

**Minutes of Regular Session**  
**Proceedings of the Village of Spring Green Board of Trustees**  
**October 14, 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 7:08 pm.
2. **Roll call of Village Board members:** Members present via Zoom & Teleconference were, Robin Reid, Jane Hauser, Norm Miller, Joel Marcus 7:03 pm, Michael Broh 7:03 pm and Gene Hausner 7:07 pm. Absent: L. Miller. Also, present via Teleconference: Wendy Crary, Lisa Adrewski, Linda Schwanke, Samantha Sveum, Paul Kardatzke - Jewell Associated Engineers, Inc, Todd Deibert - Jewell Associated Engineers, Inc, Mike Stoddard, Vikki Stingley and Rick Paulus 7:04 pm
3. **Approve Minutes:** Motion by Marcus to approve the minutes of the September 23, 2020 Regular Board Meeting as presented. Seconded by Hauser. Voice vote. Motion carried.
4. **Review and approve agenda:** Motion by N. Miller to approve the agenda with a change that Old Business be moved to line item #7 and New Business be moved to line item #6. Seconded by Reid. Voice vote. Motion carried.
5. **Consent agenda:** Motion by Hauser to approve the consent agenda consisting of the following:
  - a. Approval of Financial Report.
  - b. Approval of Disbursements.Seconded by N. Miller. Voice vote. Motion carried.
6. **New Business:**
  - a. The Village Board asked Samantha Sveum of Butternut Road Coffee Truck, LLC., when and where she planned to be in Spring Green. Sveum said she had talked to the owners of Stage Stop and other businesses, but did not have a set time or location. Sveum added that she would not be set up next to any of the coffee shops. The Village Board also asked what type of items she would be selling. Sveum said she would have specialty coffees, baked goods and in time breakfast items. Motion by Reid to approve the Mobile Food Vending application submitted by Samantha Sveum of Butternut Road Coffee Truck, LLC as presented. Seconded by Broh. Voice vote. Motion carried. Hauser asked again if Sveum would be in Spring Green every day. Sveum said, "No". I go around to neighboring communities like Plain and Barneveld.
  - b. Todd Deibert of Jewell Associated Engineers, Inc., presented to the Village Board the Professional Services Agreement with Jewell Associates Engineers for the Woodbury Sanitary Sewer Extension Project. Deibert outlined the proposed route along Highway 14, towards a manhole on Sunrise Drive by Jewels Associates. He added that there would be some needed easements and permits. Deibert also shared that Greg Wipperfurth, Director of Public Works, had stated that the lift station system was so out dated that replacement parts are not available. Deibert also shared that Davis Street does not have a storm sewer system and it might be the time to do an investigational study for curb and gutter. Broh stated that we need to be clear right away what is to be obtained and what part the Village would

be responsible for. The Board agreed that it need to be clear from the start. Marcus asked if these projects would be covered by the Capital Sewer Funds and/or Street Funds. Wendy Crary, Clerk/Treasurer, stated yes it would be covered by the Capital Sewer Funds for Woodbury Sanitary, and curb and gutter would be the Capital Street Funds. She added that there are monies available in your 2021 budget for these projects if you choose. Motion by Reid to approve the Professional Services Agreement with Jewell Associates Engineers for Woodbury Sanitary Sewer Extension Project as presented. Seconded by Hauser. Voice vote. Motion carried.

