

**October 4, 2016**

**REGULAR VILLAGE BOARD MEETING**

**Call to Order/Roll Call** – Village President Susan Washa called this Regular Village Board meeting to order at 6:00 p.m. Roll call was taken with the following members present: Ginger Halverson, Tony Kaster, Dennis Richgels, John Kreul and Susan Washa. Zach Washa arrived at 6:20 p.m. Tom Cody was excused. Others present were Bart Nies, Bob Pustina, Tom Michek, Daniel Swinehart Tom Hebgen and Becky Fredericks.

**Certification/Compliance** – Clerk certified that notice of meeting was posted on September 30, 2016. Tony Kaster motioned as to compliance with open meeting law. Dennis Richgels seconded. Motion carried.

**Public Input – not for action** – Bob Pustina was in attendance to ask the board if they would be interested in selling the lot on Park St. He informed the board that he is also inquiring about possibly purchasing the lot/building owned by Bruce Robinson next to the Village lot. He is looking to clean up the area and has a couple ideas on what he would like to do with the area. Currently, the Village is planning to build a storage shed but felt that a new shed site could be determined and could possibly entertain an offer on the lot. The item will be put on the November agenda for more discussion.

**Delta 3 Engineering Inc to address board on grant application for street construction** – Bart Nies, Delta 3 Engineering Inc presented the village board with a document on a Village of Highland Capital Improvements Program. He had listed 6 projects with cost estimates for each project. This document is needed as a requirement if the Village was to apply for any grant monies water projects. Additionally if the Village decides to apply for a grant they will need to do an income survey. This needs to be 51% of below that are low to moderate income level. There are two options to choose from either a community survey (all of the village) or a target survey (the area where the construction project is located). The Village will also need to approve the Environmental Improvement Fund (EIF) Intent to Apply (ITA) / Priority Evaluation & Ranking Formula (PERF), this will be put on the October 12 Special Village Board meeting for approval. The Village board will also need to decide which projects they would like to submit for possible projects. The two grant deadlines are May & June. Bart also invited the Village board to Delta 3's Customer Appreciation Event on Thursday, December 1<sup>st</sup>.

**Village President asked if there were any objections to jump forward on the agenda to 8 Committee Reports due to Tom Michek present for this agenda items. Hearing no objections the board jumped forward to agenda item 8 then will return to the agenda item 4(b).**

**Committee Reports – Fire District** – Tom Michek was present to inform the board that the Town of Highland appointed Gary Esser to the fire board. They have had a couple meetings looking at projects at the fire station. The rubber roof seams are coming apart and they have been patching and looking at possibly pitching the roof on the station. They will be working with Pat Benish to draw up a spec sheet for the roof and still need to meet with Pat. Gary is working with Mike Flynn on concrete specs for replacing the driveway and sidewalk. Tom Michek is working with Kevin Wienkes on excavation & gravel specs. Tom also informed the board that the purchase of a new generator is in the works. It will be a natural gas standby unit that will cost around \$20,000 installed. Tom will let us know when he will need the projects on the board agenda for approval.

**Discuss purchase of new meter reader** – Joe, of HD Supply, stopped in and talked to Tom Hebgen and Becky Fredericks about our current handheld meter reader. Effective October 31, 2016 the handheld we have will no longer be able to read any new meters put in because they are upgrading the products. The village has the option to upgrade to a new unit at a cost of around \$7,500, fix up the existing to work with the new meters which will cost approximately \$1,500 to \$2,000 or purchase the current “old” meters that are currently in stock at HD Supply to have on hand. Tony Kaster motioned to approve the purchase of a new upgraded handheld meter reader. Susan Washa seconded. Roll call vote “Aye”: Z. Washa, Halverson, Kaster, Richgels, Kreul and S. Washa. Motion carried.

**Approve Appointment of New Election Workers** – Susan Washa motioned to approve the appointment of Dee Dee Yager and Jane Kroll as elections works for 2016-17 term. Ginger Halverson seconded. Motion carried.

**2017 Budget Discussion – take action, if necessary** – Discussed the possible projects/equipment purchases for 2017. Special Budget Meeting was set for October 12, 2016 following the Board of Zoning Appeals Meeting at 6:00 p.m.

**Update on Cloud 1 Communication Tower** – Tom Hebgen received a call from Ray Buildings who is the new contact person for the tower. Ray informed Tom that final approval is completed on the permits and will be marking out the site this week. Building will start mid-October and hopefully will have the tower up by the end of October.

**Approve Minutes of Previous Meeting** – Susan Washa motioned to approve the September 6, 2016 Board Meeting minutes. John Kreul seconded. Motion carried.

**Authorize Payment of Bills** – Ginger Halverson motioned to approve payment of bills as presented: General Account \$23,495.16, Sewer Account \$17,860.61, Water Account \$14,484.58 and TID #2 Account \$7,699.59. Susan Washa seconded. Roll call vote “Aye”: Kreul, Richgels, Kaster, Halverson, Z. Washa and S. Washa. Motion carried.

**Committee Reports:**

**Economic Development** – Nothing new to report.

**Law Enforcement** – Report submitted.

**Water** – Nothing new to report.

**Sewer** – Tom Hebgen informed the board that every year the Village is required to televise 5% of the sewer lines, so he has a company coming in to do 3,000 feet this year.

**Streets** – Tom Hebgen informed the board that the planned sealcoating for this year will be postponed until next year because Carl of Scotts Construction misplaced the paperwork. Board members were concerned about the sidewalk by George Breiwa’s being damaged by the landscapers. Tom Hebgen said he will take a look at this.

**Parks** – Tom Hebgen informed the board that Steve McGuire will be shutting down the park for the winter this week.

**Public Property** – John Kreul informed the board that 601 Apartment St is cleaned and ready for renters. He also informed the board that 603 Apartment St needs to be painted and finish with cleaning and then will be ready for renting.

**John Kreul left at 7:37 p.m.**

**Operator Licenses:**

- Susan Washa motioned to approve an Operator's License for Brian M. Kutzke. Zach Washa seconded. Roll call vote "Aye": Kaster, Z. Washa, S. Washa, Halverson and Richgels. Motion carried.
- Susan Washa motioned to approve an Operator's License for Sebastian Hadtrath. Zach Washa seconded. Roll call vote "Aye": Richgels, Halverson, Z. Washa, Kaster and S. Washa. Motion carried.

**Building/Zoning Permits** – Building/Zoning Permits were issued to Bill Carter (shed) and Alan Hach (shed).

**Forthcoming Events** – Nothing

**Correspondence Received** – The Village Board was given an email received from Ted Greenheck pertaining to the park road easement.

**Set November Board Meeting** – November 7, 2016 and subject to change

**Adjournment** – Ginger Halverson motioned to adjourn at 7:39 p.m. Zach Washa seconded. Motion carried.

Respectfully Submitted,

Becky Fredericks, Clerk-Treasurer