

**OFFICIAL PROCEEDINGS
REGULAR VILLAGE BOARD MEETING
Monday, November 21, 2022 – 7:00 PM
Darien Village Hall, 24 N. Wisconsin St.
Darien, WI 53114**

1. **Call to Order.** President Jane Stiles (attending via Zoom), asked Trustee Truckey to run the meeting in-person. Trustee Truckey called the meeting to order at 7:03 p.m. at Darien Village Hall and via Zoom teleconference.
2. **Roll Call.** Village President Jane Stiles (via Zoom), and Trustees Kevin Atkinson, Elizabeth Baumann, Greg Epping, Sandi Seefeldt (via Zoom), Ken Truckey, and Will Volmar (via Zoom) were present. Administrator/Clerk-Treasurer Lindsey Peterson, Public Works Superintendent Mike Veley, and Village Attorney Brad Lochowicz were also present.
3. **Pledge of Allegiance.**
4. **Acknowledgement of petitions, memorials, or other communications**
 - A. **Discussion and possible action to appoint Tom Carney to fill the vacant seats on the Village of Darien Plan Commission and Community Development Authority.** Ms. Peterson stated that President Stiles had asked Mr. Carney if he would be willing to fill the seats on the Plan Commission and Community Development Authority vacated by Bruce Lindstrand after he moved out of state. Mr. Carney stated he was interested in serving on both committees. Attorney Lochowicz stated that there was no concern with Mr. Carney serving on both Committees, but in the future, if the CDA takes on more of a role in the Village, it may be necessary to find someone else to sit on that Committee. President Stiles made a motion to approve the appointment of Mr. Tom Carney to the Plan Commission and Community Development Authority. Trustee Baumann seconded, and the motion carried 7-0.
5. **Citizen Comments will only be accepted by email to lpeterson@darienvillagewi.gov until 5:00 p.m. on Monday, November 21st. 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 no comments had been received.
6. **Approval of Village Board Meeting Minutes**
 - A. **Approval of Minutes from the Regular Village Board Meeting of October 17, 2022**
 - B. **Approval of Minutes from the Special joint Town & Village Board Meeting of November 15, 2022.** Trustee Atkinson made a motion to approve both the minutes from the October 17th and November 15th Board meetings. Trustee Truckey seconded, and the motion carried 7-0.
7. **Public Hearings, Ordinances, Resolutions**
 - A. **Resolution No. 2022-20 – A Resolution adopting the 2023 Annual Budget and Setting the Property Tax Levy for the Village of Darien, Walworth County, Wisconsin.** Ms. Peterson gave an overview of the 2023 Proposed Budget and any changes made since the DRAFT budget and public hearing held at the October 17th meeting. Trustee Baumann made a motion to adopt Resolution No. 2022-20, adopting the 2023 budget and setting the property tax levy for the Village of Darien.

- B. Resolution No. 2022-21 – A Resolution establishing the 2023 Schedule of Fees for the Village of Darien, Walworth County, Wisconsin.** Ms. Peterson stated there were no changes made to the schedule of fees since Summer 2022 when the Village approved some changes to West Park Shelter rental fees and Senior Center rental fees. President Stiles made a motion to approve the fee schedule for 2023. Trustee Baumann seconded, and the motion carried 7-0.
- C. Resolution No. 2022-22 – A Resolution Authorizing Village Staff to apply for a Simplified Rate Case from the Public Service Commission to Increase Water Utility Rates (4.5% rate increase effective January 21, 2023).** Ms. Peterson presented the memo and application that will be submitted to the Public Service Commission (PSC) if approved. Ms. Peterson stated that the Village’s Financial Advisor recommended the completion of a Simplified Rate Case (SRC) increase. She stated each year the PSC approves the rate for a SRC, and in 2022 this is set at 4.5%, so this is the Village’s only option with the SRC. She stated that the proposed increase would impact the average residential bill by an increase of \$2.77 or 2.07% per month. She stated small increases such as this help the Village keep up with inflationary costs related to wages, infrastructure and other maintenance for the water utility. They also help the Village avoid larger water utility rate increases. If approved, the rate increase would occur on the bills that go out in January 2023. President Stiles made a motion to approve the Resolution authorizing staff to apply to the Public Service Commission for a 4.5% SRC. Trustee Epping seconded, and the motion carried 7-0.

