

**OFFICIAL PROCEEDINGS  
REGULAR VILLAGE BOARD MEETING  
Monday, October 17, 2022 – 7:00 PM  
Darien Village Hall, 24 N. Wisconsin St.  
Darien, WI 53114**

1. **Call to Order.** Village President Jane Stiles called the meeting to order at 7:02 p.m. at Darien Village Hall and via Zoom teleconference.
2. **Roll Call.** Village President Jane Stiles and Trustees Kevin Atkinson, Elizabeth Baumann, Greg Epping, Sandi Seefeldt, and Ken Truckey were present. Trustee Will Volmar was absent. Administrator-Clerk/Treasurer Lindsey Peterson and Public Works Operator Isaac Lefel were also present.
3. **Pledge of Allegiance**
4. **Acknowledgement of petitions, memorials, or other communications**
  - A. **Announcement of Trick or Treating Hours for the Village of Darien: Monday, October 31, 2022, from 4:00 p.m. to 6:00 p.m.** President Stiles announced the trick or treating hours for the Village.
  - B. **Announcement of the Tuesday, November 8, 2022 General Election.** President Stiles announced that the general election will take place on November 8<sup>th</sup>, Village residents will vote at Village Hall and polls will be open from 7:00 a.m. to 8:00 p.m.
  - C. **Announcement of Joint Town & Village Board meeting on Tuesday, November 15<sup>th</sup> at 6:00 p.m. at Darien Town Hall.** President Stiles announced that a Joint Town & Village Board meeting will be held at Town Hall on November 15<sup>th</sup>.
  - D. **Update from District Administrator Jill Sorbie on Delavan-Darien School Referendum for November 8<sup>th</sup>.** Delavan-Darien School Board member Tiffany Schutt spoke in place of Administrator Sorbie. She stated that the School District is asking for support for the upcoming referendum. She stated that the referendum will take the place of the last operational referendum passed which is ending for 2023. She stated the funding is necessary to continue school operations and retain quality teachers, keep Darien Elementary open, hire an additional school resource officer, purchase up-to-date, high-quality curriculum, and keep class sizes small. She encouraged all to support the referendum on November 8<sup>th</sup>.
5. **Citizen Comments will only be accepted by email to [lpeterson@darienwi.com](mailto:lpeterson@darienwi.com) until 5:00 p.m. on Monday, October 17<sup>th</sup>. The Village Board President may choose to read written comments at the meeting, otherwise any comments received by e-mail will be provided to Village Board Trustees before the start of the meeting.** Ms. Peterson stated there were none.
6. **Approval of Village Board Meeting Minutes**
  - A. **Approval of Minutes from the Regular Village Board Meeting of September 19, 2022.** Trustee Baumann made a motion to approve the minutes from September 19<sup>th</sup> 2022. Trustee Seefeldt seconded, and the motion carried 6-0.
7. **Public Hearings, Ordinances, Resolutions**
  - A. **Public Hearing for the Village of Darien Draft 2023 Budget.** Ms. Peterson presented the 2023 DRAFT Budget for the Village of Darien. President Stiles made a motion to open the public hearing. Trustee Truckey seconded, and the motion carried 6-0. There was no participation.

President Stiles made a motion to close the public hearing. Trustee Truckey seconded, and the motion carried 6-0.

- B. Resolution No. 2022-19 – Resolution approving Roadway Functional Classification Changes.** Ms. Peterson presented the resolution and information provided by the Wisconsin DOT regarding their review and proposed reclassification of County Highway X from Wise Road to Highway 14. She stated that the representative from the DOT said there should be no impact to the Village of Darien from this proposed change. Trustee Epping made a motion to approve the resolution. Trustee Atkinson seconded, and the motion carried 6-0.

