

# Village of Washburn

**Mayor**  
David Humphrey

September 13, 2010  
Monthly Board Minutes

**Board of Trustees**

James Gebel  
Larry Roop  
Linda Silver  
Bill Strauch  
Nate Swanson  
Larry Tomlinson

**Village Clerk**  
Becky Ulrich

**Village Treasurer**  
Cheri Delap

**Water/Sewer/Street Department**  
Mark Frerichs

**Chief of Police**  
Craig Rutledge

Mayor David Humphrey called the meeting to order. Roll call was taken: all members were present. The Pledge of Allegiance was recited.

The August meeting minutes were reviewed, no corrections were needed. Larry Roop made the motion to approve the minutes, Bill Strauch seconded it. All ayes, motion carried.

The Executive Session minutes from August 9 were reviewed, no corrections were needed. Larry Roop made the motion to approve the minutes, Larry Tomlinson seconded it. All ayes, motion carried. Jim Gebel made a motion to release the executive minutes, Larry Tomlinson seconded. All ayes, motion carried.

The bills were reviewed. Larry Roop made a motion to pay the bills, Linda Silver seconded. All ayes, motion carried.

Mayor Humphrey opened the meeting to the audience.

Jim Quiram was present to ask if we had drawn anything up for the legalizing of raffle sale for the American Legion Post 661. Danny said he did draw something up and that it was on the agenda for the board to approve later in the meeting.

Mike Beltramea wanted to express his concerns regarding the motion recommended by the water committee. Mike has spoken with several community member and they all feel we need to take appropriate action. Mike had several questions regarding this issue. Like what will happen to our insurance rates? Will they go up because of this incident if we vote to retain this employee? Mike also wants to know what kind of message would the board be sending to our community, especially the young people of our community? Mike feels like this is a great wrong and wants to send a message loud and clear to the village. Mike also mentioned that he asked for and received a copy of the employee handbook and that he has personally spoken to every board member regarding this situation.

Cheri Delap had something to say regarding the employee situation. She said that the situation wouldn't have been so blown out of proportion if the information had stayed within the board instead of being gossiped all about the town. However Mayor mentioned that everything said in a board meeting is completely public knowledge and that we are unable to keep anything from the community.

Carol Beltramea would like to know some of the missing information from the night in question.

Tammy Prather just wanted to request that the board really weigh all the facts about the situation and that each member really think about it before they pass judgment and cast their vote. In response to this, Danny assured Tammy that no stone has been left unturned regarding the issue and that there has been a lot of passion, thought and discussion given to this situation.

Mike Beltramea then asked for a copy of the Executive Session Minutes. He wants this decision to be based upon what's best for the community and not what is best for the individual in question. He believes that if we let the employee return to work we are sending a bad message.

**STREETS:** No Meeting. However, Larry Roop said there were a few things pending. The first being that Mark is ordering some 3-hour parking signs for downtown. He is wondering during what hours should the 3-hour parking include? The ordinance says 6 a.m. to 6 p.m. The board agreed that the signs should keep with what the ordinance states.

The second issue is that Mark wanted to have a couple of trees on Walnut Street removed. We have secured a bid for \$1400 to remove these trees. Larry has looked at the trees and they are still alive and he wants to know why they should be removed? If we have these trees removed, it would put the budget in the red for the year. He suggests that maybe we can just take out the dead branches of the trees and leave the living tree alone. He will talk to Mark about this. Larry also wondered why the removal of these trees has been requested in the first place; apparently there have been complaints by the residents where these trees reside.

The last item of discussion is that September is the month when Mark is up for a performance bonus. Since there wasn't a committee meeting this month they couldn't review the information so it will be discussed during the October meeting. Larry also mentioned that they might possibly want to look at changing the contract with Mark (and all the employees for that matter). The contracts are setup right now to automatically renew unless you notify the employee that you don't want to renew that particular contract.

**WATER/SEWER:** Larry Tomlinson said that they've had a couple of different meetings over the past month. The first was the special meeting regarding Ben Frerichs. There were four committee members present. During the meeting Larry Tomlinson made a motion to let Ben go because he was messing with city water, however this motion failed. So Jim Gebel made a motion to recommend to the board to suspend Ben without pay through September 13 and then bring him back on probation, with pay, for six months; that Ben must write a letter of apology to the citizens of the Village and post it outside of Village Hall; and that a letter of reprimand be placed in his personnel file. Now it is up to the board to vote on the recommendation. Jim Gebel made the motion, Larry Roop seconded it. A roll call vote was taken: Bill Strauch – No, Linda Silver – Yes, Jim Gebel – Yes, Larry Tomlinson – No, Larry Roop – Yes, Nate Swanson – No. The vote resulted in a tie of 3 to 3. It was up to Mayor Humphrey to break the tie and he voted No. Larry Tomlinson then made a motion to dismiss Ben, Jim Gebel seconded it. A roll call vote was taken, all yeses. Larry Tomlinson needs to notify Ben that the board has decided to terminate his employment, and that Danny will be sending him a formal letter of termination.