8. Reports from Committees

A. Finance Committee, Trustee Baumann

- 1) **Review and possible action relating to Contractual Invoices.** President Stiles made a motion to approve the contractual invoices. Trustee Baumann seconded, and the motion carried 7-0.
- 2) **Review and possible action relating to Invoices over \$500.** President Stiles made a motion to approve the invoices over \$500. Trustee Atkinson seconded, and the motion carried 7-0.
- 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 report, monthly invoices, prepaid bills and regular bills. Trustee Atkinson seconded, and the motion carried 7-0.
- 4) **Report of the final receipt of \$10,317.23 from the Pelishek Charitable Remainder Unitrust (no action).** Trustee Baumann stated the Village had received its final disbursement from the Unitrust. She stated the total received is now \$166,567.23.
- 5) **Review and possible action to purchase 10 new office chairs for the Village Board room.** Ms. Peterson stated that the chairs in the Village Board room were purchased from Wisconsin Surplus Auction, and a few of them are now broken. She stated she has been looking at options for new chairs in the Boardroom. The Finance Committee reviewed and made a recommendation to approve 10 new chairs on sale from Quill.com, with a total cost of \$1,463.65. She stated this amount is available in the Village Hall Capital Outlay account. Trustee Baumann made a motion to approve the purchase of 10 new office chairs for the Village Boardroom. Trustee Epping seconded, and the motion carried 7-0.
- 6) *Next meeting: Tuesday, December 13, 2022 at 5:00 p.m. at Village Hall*

- B. Public Works, Streets, Water & Sewer Systems Committee, Trustee Volmar.** Trustee Volmar stated the major item discussed at the committee meeting was the SRC water utility increase which was already considered and approved.

1) *Next meeting: Tuesday, December 13, 2022 at 3:00 p.m. at Village Hall*

C. Library Board Report, Trustee Baumann. Trustee Baumann stated that the library held the Trunk-or-Treat event in October and has continued working on different programming and events.

1) *Next meeting: Thursday, December 15, 2022 at 4:30 p.m. at the Darien Public Library*

D. Plan Commission, President Stiles. President Stiles stated that the Plan Commission met and reviewed Site Plan's for relocation of the detention pond at Tankcraft properties. She stated the Commission also discussed Walworth County's draft ATV/UTV ordinance and a potential local ATV/UTV ordinance for the Village as well.

1) *Next meeting scheduled for Thursday, December 1, 2022 at 6:00 p.m. at Village Hall*

E. Public Safety, Police, Fire, and Building Regulation Committee, Trustee Truckey. Trustee Truckey stated there were no updates currently.

1) *Next meeting not currently scheduled*

F. City of Delavan General Operations Committee Updates, Trustee Truckey

1) **Review of October 2022 Police Department Monthly Report.** Trustee Truckey stated the report from the police department was in the packet. He stated the City of Delavan is continuing to work on an ATV/UTV and other light vehicles ordinance.

2) *Next meeting: Tuesday, December 6, 2022 at 5:30 p.m. at Delavan City Hall*

G. Parks, Recreation, and Facilities Committee Report, Trustee Baumann

1) **Discussion and possible action on requests to install blessing boxes within the Village of Darien.** Trustee Baumann stated that the Parks Committee discussed the two requests received to install blessing boxes within the Village of Darien. She stated a blessing box is similar to a free little library, but instead of books, the box is stocked with non-perishable food items, and is available to anyone. She stated both requests state that the club or organization will pay for and complete all necessary work to install the blessing boxes. They will also maintain and stock the blessing boxes. The Committee discussed two possible locations. The first was the east side of the parking lot at the Darien Public Library. The second location was behind the public works building. Trustee Baumann stated that the Village will also assist in advertising the blessing boxes and their locations, so individuals know they are available. Trustee Truckey made a motion to approve the requests to add two blessing boxes in the Village of Darien near the library and public works building. Trustee Atkinson seconded, and the motion carried 7-0.

2) *Next meeting scheduled for Tuesday, December 13, 2022 at 5:30 p.m. at Village Hall*

H. Personnel Committee, President Stiles

1) **Discussion and possible action on the Deputy Clerk/Treasurer Job Description, Job ad, and hiring schedule.** Ms. Peterson stated that the Village's long serving Deputy Clerk/Treasurer plans to retire in February 2023. She stated the Personnel Committee reviewed the Job Description, Job ad, and hiring schedule for the position. Ms. Peterson reviewed the tentative hiring schedule. Trustee Baumann made a motion to approve the job description, job ad, and hiring schedule for the Deputy Clerk/Treasurer position. Trustee Epping seconded, and the motion carried 7-0.