## 8. Reports from Committees

### A. Finance Committee, Trustee Baumann

- 1) **Review and possible action relating to Contractual Invoices.** Trustee Baumann presented the contractual invoices to the Board. Trustee Truckey made a motion to approve the contractual invoices. Trustee Atkinson seconded, and the motion carried 6-0.
- 2) **Review and possible action relating to Invoices over \$500.** President Stiles made a motion to approve the invoices over \$500. Trustee Seefeldt seconded, and the motion carried 6-0.
- 3) **Review and possible action relating to the Treasurer’s Report, Monthly Invoices, Prepaid Bills, and Regular Bills.** Trustee Truckey made a motion to approve the treasurer’s report, monthly invoices, prepaid bills and regular bills. Trustee Atkinson seconded, and the motion carried 6-0.
- 4) **Review and possible action regarding shredding services for records disposal.** Trustee Baumann stated that the Finance Committee reviewed two proposals and recommended approval of the Abraham On-Site shredding services for record disposal. President Stiles made a motion to approve the proposal from Abraham On-Site shredding services. Trustee Seefeldt seconded, and the motion carried 6-0.
- 5) **Review and possible action on a contract from Johns Disposal Service for 2024-2028 recycling services.** Trustee Baumann stated that at the September Village Board meeting, the Board approved extending their contract with Johns Disposal Service for recycling. Johns has now provided the new contract for the Village Board’s review. Trustee Baumann made a motion to approve the contract. President Stiles seconded, and the motion carried 6-0.
- 6) **Review and possible action to use American Rescue Plan Act funds to pay an invoice from Sorg Electric for additional materials and labor for the Sharon Street lift station installation.** Trustee Baumann stated the Finance Committee had pulled this item out separately to consider using American Rescue Plan Act (ARPA) funds to pay the additional invoice from Sorg Electric. She stated that in November 2021, the Board approved using ARPA funds for the original invoice amount. This invoice is for the additional materials and labor from when the work was completed at the Sharon Street lift station. Trustee Baumann made a motion to approve the use of American Rescue Plan Act funds to pay the invoice from Sorg Electric. Trustee Atkinson seconded, and the motion carried 6-0.
- 7) **Review and possible action on an invoice from Odling Construction, Inc. for repairs of a water main break at N. Walworth Street and Fremont Street.** Trustee Baumann stated that the invoice from Odling Construction came in too late for Finance Committee to review. She stated this invoice was related to Odling’s work on a water main break in the Village. Trustee Truckey made a motion to approve the invoice. President Stiles seconded, and the motion carried 6-0.

8) *Next meeting: Wednesday, November 16, 2022 at 5:15 p.m. at Village Hall*

**B. Public Works, Streets, Water & Sewer Systems Committee, Trustee Volmar**

- 1) **Review and possible action on a Memorandum of Understanding (MOU) with Walworth County for salt and sand purchases.** Trustee Epping presented the MOU to the Village Board. He stated that this was renewed each year for salt and sand during the winter season. President Stiles made a motion to approve the MOU. Trustee Truckey seconded, and the motion carried 6-0.
- 2) **Discussion and possible action on a quote from Burke Truck & Equipment for a new plow blade.** Trustee Epping presented the quote from Burke Truck. Mr. Lefel stated that the quote was for replacing the snowplow blade on the International truck only. Ms. Peterson stated that Mr. Veley had gotten a second quote, but it was more expensive. The quote from Burke was the cheaper of the two. Trustee Atkinson made a motion to approve the quote from Burke Truck & Equipment. Trustee Baumann seconded, and the motion carried 6-0.
- 3) **Discussion and possible action on a quote from Core & Main for a handheld meter reader for water & sewer utilities.** Ms. Peterson explained that the Village's handheld meter reader was no longer charging. She stated the Village's Deputy Clerk/Treasurer called Core & Main and was told that our meter was 10 years old and was no longer supported. They provided a new quote for an updated meter reader. The Village's Deputy Clerk/Treasurer secured a charging station that will get us by until a new meter reader is available, but it will be needed soon. Trustee Baumann made a motion to approve the quote from Core & Main. Trustee Atkinson seconded, and the motion carried 6-0.
- 4) *Next meeting: Tuesday, November 15, 2022 at 3:00 p.m. at Village Hall*

**C. Library Board Report, Trustee Baumann.** Trustee Baumann stated that the Darien Public Library is preparing for the Trunk or Treat event on October 29<sup>th</sup>.

