

**VILLAGE OF BALDWIN
REGULAR BOARD MEETING MINUTES
June 10, 2020 – 6:00pm**

The Village of Baldwin Board of Trustees opened their regular board meeting on Wednesday, June 10, 2020 at the Baldwin Municipal Center, 400 Cedar St. President Willy Zevenbergen called the meeting to order at 6:00pm.

Roll call was taken by Village Administrator/Clerk-Treasurer Tracy Carlson – Present: President Willy Zevenbergen, Trustees Matt Knegendorf, Doug Newton, Duane Russett, Austin VanSomeren and Chad Wernlund. Lance Van Damme was absent.

Others present: Attorney Paul Mahler, Engineer Erik Henningsgard, Public Works Director John Traxler, Police Chief Darren Krueger, EMS Chief Tom Boyer, Librarian Rebecca Dixen, Gary Newton, Brad Boldt, Justin Fritz, Jodi Peterson, Rich Carlson, Alex Moller, Steve Trebus, Jerry Gorman and Jason Schulte

CONSENT AGENDA

Newton requested that approval of minutes from the May meeting be removed from the consent agenda for further discussion.

Russett **moved** to approve the remaining items on the consent agenda. Seconded by Newton. Items approved include:

- Checks written from 5/9/2020 – 6/5/2020; #37641 - #37738; payroll vouchers 23746-23864; online/"manual" checks for payroll taxes, HSA contributions, deferred comp/Roth IRA, payment systems network and WRS
- Financial reports for May 2020
- Municipal court report – April 2020

Newton requested the minutes from the May meeting be removed from the consent agenda to correct a typographical error. The error will be corrected. Newton **moved** to approve the amended minutes. Seconded by Russett. Motion carried.

REGULAR AGENDA

Zevenbergen called for public comment. Jodi Peterson, representing Windmill Days, gave a brief update on the scaled-back events that were held the weekend of June 5. The food truck turnout was great and there was a nice response to the scavenger hunt and bike ride. The board thanked the committee for their hard work. No other public comments were heard.

Planning Commission Items

Per the recommendation of the Planning Commission, the following actions were taken:

Newton **moved** to approve the application to update signs at Freedom Gas Station (1040 Bergslien St.). Seconded by Knegendorf. Motion carried.

Knegendorf **moved** to approve the certified survey map for 1910 4th Ave. submitted by Steve Trebus. Seconded by VanSomerén. Motion carried.

Knegendorf **moved** to approve the site plan for twin homes at 1910 4th Ave. submitted by Steve Trebus. Seconded by VanSomerén. Motion carried.

Knegendorf **moved** to approve amending ordinance 635-21 (B) – C-1-H Highway Commercial District to include multi-family residential dwelling units (four or more) using a Planned Unit Development Overlay District. Seconded by Russett. Motion carried 5-1 with Newton opposed.

Carlson updated the board that all liquor license applicants are current and paid on all monies owed the village. Russett **moved** to approve all liquor license renewals, operator's licenses, cigarette permits, dance hall permits, beer garden permits and pool table permits, seconded by Wernlund, for the following:

Applicant	Location	License
John Steven Jerlow, Agent 1861 Twilight Lane Hudson, WI 54016	Amwest Inc. d/b/a Bob & Steve's BP 830 10th Street Baldwin, WI 54002	Class "A" "Class A" Liquor (cider only)
Brant Moegenburg, Agent 120 5th Street Baldwin, WI 54002	Cave Dahl American Legion # 240 410 Maple Street Baldwin, WI 54002	Class "B" "Class B"
Afton Polk, Agent 930 10th Avenue Baldwin, WI 54002	Countryside Cooperative 930 10th Avenue Baldwin, WI 54002	Class "A"
Jennifer Tumax Vasquez; Agent 2810 Hwy 12 Wilson, WI 54027	DJ's Restaurante Juda' 740 Main Street Baldwin, WI 54002	Class "B"
Evan Richey, Agent 203 Utility Street Ellsworth, WI 54011	Dollar General Store #13248 880 Spruce Street Baldwin, WI 54002	Class "A"
Tracey E. Bowman, Agent 1050 Davis Street Hammond, WI 54015	Applegreen Midwest, LLC d/b/a Freedom Valu Centers, Inc. 1040 Bergslien St. Baldwin, WI 54002	Class "A"
Donna M. Hayes; Agent 153 185th Street Hammond, WI 54015	Hayes Enterprises, LLC d/b/a Liquor Haus 820 10th Avenue Baldwin, WI 54002	Class "A" "Class A"
Joseph Fisher 2774 Cty Rd N Wilson, WI 54027	KJ's Hogg Pen Bar & Grill 870 Main Street Baldwin, WI 54002	Class "B" "Class B"