- 2) **Discussion and possible action on the Administrative Assistant Job Description and Job ad.** Ms. Peterson stated the Village's part-time Administrative Assistant is graduating from college in December and will be leaving to look for full-time work in her area of study. She stated that it would most likely be difficult to hire for a part-time position over the holidays, so the plan was to utilize the three full-time staff to cover the duties of the part-time Administrative Assistant to at least get through the holidays, and then release the job ad and description if needed for hiring. Trustee Truckey stated the Committee also discussed not having several new people starting at the same time. It will probably be better to space out the hiring if possible.
- 3) *Next meeting scheduled for Tuesday, December 13, 2022 at 4:00 p.m.*

I. Darien Fire/EMS Department Liaison Update, President Stiles. Chief Fisher presented the Darien Fire/EMS monthly report.

- 1) *Next meeting: Monday, December 5, 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 a 2022-2023 Operator License Application for Lucero Sanson.** Trustee Truckey made a motion to approve the Operator License application for Lucero Sanson. Trustee Baumann seconded, and the motion carried 7-0.
- B. Review and possible action relating to a 2022-2023 Operator License Application for Maria Rodriguez.** Ms. Peterson stated that Ms. Rodriguez had an outstanding balance with the Village, and recommended any motion for approval included a condition that the outstanding balance be paid in full. Trustee Atkinson made a motion that the license for Maria Rodriguez be approved on the condition that all monies owed are paid in full before issuance. Trustee Baumann seconded, and the motion carried 7-0.

10. Discussion and possible action on a quote from Radicom for the XL-200 Control Station Dual Band for the Darien Fire/EMS Department. Ms. Peterson presented the quote and memo for the control station dual band for the Darien Fire/EMS Department. She stated the cost estimate includes the Walworth County discount and the 2022 discount through Radicom. She stated that this is expected to be the last piece of the Village's Walworth County radio replacement cost. Trustee Baumann made a motion to approve the quote from Radicom. Trustee Epping seconded, and the motion carried 7-0.

11. Discussion and possible action on a quote from Radicom for one Dual Band Dual Head Mobile Radio and 2 Portable Dual Band Radios for the Darien, Sharon, Walworth Shared Paramedic Service. Ms. Peterson stated that the Darien, Sharon Walworth shared paramedic service's contract with Metro states that the municipalities through the Fire Departments are responsible for radio equipment. Because of this, Ms. Peterson requested a quote for the equipment needed for Walworth County's radio replacement for the shared paramedic service, and divided the totals based on the 2023 Darien, Sharon, Walworth budget formula. She stated that the Village's portion of the cost is \$2,485.90 and similar to the other radio quotes, payment can be set for 2024. She stated there is currently enough funding in the shared service's account to purchase the radios. Trustee Atkinson made a motion to approve the quote from Radicom for the Darien, Sharon, Walworth shared paramedic service radios. Trustee Truckey seconded, and the motion carried 7-0.

12. Agreements

A. Discussion and possible action to enter into a Storm Water Management Facility Maintenance Agreement for Tankcraft Corporation. Ms. Peterson stated that at the November Plan Commission meeting, the Plan Commission had reviewed plans and the proposed agreement for the relocation of a stormwater detention pond on Tankcraft Corporation's property. She stated the Plan Commission had approved the site plan, but the stormwater maintenance agreement was now coming before the Village Board for consideration. She stated the Village's attorney had reviewed and had no issues with the agreement. Attorney Lochowicz stated that the agreement gives the Village the ability to perform maintenance on the pond in the event that the pond on Tankcraft Corporation's is not maintained. Trustee Truckey made a motion to approve the Storm Water Management Facility Maintenance Agreement for Tankcraft Corporation. Trustee Atkinson seconded, and the motion carried 7-0.

13. Adjourn. At 8:12 p.m., President Stiles made a motion to adjourn the meeting. Trustee Seefeldt seconded, and the motion carried 7-0.

Respectfully Submitted,

Lindsey Peterson, Administrator/Clerk-Treasurer

Date approved by Village Board: December 19, 2022