

**OFFICIAL PROCEEDINGS  
REGULAR VILLAGE BOARD MEETING  
Monday, December 19, 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 7:00 p.m. at the Darien Village Hall and via Zoom teleconference.
2. **Roll Call.** Village President Stiles and Trustees Kevin Atkinson, Elizabeth Baumann, Greg Epping, Sandi Seefeldt, and Ken Truckey were present. Trustee Will Volmar was absent. Village Administrator/Clerk-Treasurer Lindsey Peterson, Public Works Superintendent Mike Veley, Village Attorney Brad Lochowicz, and Village Engineer Jason Feucht were also in attendance.
3. **Pledge of Allegiance.**
4. **Acknowledgement of petitions, memorials, or other communications**
  - A. **2023 Village Board Meeting Date Schedule.** President Stiles presented the Village Board meeting schedule for 2023.
5. **Citizen Comments will only be accepted by email to [lpeterson@darienvillagewi.gov](mailto:lpeterson@darienvillagewi.gov) until 5:00 p.m. on Monday, December 19<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.** There was none.
6. **Approval of Village Board Meeting Minutes**
  - A. **Approval of Minutes from the Regular Village Board Meeting of November 21, 2022.** Trustee Truckey made a motion to approve the minutes from November 21, 2022. Trustee Seefeldt seconded, and the motion carried 6-0.
7. **Public Hearings, Ordinances, Resolutions**
  - A. **Resolution No. 2022-23 – A Resolution approving a one-lot Certified Survey Map for the property located at the Southeast corner of Sweet Road and County Trunk K in the Town of Darien (Parcel Number BD 3600002) (CSM-2022-03).** Ms. Peterson presented the Extraterritorial CSM. She stated the Plan Commission recommended approval of the CSM at their December 1, 2022 meeting. President Stiles made a motion to approve Resolution No. 2022-23, with the two conditions included on the resolution. Trustee Truckey seconded, and the motion carried 6-0.
  - B. **Resolution No. 2022-24 – A Resolution approving the final form of a two-lot Certified Survey Map for the property located near the Southeast corner of County Road X and County Road C in the Village of Darien (Parcel Number QVD 00153) (CSM-2022-02).** Attorney Nancy Haggerty representing NewCold, stated that the Certified Survey Map (CSM) for the parcel was previously reviewed and approved with conditions that certain changes identified by the Village Engineer be made. Ms. Haggerty stated those changes had now been made, and utility easements had been included on the CSM, so the CSM was coming back for final approval and extension of the deadline to record the CSM given the time that was needed to complete the site plan and update the CSM. Trustee Truckey made a motion to approve Resolution No. 2022-24. Trustee Atkinson seconded, and the motion carried 6-0.

- C. **Resolution No. 2022-25 – A Resolution extending the deadline to initiate construction on a Conditional Use Permit to exceed the maximum height regulations, for the property located at the Southeast corner of County Road X and County Road C, approved by the Darien Village Board on May 16, 2022 (CUP-2022-03).** Attorney Haggerty stated the Conditional Use Permit for height was approved back on May 16, 2022. The Conditional Use Permit included a condition setting a deadline to initiate construction. Since that approval, NewCold’s engineers have spent significant time working on and revising the Site Plan to ensure it met all state and Village requirements. The Site Plan has now been approved with conditions at the December 1<sup>st</sup> Plan Commission meeting. Resolution No. 2022-25 would simply revise the deadline to initiate construction for the project. Trustee Truckey made a motion to approve resolution No. 2022-25. Trustee Baumann 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.** President Stiles made a motion to approve the contractual invoices. Trustee Truckey 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 Truckey 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 Seefeldt seconded, and the motion carried 6-0.
- 4) **Discussion and possible action to list the 10 recently replaced Village Board room chairs on Wisconsin Surplus Auction.** Trustee Baumann explained that the Finance Committee had recommended approval of listing the 10 old Village Boardroom chairs for sale on the Wisconsin Surplus Auction website. Trustee Baumann made a motion to approve listing the chairs for sale. Trustee Atkinson seconded, and the motion carried 6-0.
- 5) **Review and possible action regarding the July-November 2022 invoices from Lochowicz & Venema, LLP; \$9,699.50 (Total General Legal Counsel-\$1,720; Total NewCold-\$4,310; Total Kwik Trip-\$50; Total Municipal Court-\$3,619.50).** President Stiles made a motion to approve the statements from Lochowicz & Venema, LLP for July-November 2022. Trustee Baumann seconded, and the motion carried 6-0.
- 6) *Next meeting: Wednesday, January 11, 2023 at 5:00 p.m. at Village Hall*

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

- 1) **Discussion and possible action on the purchase of a Model #HW4013HG Pressure Washer from Midwest Service Equipment, estimated price of \$5,413.57.** Mr. Veley explained that back in April, the Village Board approved the purchase of a pressure washer, but the pressure washer ended up being unavailable. He stated it just became available again, however, the price has now increased. He stated that since that time, he found a pressure washer for \$5,413.57 with a better motor. He is now requesting approval to purchase the pressure washer from Midwest Service Equipment. Trustee Baumann asked if there were sufficient funds for the purchase. Ms. Peterson stated that the account the Village would charge the purchase to would be overdrawn if the purchase was made. She recommended if approval was given, that the contingency fund be used to purchase the pressure washer. Trustee

Truckey made a motion to approve the purchase of the Model #HW4013HG pressure washer from Midwest Service Equipment using the Village's Contingency Funds. Trustee Atkinson seconded, and the motion carried 6-0.