During the second committee meeting several items were discussed. An update on the drainage problem on Walnut Street was discussed. The next topic was regarding the filter/media replacement. Mark hasn't contacted that company to see when they are planning to be here to do the work. Larry Tomlinson said that if Mark hasn't contacted them by tomorrow (Tuesday, September 14<sup>th</sup>) he will call them himself.

Larry also mentioned that Cheri (Delap) called and said that the computer crashed and that we needed to buy a new one. Cheri purchased a new computer at the cost of \$1418.

Larry also spoke with Cheri about possibly creating a desk manual/cheat sheet for her job incase there is an accident or for some reason Cheri is unable to perform her job for a long period of time. No one else knows how to do her job. The board agreed this would be a good idea. Cheri has agreed to do create a manual, but wants it locked up in the evidence room with the Chief of Police. Cheri also mentioned that all files are backed-up and kept in a separate place as an emergency back up.

Larry also was wondering if they could get Mark (Frerichs) to start coming to the committee meetings. Mayor thought it would be good if he came to the board meetings also. It was also mentioned that we need to get a job description for Mark.

In regards to Marks bonus, we should have Mark do an evaluation and the water and streets committees need to get together and evaluate him. This will be discussed at the next committee meeting.

**POLICE:** Nate Swanson said that we had to get the radio replaced in the blue squad car, and that the tires also got replaced. We also need a new hand-held radio but Chief is holding off on ordering one since we needed these other items/repairs.

Nate also mentioned that during the meeting they discussed putting a fine (administrative fee) on impounding a vehicle in order to generate some money for the Village. Woodford County already does this and says it's a huge success. Woodford County has an ordinance that Craig copied for the board to look at. We are going to have Danny review it and draw up an ordinance to discuss at the next board meeting.

**INSURANCE & TIF:** No Meeting, nothing to report. However, Cheri mentioned that she has started the 2009-2010 Audit Report process. The Audit Report will be ahead of schedule this year.

**ECONOMIC DEVELOPMENT:** Linda Silver said that they are talking about cleaning up the old Strong Oil lot and moving all the gravel/dirt, etc to Lot 7 at the Industrial Park. She applied to have a culvert put in to receive road access today.

The second item of discussion is that there is no sidewalk on the North side of State Street for the Grade School children. The committee would like to see if they could get a 3-way Stop at Adams & State Streets with Stop signs and flashing lights. She also suggested painting a cross walk at this intersection. Linda spoke with Danny about an old Ordinance that was similar to this concern. Mike Beltramea suggested maybe getting a crossing guard or a "yield to pedestrian" sign and paint the cross walk. Mayor suggest Linda speak with someone at the Grade School to see if this even seems to be a problem, if so see if they would be able to help with the crossing guard suggestion.

**LIBRARY:** Larry Roop said that he contacted Grant and told him that we would close and lock the museum door and at our expense would post signs with Larry Roop as a contact for anyone who wants to view the museum. Now Grant wants to remove the door and put a permanent wall in there instead of just shutting the door. Larry thinks maybe we can make an agreement saying they should give us one year before they are able to remove the door. Things are still in the works. (At this time Larry Roop received an ambulance call and had to leave the meeting.) Jim Gebel wonders if we can build a retaining wall in the Burdon addition to the South of the existing door frame and make the museum smaller, but be able to leave the door there.

**PARK:** Nothing to report.

**UPDATES FROM DANNY:** The only update Danny has is regarding the licensing for Post 661. Danny provided copies of Ordinance 10-02 Licensing of Raffles Conducted by Non-Profit Organizations within Village Limits. Larry Tomlinson made a motion to approve the ordinance, Bill Strauch seconded it. All ayes, except Larry Roop who was absent, motion carried. Ordinance 10-02 passed.

Larry Tomlinson made the motion to adjourn the meeting at 8:43 p.m. and it was seconded by Nate Swanson.. All ayes, motion carried.

\_\_\_\_\_  
Washburn Village Clerk

\_\_\_\_\_  
Date