

Minutes of Regular Session
Proceedings of the Village of Spring Green Board of Trustees
August 12, 2020 – 7:00 pm
Meeting held via Zoom & Teleconference due to COVID 19 Health Emergency

1. **Call to order:** Gene Hausner, Village President called the board meeting to order at 7:00 pm.
2. **Roll call of Village Board members:** Members present via Zoom & Teleconference were LuEtta Miller, Jane Hauser, Joel Marcus, Robin Reid, Gene Hausner, Michael Broh 7:02 pm, and Norm Miller 7:07 pm. Also, present via Teleconference: Paul Kardatzke of Jewell Associates, Linda Schwanke, Wendy Crary, Mike Stoddard, Vikki Stingley.
3. **Approve Minutes:** Motion by Reid to approve the minutes of the July 24, 2020 Regular Board Meeting as presented. Seconded by Hauser. Voice vote. Motion carried.
4. **Review and approve agenda:** Motion by L. Miller to remove agenda item 5.c. "Approval of the Following License for Spring Green Municipal Golf Course Full Moon Open, Municipal Golf Course, Spring Green, WI: i. Temporary Class "B"/"Class B" Retailer's License for 9/26/20 – 9/27/20"; as requested by Chad Hunter due to a scheduling conflict, and then approve the rest of the agenda as presented. Seconded by Marcus. Voice vote. Motion carried.
5. **Consent agenda:** Motion by L. Miller to approve the consent agenda consisting of the following:
 - a. Approval of Financial Report.
 - b. Approval of Disbursements.Seconded by Broh. Voice vote. Motion carried.
6. **New Business:**
 - a. Paul Kardatzke of Jewell Associates shared that Jerry Anding of ASAP Heating & Cooling had concerns with the age of the HVAC equipment for the Police Department basement and did not recommend reuse. Kardatzke said that the old system was dated November 1985 and has had ice buildup which also questions the efficiency of the old system. He added that ASAP has submitted a proposal for equipment and materials to upgrade the HVAC which would include installing a commercial grade dehumidification system for \$6174.18. Kardatzke stated that this was a very good deal for the Village because Anding is selling the equipment at cost. He also added that there would not be additional labor cost because it had been figured into the cost of reinstalling the old system. Broh asked if the new system would be current with new regulations that were coming out due to the present pandemic and fresh air control concerns. He also questioned if the new system would be compatible with MERV 13? Reid asked why was this not included in the original budget and was just now being addressed? N. Miller added his concern that the general contractor should have brought this concerned to the Village Board and have caught that the system was from 1985. Marcus stated that the furnace was installed in 2010 and the original plan was not to use the basement to store evidence. N. Miller expressed that the price was very fair but his feeling was that the general contractor would need to cover this cost. Broh reminded the Village Board that we are "not looking at this right, this is not a change order; it's just the best thing to do". N. Miller restated the general contractor should have to cover this cost. Reid added that this should have been brought to the Board. Marcus said this is probably my fault because originally, we were not going to use the basement and we asked for the job to be done as cost efficiently as possible. Hauser noted the OTIE did report that the

lower level unit duct work/air exchange was dirty; could this be a reason for the compressor to ice up? She also asked about the under-floor system. Kardatzke reply that the underfloor system was being abandoned and the dirty ducts would not cause the compressor to ice up. Hausner asked the Village Board if they wanted to take action? Originally Broh said "no". Reid adding that we want the unit done right. What if we approve with contingencies that the system be MERV 13 rated, not to exceed a dollar amount, and this way it would not hold up the project? Broh agreed. Motion by Broh to replace the HVAC and Heating system not to exceed \$7000.00 with updated MERV ratings with ASAP Heating & Cooling, LLC for equipment and materials to upgrade HVAC for the Spring Green Police Department Project. Seconded by N. Miller. Voice vote. Motion carried.

- b. Wendy Crary, Village of Spring Green Clerk/Treasurer, shared that Pam Bettinger had submitted a request on behalf of her brother Doug Ringelstetter for a refund of the non-refundable fee for the Park Shelter due to Covid-19 and no available bathrooms. Crary added that the security deposit had been returned July 23, 2020. She also stated that most shelter reservations were being rolled into next year. The Village Board agreed that due to the extreme circumstance of Covid-19 the non-refundable fee of \$40.00 should be returned. The Village Board also agreed that Wendy Crary, Village of Spring Green Clerk/Treasurer, should be given authorization to make these refunds during the Covid-19 pandemic. Motion by L. Miller to approve the request to refund the non-refundable fee of \$40.00 because of not providing all accommodations during the extreme circumstances of COVID-19; and authorize Wendy Crary, Clerk/Treasurer to carry out these returns during the COVID-19 pandemic. Seconded by N. Miller. Voice vote. Motion carried.
- c. Wendy Crary, Village of Spring Green Clerk/Treasurer, stated that the Village Board should have received a copy of the 2021 Maintenance Assessment Contract between Kleven Property Assessment, LLC and the Village of Spring Green in their packet. She added that there was no increase in cost to the Village of Spring Green for the 2021 maintenance assessment. Motion by Reid to approve the 2021 Maintenance Assessment Contract between Kleven Property Assessment, LLC and the Village of Spring Green for \$8,600.00 as presented. Seconded by Hauser. Voice vote. Motion carried.
- d. Wendy Crary, Village of Spring Green Clerk/Treasurer, shared the proposed 2021 Village of Spring Green Budget Timetable. She stated that all departments have been asked to review and return their preliminary budget by August 14, 2020. Crary requested that the public hearing be the 3rd Wednesday of November instead of the first meeting, which is the day after the Presidential Election. No additional action needed.

7. Information Items:

- a. State of Wisconsin, Department of Natural Resources 2021 Recycling Grant to Responsible Units Application.

8. General Public Comment: No public comment.

9. **Adjourn:** Motion by L. Miller to adjourn at 7:38 pm. Seconded by Marcus. Voice vote. Motion carried.

Respectfully submitted by Vikki Stingley