

Village of Washburn

Mayor
Steve Forney

March 8th 2021
Monthly Board Minutes

Board of Trustees
Jessica Damerell
Scott Forney
Alvin Grebner
Ginger Humphrey
Randy Knoblauch
Jessica Youngman

Village Clerk
Becky Ulrich

Village Treasurer
Heather Hare

Water/Sewer/Street Department
Jared Marshall

Steve called the meeting to order. Roll call was taken, all here. The Pledge of Allegiance was recited.

Jess made a motion to approve both the regular session and executive session minutes from February, Alvin seconded it. All ayes, motion carried.

We will come back to the bills once they've been reviewed.

STREETS: Jess said the sidewalks were discussed. Jared was asked to get some info on it together. There's 1,237 linear feet of sidewalk he would like to see replaced. Jared contacted three companies to get bids from. He asked Just Core, Vancil and Knapp concrete. He just asked them at the end of last week so we don't have anything back from them yet, but we've worked with all of them in the past and are comfortable working with any of them. Jess made a motion to take bids from these three companies and accept the lowest bid, as Jared is comfortable working with all three companies, and spend up to \$22,630, Randy seconded it. All ayes, motion carried.

There was a small discussion on what sidewalks are on the list to be replaced. Jared had a couple of questions about maybe breaking up the pours and being able to finish up in May after the new budget starts to get everything completed. We'll just have to see where we are at as it gets closer with weather etc.

We are going to set town clean-up dates for May 8th and September 11th. Heather will get that info out for bids, which will need to be back by noon on April 7th.

Leroy, with Varna Computer Recycling, is here with the electronic clean-up info. He would set up a truck and have his own help. The village will incur no cost. Each customer/citizen would be charged to dispose of their TV's. He will not accept any tube TV's. All TV's smaller than 32 inches are \$5 and 32 inches and larger are \$10 for disposal.

Steve asked if anyone in the audience had anything before we continue with the committee reports. Someone asked how the golf cart stickers will be handled now? Heather will handle setting up the inspection and the money but the police officer will do the actual inspection.

Jess made a motion to approve the bills, Jessica seconded it. All ayes, motion carried.

WATER/SEWER: Jared said there was a big leak at the funeral home. They lost 81,000 gallons in about three days. We are going to adjust their bill some for this.

POLICE: Ginger has received the final contract from county. It needs to be signed tonight to make it official. They did add the info about doing the golf cart inspections into the contract as well. It was asked if anything was written in there about the ordinance delivery? She will double check, if not we will just asked them to email/put something in writing for us, that they will do it.

There is not a monthly transfer this month.

We do need to take sealed bids on the Tahoe to be sold as is. We are not going to get it fixed prior to selling. We need to make sure there is a clause on the bid flyer that the village has the right to refuse any/all bids.

Ginger got a hold of Nick yesterday and had him remove the Police Facebook page.

Becky said she received an email from Vince Logan about donating some police equipment to his program. Ginger took his info and will contact him.

FINANCE, INSURANCE & TIF: Randy made a motion to add Heather, keep Steve & Becky and remove Cheri from the safety deposit box access; Jessica seconded it. All ayes, motion carried.

Scott said we need to set a date for the budget meeting. It was agreed to hold the meeting on Wednesday, March 24th at 6:00 p.m.

ECONOMIC DEVELOPMENT: Scott said last month we voted to foreclose on the Lincoln St lien. The next day we got a fax from Boston Title Company saying they would like to pay the lien.

Scott mentioned that the Abandoned Property Grant that he was looking into only works for properties that the municipality owns or would get written authority to make changes to.

ZONING: Steve said at the committee meeting he knows there was some discussion about recreating the zoning committee. Currently the zoning officer gets pin on commission from permits. There was a discussion suggesting we change that position to a part time salaried position. The zoning officer would report to the mayor with a salary of \$500/month. In this case the permit money would then be turned back into the village. There would be some job parameters discussed before putting this position out and they would be required to attend the monthly board meeting.

Jess made a motion to make some adjustments to the zoning officer job description, with a monthly salary of \$500/month, would report directly to the mayor and would be an at-will employee; Scott seconded it. All ayes, motion carried.

Steve will create a written job description and send it out to everyone.

Jessica asked if we had an extra contracted cell phone we could provide this position with? The board doesn't know if that is necessary. It could be up for discussion at a later date if the topic comes back up.

Steve said he would like to also entertain the thought of possibly adding a third seat to Heather's position as she said should would be interested in the Zoning Officer position. There was a discussion about the pros and cons of Heather taking over the job; she can certainly apply for the job. Let's have a description ready within a week and have it out to get a list of candidates ready to possibly swear them in at the April board meeting. Jessica did mention that previously Heather had agreed to be on the zoning board and she quit, deciding she didn't like it. Heather said she is more interested now that it's a paid position and she's involved with a lot of it already with her current position.

LIBRARY: Nothing.

PARKS: Nothing.

OTHER: Ginger asked Danny if we can create an ordinance or amend one to replace the word "police chief" with "city official" in all our ordinances? Danny said we could create an ordinance with all the affected ordinances listed. He said City official etc, is to open-ended and needs to be a bit more specific. We could replace the word "Chief of Police" with "County Law Enforcement Officer".

Ginger asked if the Ordinance books are numbered and if so does someone keep track of who has what number assigned to them? Cheri had a log so Heather should have one that was passed along to her. Ginger said she gave the county police officer book #12.

OLD BUSINESS: Kevin said he sent the guy interested in cleaning up the Tomlinson building the lawyer info. He's been contacted to let him know he has the green light to do it. The board asked Kevin when is contact is going to get it done? Kevin doesn't know. The board would like to have it cleaned up by the end of the month. If it's not done at the April board meeting we will probably let someone else do it. Kevin will reach out and let his contact know.

Regarding Voice Spring, Heather said Levin Kennell has ran most of the wiring and the tech gut needs to contact Levi and get something set up to get the stuff switched over. She said we should be switched over within a week or so.

Someone asked about the sewer plant alarm system? It's through US Cellular. We will get that figured out for sure before we cancel with Frontier.

NEW BUSINESS: Jess said we got a letter from Marshall County Highway Department saying they are accepting tires on April 15th. They would like us to contact them with an estimate number of how many tires we might bring over.

Jared said someone asked him about the house/property on 432 E Walnut St. They were complaining that it looks terrible, abandoned etc. Is it foreclosed on or what's the deal? We will look into it.

Jared said Denny Hattan asked if we could give them any TIF money to help pay for the repainting of the doors at the fire station. We could give them some TIF money. Tell Denny someone needs to come to the board with the details and a quote of how much it's going to cost, what they are requesting etc.

Jared asked if the board would be willing to let him roll over a week of vacation? H has two weeks left to use this year and hasn't been able to use them being the only person working. There was a small discussion. Jess made a motion to let Hared roll over 40 hours of vacation time from the current fiscal year, with the stipulation that he cannot use more than 40 hours consecutively and that it has to be used by July 31st 2021 or he'll lose it; Jessica seconded it. All ayes, motion carried.

Ginger made a motion to adjourn, Scott seconded it. All ayes, motion carried.

Washburn Village Clerk

Date