

**OFFICIAL PROCEEDINGS
REGULAR VILLAGE BOARD MEETING
Monday, August 22, 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 Darien Village Hall and via Zoom teleconference.
2. **Roll Call.** Village President Jane Stiles and Trustees Kevin Atkinson, Elizabeth Baumann, Sandi Seefeldt, Greg Epping (via Zoom), Ken Truckey and Will Volmar (via Zoom) were present. Administrator Clerk/Treasurer Lindsey Peterson and Public Works Superintendent Mike Velej were also present.
3. **Pledge of Allegiance.**
4. **Acknowledgement of petitions, memorials, or other communications**
 - A. **Announcement of the Village of Darien Annual Joint Review Board meeting for TID #3 on Wednesday, August 31st at 2:00 p.m. at Darien Village Hall.** Ms. Peterson announced that the annual TID #3 Joint Review Board meeting would take place on August 31st at 2:00 p.m. at Village Hall.
5. **Citizen Comments will only be accepted by email to lpeterson@darienwi.com until 5:00 p.m. on Monday, August 22nd. 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 that no public comments had been received.
6. **Approval of Village Board Meeting Minutes**
 - A. **Approval of Minutes from the Regular Village Board Meeting of July 18, 2022.** Trustee Truckey made a motion to approve the minutes from July 18th. Trustee Baumann seconded, and the motion carried 7-0.
7. **Public Hearings, Ordinances, Resolutions**
8. **Reports from Committees**
 - A. **Finance Committee, Trustee Baumann**
 - 1) **Review and possible action relating to Contractual Invoices.** Trustee Truckey made a motion to approve the contractual invoices. President Stiles seconded, and the motion carried 7-0.
 - 2) **Review and possible action relating to Invoices over \$500.** Trustee Baumann 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 Treasurer’s Report, Monthly Invoices, and bills. Trustee Atkinson seconded, and the motion carried 7-0.
 - 4) **Discussion and possible action on a revaluation assessment type and cost for 2023.** Ms. Peterson explained the necessity of the Village to complete a revaluation. She stated the state requires municipalities to maintain 90% accurate assessment. She stated once a municipality has been out of compliance for 5 years, the state

undertakes a mandatory revaluation, which is much more expensive than if a municipality completes it timely. She stated the Village's Capital Improvement Plan assumes a revaluation in 2023, and the Village's assessor, Associated Appraisal Consultants, Inc. has provided a proposal to complete the revaluation in 2023. She said, because the Village has not completed a revaluation since 2009, the only option would really be to complete the full revaluation. Trustee Truckey stated that he remembered the assessor telling the Village that the next time a revaluation was done, they would need to complete the full revaluation. The Board reviewed the cost for the revaluation. President Stiles asked about the additional amount listed for the annual maintenance. Ms. Peterson stated this was budgeted in the General Fund annually for the assessor's work each year, including Open Book and Board of Review. She stated that the \$38,000 for the revaluation, and the \$1,600 for related mailings would be the cost included in the Capital Improvement Budget if approved. Trustee Truckey made a motion to approve a full revaluation for 2023, with a total cost of \$39,600. President Stiles seconded, and the motion carried 7-0.

- 5) **Discussion and possible action on a contract from Associated Appraisal Consultants, Inc. for Maintenance Assessment services for 2023-2027.** Ms. Peterson explained that the Village's 5-year agreement with Associated Appraisal, Inc. had come to an end, and the company had provided a new 5-year agreement proposal. She stated she reached out to surrounding municipalities to see who they contracted with and what the cost was. She stated it is difficult to compare costs, because each municipality is different, but it seemed that the proposal from Associated Appraisal was competitive. After additional discussion, President Stiles made a motion to approve the agreement without the additional cost for website posting noted in the proposal. Trustee Truckey seconded, and the motion carried 7-0.
- 6) **Review of the 2023 Budget Schedule Timeline (no action).** Ms. Peterson presented the 2023 Budget Schedule.
- 7) *Next meeting: Tuesday, September 13, 2022 at 5:15 p.m. at Village Hall*

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

- 1) **Discussion and possible action on a letter from Lane Tank Company, Inc., and associated quotes to undertake necessary inspection and repair of Village of Darien water tower #1.** Trustee Volmar presented the letter from Lane Tank. Ms. Peterson stated that an additional email after the Village's Engineering firm reviewed, was also included in the packet, recommended certain items for the Village to complete related to Water Tower #1. Mr. Veley outlined each item on the list. He stated that the items necessary to be completed this year were the recoating and insulating of the 8" intake with new expansion joint, the replacement of the roof vent, and sealing the access tube gap. He stated that these repairs would be required by the DNR. He also stated that they will complete the inspection of the tower at the same time. Trustee Atkinson confirmed that once these repairs are completed, the Village would then be in compliance with the DNR. Mr. Veley stated that was correct. President Stiles asked if funding was available in the budget to complete the \$29,500 in repairs. Ms. Peterson stated that there was funding currently available in the Water Utility budget under the Repairs of Water Plant line item. Trustee Truckey made a motion to approve the repairs and dollar amounts outlined on the email from raSmith totaling \$29,500. Trustee Atkinson seconded, and the motion carried 7-0.

