down of Kerry, Inc. which would be open again in September. New probes were installed in the oxidation ditches at the WWTP and he described software/licensing issues with repairing of the panel at the Plant. The East Lift Station may need upgrades; he met with SEH for the Western Lift Station upgrade. He continued that both water towers must be inspected by the end of the year; street lines will be painted by the end of the summer, as well as crack sealing, street work and sidewalks. The Department has been busy with mowing. Some development is on hold in the Industrial Park due to the high rainfall. Skinaway Lake is back up to a good level, prior to the dam adjustment. Davis asked the Board of how they wished to address the fencing in the Industrial Park; he stated that he has some cost estimates. He also stated that the issue of illegal dumping of trash in the Village Park was brought up recently and that there have been a lot of expenses recently due to repairs at the WWTP; Davis has been speaking with the DNR in regards to utilizing the Equipment Replacement Fund. It was asked when the storm siren would be replaced; possibly by August 16<sup>th</sup>.

**UPDATES OF DEVELOPMENTS IN TIF DISTRICT #3** – Ludy informed the Board that GreenWhey is moving dirt and that all permits are done with the exception of Phase I study which is to be requested by their financial institution, as the other developer. He continued that panels are being installed at WI Whey Proteins and that there were delays due to the storm damage and high rainfall. A special permit was issued for construction noise between the hours of 10:00 p.m. and 6:30 a.m., excavating is to begin depending on soil, and GreenWhey will be moving dirt for approximately ten (10) weeks. The Village and GreenWhey hope to have the Wastewater Agreement completed by the end of the month.

**UNFINISHED BUSINESS:**

**Land Acquisition for Cumberland Memorial Hospital and Extended Care Unit, Inc. in TIF District #3** – Craig Doporcyk, Cumberland Memorial Hospital, reviewed the preliminary plan proposal for the Ambulance Service in Turtle Lake. He stated the Hospital Board is pleased with the project and they plan to inform the Town Boards of how the expansion will benefit the overall region, as it allows for services to be available, offers faster service and better care. Doporcyk invited the Board to the upcoming meeting with municipal representatives to hear the presentation. He continued by answering questions related to growth and possible expansion of

facilities beyond ambulance services. There was brief discussion of a physical therapy clinic proposed to the Turtle Lake School District; Doporcyk stated that it is not his project but if the clinic were sustainable, there is possibility of moving to the ambulance location. It was asked if the Hospital had provided a timeline of moving forward. Doporcyk replied that Joe Leschicin is the new Turtle Lake representative on the Hospital Board of Directors and that there are plans to start construction this fall. The Board determined that further discussions would be held in closed/executive session under 19.85(1)(e) to deliberate and discuss negotiations for bargaining purposes after agenda Item #F and to reenter into open session with any motions.

**NEW BUSINESS:**

**Consideration of Village Trustee Appointment** – Tarman stated that Pat McCready, Village resident, who was the other individual during the previous vacancy that expressed interest was still interested to receive a Board appointment.

It was moved by Mandley and seconded by Koenig to appoint Pat McCready as Village Trustee to fill the current vacancy until the end of the term in April 2012.

**Roll call vote:** Yeas – all present. Nays – None. Motion carried.

**Library Expansion Project** – Members of the Friends of the Turtle Lake Public Library and Library Board and architect Bob Popenhagen distributed design plans that have been approved by the Library Board for the Library expansion project. The building plans situate it behind Village Hall, south of the parking lot, and facing Elm Street South. There was discussion of the benefits of such an expansion for the Library program itself, space needs, and storage. The Village Hall would then utilize the current Library space for Village Board meetings, Municipal Court proceedings, elections and general meeting space which would be available to the public.

It was moved by Itzin and seconded by Mandley to affirm Village support for the Library Expansion Project as presented.