Dawn Johanson 912 Smith Avenue South West St. Paul, MN 55118	T&D Johanson LLC d/b/a North Meets South 720 Main St Baldwin, WI 54002	Class "B" "Class B"
Kayla Tully; Agent 2412 Pierce St Croix Rd Baldwin, WI 54002	Kwik Trip #696 940 Baldwin Plaza Drive Baldwin, WI 54002	Class "A" "Class A" Liquor (Cider Only)
Robyn R. Anderson; Agent 660 250th Street Woodville, WI 54028	Kwik Trip #747 1010 Main Street, Baldwin, WI 54002	Class "A" "Class A" Liquor (Cider Only)
Mike Dorwin 1165 250th Street Woodville, WI 54028	Strikers Lanes & Lounge LLC 780 Cedar St Baldwin, WI 54002	Class "B" "Class B"
Jason Nilssen; Agent 2961 Cty Rd N Wilson, WI 54027	T&W Supermarket d/b/a Nilssens Foods 980 Cedar Street Baldwin, WI 54002	Class "A" "Class A"
Quinn Johnson; Agent 362 230th Street Baldwin, WI 54002	QS Enterprises, LLC d/b/a Phoenix Grill 2095 10th Ave Baldwin WI 54002	Class "B" "Class B"

Newton **moved** to approve the request from Joe Fisher, Hogg Pen Bar & Grill, to close Main St. between 9th Ave. and 8th Ave. for a street dance with a DJ on July 25 from 1pm – bar close. Seconded by VanSomerén. Motion carried. This is a re-scheduled event, which was supposed to occur on June 5.

Ron and Lorri Riek, Woodville Warehousing, had requested a waiver of impact fees for the expansion of their building on Oakridge Parkway. The board took no action. The Riek's were not present. Impact fees remain.

Gary Newton, Wastewater Treatment Plant operator, presented the Sewer Plant Compliance Maintenance Annual Report. Russett **moved** to approve the report as presented. Seconded by Kneindorf. Motion carried.

Due to the continued concerns about the COVID-19 virus spreading, the board had a lengthy discussion about whether or not the parks/restrooms should be open, if reservations for the Mill Pond Park pavilion should be placed and whether or not large gatherings should occur. Some members of the board felt that the restrooms should be closed, and porta-potties should be rented so the public works department employees would not be expected to clean them. Carlson reminded the board, that as an employer, extra personal protective equipment would be provided to the department employees, as requested, and as needed. Newton **moved** to return to what would be "normal" for the parks/restrooms and gatherings including directive that the public works department clean the restrooms/porta-potties on a regular (normal) schedule. Seconded by VanSomerén. Motion carried. The parks/restrooms/porta-potties will be open, available and cleaned on a regular basis (as they would be during a normal summer). Hand-sanitizer will be made available when possible.

Josh Maurer, BW Ball Association, requested that the ball teams be allowed to use the ball fields for practices and games. He would like bathrooms open and available, but he is not requesting that the concession stand be open. Russett **moved** to allow the ball fields to be used by the association. Seconded by Wernlund. Motion carried. Concession stands will not be in use.

Knegendorf **moved** to approve re-painting the parking stalls on Main St. in the same size and length as they currently are except for the ends of each block which should be striped to prevent parking due to the small size. Seconded by Russett. Motion carried 5-1 with Newton opposed.

Russett **moved** to approve the supplemental letter of agreement with SEH for a facilities study, not to exceed \$20,000. Seconded by Wernlund. Motion carried 5-1 with Newton opposed.