- 1) *Next meeting: Thursday, November 10, 2022 at 4:30 p.m. at the Darien Public Library*

**D. Plan Commission, President Stiles.** President Stiles stated no meeting was currently scheduled, but Ms. Peterson would be sending out possible dates soon.

- 1) *Next meeting not currently scheduled*

**E. Public Safety, Police, Fire, and Building Regulation Committee, Trustee Truckey.** Trustee Truckey stated that the Committee had not met.

- 1) *Next meeting not currently scheduled*

**F. City of Delavan General Operations Committee Updates, Trustee Truckey.** Trustee Truckey stated he was out of town and not able to attend the last meeting, but there was nothing to bring before the Board currently.

- 1) **Review of September 2022 Police Department Monthly Report**
- 2) *Next meeting: Tuesday, November 1, 2022 at 5:30 p.m. at Delavan City Hall*

**G. Parks, Recreation, and Facilities Committee Report, Trustee Baumann.** Trustee Baumann provided an overview of the work the Parks Committee had been doing. She stated that the Committee members had been meeting to plan the Annual Tree Lighting Event. She stated that this year there would also be a Merry & Bright Yard Decorating contest with applications available to residents who wished to participate. Judges were also needed, and anyone interested in judging could contact the Village Administrator/Clerk-Treasurer.

1) *Next meeting scheduled for Wednesday, November 16, 2022 at 5:45 p.m. at Village Hall*

**H. Personnel Committee, President Stiles.** President Stiles stated the Personnel Committee met in October and has been discussing upcoming retirements and vacancies and job descriptions and hiring plans related to them.

1) *Next meeting scheduled for Tuesday, November 15, 2022 at 4:00 p.m.*

**I. Darien Fire/EMS Department Liaison Update, President Stiles.** President Stiles asked Chief Fisher who was in attendance to provide a list of grants received. Chief Fisher went over all grants received.

1) *Next meeting: Monday, November 7, 2022 at 7:00 p.m. at the Darien Fire/EMS Station*

2) *Next meeting of the Joint Commission of Fire and EMS Commissioners not currently scheduled*

## **9. Licenses**

**A. Review and possible action relating to 2022-2023 Operator License Applications for Emily Malvaez, Aaron McCarthy-Straw, Michael Charo, Katy Jo Sorenson, Noah Todd, Israel Montelongo Cortez, Jaycen Simer, Areli Montelongo Cortez, Krista Linhart, Kara Patrick, Kierra Krause, Rab Nawaz, Rikin Shah, Jamshaid Yousaf.** Ms. Peterson stated that all applicants had been approved by the municipal court, Darien Treasurer, and the Police Department and there were no concerns with issuance. Trustee Atkinson made a motion to approve the Operator License applications on file. Trustee Truckey seconded, and the motion carried 6-0.

**10. The Village Board will adjourn into closed session pursuant to Wis. Stats. 19.85(1)(c) for consideration of compensation for the Village Administrator/Clerk-Treasurer.** At 8:05 p.m., Trustee Baumann made a motion to adjourn into closed session. Trustee Truckey seconded, and the motion carried 6-0.

**11. The Village Board will reconvene in open session and may take action regarding matters discussed in closed session.** At 8:33 p.m., Trustee Baumann made a motion to reconvene in open session. Trustee Seefeldt seconded, and the motion carried 6-0.  
President Stiles made a motion to set the salary for the Village Administrator/Clerk-Treasurer at \$73,000 effective for the current pay period. Trustee Baumann seconded, and the motion carried 6-0.

**12. Adjourn.** At 8:34 p.m., President Stiles made a motion to adjourn the meeting. Trustee Truckey seconded, and the motion carried 6-0.

Respectfully Submitted,

Lindsey Peterson, Administrator/Clerk-Treasurer

**Date approved by Village Board: November 15, 2022**