**Roll call vote:** Yeas – all present. Nays – None. Motion carried.

**Resolution 11-4 “Resolution to Establish Municipal Wards and to Combine Wards for Voting Purposes”** – Maxwell-Parker explained that the Board has already taken action to keep the current ward boundaries within the Village but the County desires such a motion to be made in the form of a resolution despite no changes following the 2010 census.

It was moved by Mandley and seconded by Itzin to adopt Resolution 11-4 “Resolution to Establish Municipal Wards and to Combine Wards for Voting Purposes” as presented.

**Roll call vote:** Yeas – all present. Nays – None. Motion carried.

**Resolution 11-05 “Village Board Accepting Petition for Annexation” from Town of Almena, Parcel # 002-2900-13-000** – Planning Commission Chair Tarman reiterated the Commission’s motion which was to recommend that the Board accept the annexation petition. Maxwell-Parker described the request of annexation by owner and occupant of the property, Todd Ostermann, which is located between a Village parcel, 186-8001-02-000, already owned by Ostermann and Hwy. 8 East. Ostermann indicated that he wished to annex the property so that it may fall under Village zoning and regulations.

It was moved by Koenig and seconded by Mandley to adopt Resolution 11-05 “Village Board Accepting Petition for Annexation,” Parcel # 002-2900-13-000, from the Town of Almena, Barron County, as presented.

**Roll call vote:** Yeas – all present. Nays – None. Motion carried.

**Phase I Environmental Study of the Industrial Park** – Maxwell-Parker informed the Board that the financier of one of the developments in progress is requiring an environment study of the lot in the Industrial Park and has rejected the waiver request. There is a possibility that such a study will be required of one or more the developers in the Park. She continued to describe the process and work that would be conducted by SEH, Inc.

It was moved by Koenig and seconded by Morton to enter into a service agreement with SEH, Inc. to conduct a Phase I Environmental Study of the Industrial Park, 35.95 acres, up to \$2,400.

**Roll call vote:** Yeas – all present. Nays – None. Motion carried.

**Recommendations by the Personnel Committee Regarding Current Staffing for the Administration Department** – The Personnel Committee provided an update of what was determined at the prior Personnel Committee meeting of August 10, 2011. The Committee determined to restructure the Administration Department by eliminating the Village Administrator position, creation of a full-time Clerk-Treasurer position, creation of a part-time Deputy Clerk-Treasurer position up to 30 hours a week, and creation of a part-time Administrative Assistant position up to 20 hours a week; position descriptions are to be developed and approved at a later date. It was also noted that the Personnel Manual needs to be significantly rewritten, all position descriptions to be created, and that the next Personnel meeting is scheduled for August 24, 2011. It was the general consensus of the Board that the Committee's recommendation to restructure was acceptable and to move forward. No formal motions were made.

**EXECUTIVE/CLOSED SESSION:** It was moved by Morton and seconded by Koenig to enter into Executive/Closed Session as allowable under Wisconsin State Statutes 19.85(e) at 8:07 p.m.

**Roll call vote:** Yeas – all present. Nays – None. Motion carried.

Item discussed in Executive/Closed Session: Consideration of Land Acquisition for Cumberland Memorial Hospital and Extended Care Unit, Inc. in TIF District #3.

It was moved by Becker and seconded by Itzin to exit Executive/Closed Session as allowable under Wisconsin State Statutes 19.85(e) at 9:11 p.m.

**Roll call vote:** Yeas – all present. Nays – None. Motion carried.

**BILLS AND CLAIMS:**

It was moved by Becker and seconded by Morton to approve the bills and claims for the Village as presented.

**Roll call vote:** Yeas – all present. Nays – None. Motion carried.

**ADJOURNMENT:**

It was moved by Koenig and seconded by Becker to adjourn this meeting of the Turtle Lake Board of Trustees at 9:12 p.m.

**Roll call vote:** Yeas – all present. Nays – None. Motion carried.

Prepared by:  
Danielle E. Maxwell-Parker  
Village Clerk