- c. Todd Deibert of Jewell Associated Engineers, Inc., stated that they were asked to draw up a proposal to survey the Lexington Alley. This is being brought to the Village Board for discussion because of concerns addressed at the last Plan Commission meeting about encroachment issues on the Lexington Alley. The Village needs clarification of boundaries and right-a-ways. Motion by Broh to approve the Professional Services Agreement with Jewell Associates Engineers for Lexington Street Alley Survey as presented. Seconded by N. Miller. Voice vote. Motion carried.
- d. Paul Kardatzke of Jewell Associated Engineers, Inc., presented to the Village Board Change Order # 5 and Change Order #7 thru # 9 for the Police Department Remodeling project. The Board took extra care in reviewed all of the change orders; being very mindful of the already concerns from residents on cost. The change orders would include adding an exhaust fan in the bathroom, drywall to cover the exterior block walls in offices and a secure door entry and control button at the reception desk. The Board questioned if the drywall adds insulation value to the room or if it was just cosmetic. They also questioned why these items were not included in the original bid. Reid stated that we need, "...with all due respect, the board has to look at their responsibility to constituents." Kardatzke stated that these items came up during the remodeling/demolition and there had been hope that it would not be needed. N. Miller also added the the cost needs to be challenged; the fan seam very high. Marcus and Broh agreed. Broh added that we will use up the contingency funds and do we know if there will be more change orders? Reid stated that after further review that this is not all aesthetics; "she would like to rescind her resistance to the change orders." The Board agreed to approve change orders, but would like for Chief Stoddard, Gene Hausner and Paul Kardatzke to review cost with the contractor to get prices down. Motion by Broh to approve the construction Change Orders for the Spring Green Police Department Building Project not to exceed \$16,000.00. Seconded by Reid. Voice vote. Motion carried.
- e. Chief Stoddard presented a request for additional needed office furnishings and equipment for the Spring Green Police Department Building. The Board asked Chief Stoddard if he planned to reuse any furnishings from their current location. Chief Stoddard stated, "yes" adding, "these are not extra bells and whistles...there needed equipment." Hausner added, "that if people saw the current department, they would agree these are needed." Motion by Reid to approve the proposed list for office furnishing and equipment from Chief Stoddard for the Spring Green Police

Department Building at his discretion. Seconded by N. Miller. Voice vote. Motion carried.

- f. Wendy Crary, Clerk/Treasurer, stated that the Village Board was review the 2019 Final Audit about three months later than normal. Motion by Broh to approve the 2019 Final Audit as presented. Seconded by Hauser. Voice vote. Motion carried.

**7. Old Business:**

- a. Wendy Crary, Clerk/Treasurer, reviewed the 2021 budget figures with the Village Board. She stated that the Transportation Aid had increased by 14.84% which was much higher than expected. Crary added that health insurance had also increased, but there were funds left from the decrease a couple years ago to cover the cost. Reid shared that there would be no changes to the Library budget, it would stay the same as last year. Crary shared with the Village Board to say on track with our timeline; the 2021 Budget needs to publish 15 days before the Public Hearing. This means we need to publish by the next meeting. Crary added that after publishing the Board would only be able to make cuts; no increases. The Board told Crary to publish the 2021 Budget. No additional action needed.

**8. Information Items:**

- a. The Village Board received information regarding Sauk County Development Corporation's Online Fall Leadership Forum to be held November 5, 2020.

**9. General Public Comment:** No Public Comment.

- 10. **Convene into closed session:** Motion by Hausner at 8:45 pm to go into closed session under Section 19.85(1)(c) of the Wisconsin Statutes for "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."  
Seconded by Broh. Roll call vote aye: Broh, N. Miller, Hauser, Marcus, Reid, and Hausner – aye 6, nay 0. L. Miller absent. Motion carried.
- 11. **Reconvene into Open Session:** Motion by Hausner to reconvene into open session at 9:13 pm. Seconded by N. Miller. Roll call vote aye: Broh, N. Miller, Hauser, Marcus, Reid, and Hausner – aye 6, nay 0. L. Miller absent. Motion carried.
  - a. No action taken regarding employee compensation, performance and employment.
- 12. **General Public Comment:** No Public Comment.
- 13. **Adjourn:** Motion by L. Miller to adjourn at 9:17 pm. Seconded by Hauser. Voice vote. Motion carried.

Respectfully submitted by Vikki Stingley