- 2) **Discussion and possible action on a quote from FB Reeder for materials and labor to replace the fan motor and fan blade on the unit heater in Well House #3.** Mr. Veley stated the quote is to make necessary repairs to the unit heater in Well House #3. President Stiles made a motion to approve the quote from FB Reeder. Trustee Baumann seconded, and the motion carried 6-0.
- 3) *Next meeting: Tuesday, January 10, 2023 at 3:00 p.m. at Village Hall*

**C. Library Board Report, Trustee Baumann.** Trustee Baumann stated there was nothing to report that this time.

- 1) *Next meeting: Thursday, January 12, 2023 at 4:30 p.m. at the Darien Public Library*

**D. Plan Commission, President Stiles**

- 1) **Review, discussion, and possible action on the Utility Easement Agreement required by CSM-2022-02, and by the Development Agreement approved by the Village Board on July 18, 2022, for the property located near the Southeast Corner of County Road X and County Road C, (parcel number QVD 00153).** Attorney Haggerty stated that the Utility Easement Agreement gives NewCold and the Village the ability to install the utilities needed on both parcels. She stated that Attorney Lochowicz has reviewed and approved the agreement as well. Trustee Baumann made a motion to approve the utility easement agreement. President Stiles seconded, and the motion carried 6-0.
- 2) **Review, discussion, and possible action on the Storm Water Management Maintenance Agreement for the property located near the Southeast Corner of County Road X and County Road C, (parcel number QVD 00153), subject to final approval of the Village Engineer to the exhibits of that Agreement.** Attorney Haggerty stated that the Storm Water Management Maintenance Agreement gives the Village the ability to enforce Village and State requirements for storm water maintenance, and allows the Village the ability to make necessary repairs or perform maintenance if NewCold fails to do so, and then charge the company for the cost of what was done. She stated the Village's attorney and engineer have also reviewed the agreement, and the Village's engineer will have final sign off on the exhibits for the agreement. President Stiles made a motion to approve the Storm Water Management Maintenance Agreement subject to approval of the Village Engineer to the exhibits of that Agreement. Trustee Truckey seconded, and the motion carried 6-0.
- 3) *Next meeting: Joint Plan Commission & Village Board meeting scheduled for Wednesday, February 1, 2023 at 6:00 p.m. at Village Hall*

**E. Public Safety, Police, Fire, and Building Regulation Committee, Trustee Truckey.** Trustee Truckey stated there was nothing scheduled 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 Police Department Monthly Report was located in the packet.
- 2) *Next meeting: Tuesday, January 3, 2023 at 5:45 p.m. at Delavan City Hall*

**G. Parks, Recreation, and Facilities Committee Report, Trustee Baumann.** Trustee Baumann stated there was nothing to bring before the Board, but the Committee held its Annual Tree Lighting Event and it was a success.

1) *Next meeting scheduled for Wednesday, January 11, 2023 at 5:15 p.m. at Village Hall*

**H. Personnel Committee, President Stiles**

1) **Discussion and possible action to allow contracted help with design and printing of the Family Connections Newsletter sent to the Village and Town of Darien.** Ms. Peterson explained that the Village's part-time Administrative Assistant is graduating college and will be leaving the Village at the end of December to begin full-time employment. Ms. Peterson stated that she has agreed to continue working on the Family Connections newsletter after she leaves to help the Village transition into finding a new part-time Administrative Assistant. She will only work the hours needed to complete the Family Connections Newsletter and perform any other small tasks if needed. This is estimated at about 25 hours per month. She has also agreed to train the new Administrative Assistant when hired. President Stiles made a motion to approve the current Administrative Assistant stay on to complete Family Connections Newsletter, until a new Administrative Assistant is hired. Trustee Seefeldt seconded, and the motion carried 6-0.

2) *Next meeting scheduled for Tuesday, January 10, 2023 at 4:00 p.m.*

**I. Darien Fire/EMS Department Liaison Update, President Stiles.** President Stiles stated there was nothing to bring to the Board currently.

1) *Next meeting: Monday, January 9, 2023 at 7:00 p.m. at the Darien Fire/EMS Station*

2) *Next meeting of the Joint Commission of Fire and EMS Commissioners: Thursday, January 12, 2023 at 4:00 p.m. at Darien Town Hall*

**9. Licenses (none)**

**10. Adjourn.** At 7:29 p.m., Trustee Truckey made a motion to adjourn the meeting. Trustee Atkinson seconded, and the motion carried 6-0.

Respectfully Submitted,

Lindsey Peterson, Administrator/Clerk-Treasurer

Date approved by the Village Board: January 16, 2023