VanSomeran **moved** to bid for public works uniforms and municipal rugs/mats. Seconded by Zevenbergen. Motion carried 5-1 with Newton abstaining.

Russett **moved** to allow staff to review and give preliminary approval for a site plan to be submitted by Randy Walker (A & W) for a second drive-thru lane and sign board needed due to the increase in drive-thru traffic (caused by the pandemic quarantine and not being able to open his dining room for weeks). Motion failed due to lack of a second. After some discussion about why this was requested (Walker wanted to start the project immediately after plan review due to extenuating circumstances created by the pandemic), the board took no action and did not give staff the authority to give preliminary approval on a submitted site plan. Walker will have to submit the information to be reviewed by Planning Commission and the Village Board.

Zevenbergen **moved** to approve the municipal building carpets to be cleaned by Superior Carpet Cleaning, River Falls. Seconded by VanSomeran. Motion carried.

Knegendorf **moved** to approve the emergency replacement of the storm sewer pipe in the pond at Maple St. and 8th Ave. (Trainor's Pond). Seconded by Wernlund. Motion carried. Albrightson Excavating will do the work at a cost of \$22,105.

Baldwin EMS received \$23,164.34 from the Federal CARES ACT to be used to purchase supplies and/or cover COVID-19 related expenses. Chief Boyer is requesting to use those funds to purchase a new ventilator for the department at the cost of \$23,315.60, with \$151.26 needed from the medical supply budget. VanSomeran **moved** to approve the purchase. Seconded by Wernlund. Motion carried.

Police Chief Krueger requested the purchase of a new firewall/router for the department at a cost of \$3,164. Russett **moved** to approve the purchase. Seconded by Knegendorf. Motion carried.

Russett **moved** to hire a surveyor to survey 20 acres of the 90 acres of village-owned land on 200th St. (behind the current sewer plant) which will then create a 70-acre parcel that will be "swapped" with Jon-Dee Farms. Seconded by Wernlund. Motion carried.

REPORTS -

Village Engineer – Erik Henningsgard (SEH) – Submitted written report.

Dept. Heads

Public Works – No report.

Police Department – Krueger reported there were 168 calls for service in May 2020. Extra patrol officers were available the weekend of May 31 due to the unrest and protests in the Twin Cities. No incidents of unrest were reported in the Village. Plexi-glass has been added to the window of the police department.

EMS – Boyer reported that there were 146 calls in May 2020 as compared to 174 calls in May 2019. There were 43 transfers in May.

Library – Dixen reported that they are creating a plan to re-open the library with a target date of June 29.

Administrator/Clerk-Treasurer's Report – Tracy Carlson

Attorney Mahler and his office interns are working on creating a pandemic emergency plan based off of examples obtained by Administrator Carlson. This will be presented and reviewed at a later date.

The administrative office is now able to work remotely, if needed (however, there is only one laptop computer in the office, which would allow one employee to work from home at a time).

As part of the Federal CARES ACT, the State of WI has been granted money to be used to assist with election management and keeping voters/workers safe. The Village is expected to receive \$2300. A report of expenditures will be required at the end the year.

Also, as part of the Federal CARES ACT, the State of WI has been granted additional money to be used to assist municipalities with COVID-19 expenses. The Village allocation is a minimum of \$5000 and maximum of \$64,998. Qualifying expenses and reporting requirements are yet to be determined.

Per previous board action, sewer rates will increase as of July 1.

The Main St. Farmers Market kicked off their opening day on June 6. The turnout was great, and everyone was respectful of social distancing.

The application deadline for the public works general laborer position is June 12 at 4:30.

Russett **moved** to convene to closed session pursuant to 19.85 (1) (c) for consideration of employment, promotion, compensation or performance evaluation data of any village employee who is subject to the jurisdiction or authority of the board. Seconded by Newton. Motion carried by roll call vote with all in favor. Closed session convened at 7:51pm.

The board discussed the retirement of Public Works Director John Traxler.

Being there no further business, Zevenbergen adjourned the meeting at 8:03pm.

Willard Zevenbergen
Village President

Tracy Carlson
Administrator/Clerk-Treasurer