- 2) **Discussion and possible action to enter into an Emergency Mutual Aid Agreement with Walworth County.** Mr. Veley stated this agreement was sent to all Walworth County municipalities, and approving it would mean agreement to help other communities in the event of an emergency. Trustee Truckey stated it also outlined all available resources and costs. President Stiles made a motion to approve the mutual aid agreement with Walworth County. Trustee Truckey seconded, and the motion carried 7-0.
 - 3) *Next meeting: Tuesday, September 13, 2022 at 3:00 p.m. at Village Hall*
- C. Library Board Report, Trustee Baumann.** Trustee Baumann stated that the date was set for the Trunk-or-Treat event at the library. It would be held the Saturday before Halloween. She stated the Summer Reading Program had concluded and they had a nice awards luncheon with good attendance.
- 1) *Next meeting: Thursday, September 15, 2022 at 4:30 p.m. at the Darien Public Library*
- D. Plan Commission, President Stiles.** President Stiles stated there was nothing to bring before the Board, and no date had been set yet for the next meeting.
- 1) *Next meeting not currently scheduled*
- E. Public Safety, Police, Fire, and Building Regulation Committee, Trustee Truckey.** Trustee Truckey stated there was nothing to bring before the Board currently, and no meeting was set.
- 1) *Next meeting not currently scheduled*
- F. City of Delavan General Operations Committee Updates, Trustee Truckey**
- 1) **Review of July 2022 Police Department Monthly Report.** Trustee Truckey stated that the monthly report was in the packet. He stated the City of Delavan is still discussing ATV/UTV and golf cart use at their meeting. He also stated because of Labor Day, the next meeting was actually changed to September 13th at 6:00 p.m.
 - 2) *Next meeting: Tuesday, September 6, 2022 at 5:30 p.m. at Delavan City Hall*
- G. Parks, Recreation, and Facilities Committee Report.** Trustee Baumann stated that the Parks Committee met and visited Wildwood Park. They also discussed ideas for park improvements to Wildwood Park, however, nothing needed action by the Board at this time.
- 1) *Next meeting scheduled for Tuesday, September 13, 2022 at 5:45 p.m. at Village Hall*
- H. Personnel Committee, President Stiles.** President Stiles stated there was nothing at this time, but the next meeting had been scheduled.
- 1) *Next meeting scheduled for Wednesday, September 7, 2022 at 3:30 p.m.*
- I. Darien Fire/EMS Department Liaison Update, President Stiles**
- 1) **Discussion and possible action on a request from the Joint Darien Fire/EMS Department to purchase equipment using donated funds from the Darien Community Baptist Church.** Chief Fisher stated a committee was put together from the Fire Department to determine how to spend the funds. He stated they were required to spend \$10,000 on Fire, and \$10,000 on EMS. He stated they agreed to purchase another RIT pack on the fire side for a cost of \$5,000, \$1,500 on a gas chainsaw for the engine, and the remainder would be spent on Milwaukee Tools to standardize equipment for emergency situations. On the EMS side, they plan to purchase a new Lucas device. He stated these have a cost of \$16,000 brand new.

He said the \$10,000 for the EMS side will be spent on the Lucas device, and then the association will bridge the gap for the remaining \$6,000. Trustee Truckey made a motion to approve the use of the donated funds. Trustee Seefeldt seconded, and the motion carried 7-0.

- 2) *Next meeting: Tuesday, September 6, 2022 at 7:00 p.m. at the Darien Fire/EMS Station*
- 3) *Next meeting of the Joint Commission of Fire and EMS Commissioners not currently scheduled*

9. Licenses

- A. **Discussion and possible action on an original 2022-2023 Alcohol License: Class "A" Fermented Malt Beverage and "Class A" Intoxicating Liquor Licenses for Shah Properties, LLC, d/b/a Darien Corner Mart, 101 W. Beloit Street, Darien (Mahesh Sharma, Agent).** Ms. Peterson explained that an application from Shah Properties had been received for a 2022-2023 Class "A"/"Class A" license for Darien Corner Mart. She stated that the current owners, MVS Oil, had previously attempted to lease their business, and a new owner had applied for a license for the property earlier this year. She stated that the lease did not work out at the time, so then MVS Oil had reapplied for their license, which was approved for 2022-23. She stated now they are leasing their business, for certain, to Shah Properties, so they have applied for the license. She stated that if this license is approved by the Board, then MVS Oil will surrender their liquor license to the Village. Ms. Peterson asked that any approval be conditional upon satisfying the background check. Trustee Truckey made a motion that the license be approved contingent upon a completed and approved background check. Trustee Atkinson seconded, and the motion carried 7-0.

- B. **Discussion and possible action on a 2022-2023 Cigarette and Tobacco License Application for Shah Properties, LLC, 101 W. Beloit Street, Darien.** Trustee Truckey made a motion to approve the cigarette and tobacco license for Shah Properties, LLC. Trustee Atkinson seconded, and the motion carried 7-0.

10. **Adjourn.** At 7:52 p.m., Trustee Truckey made a motion to adjourn the meeting. President Stiles seconded, and the motion carried 7-0.

Respectfully Submitted,

Lindsey Peterson, Administrator/Clerk-Treasurer

Date approved by Village Board: