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## COMMITTEE OF THE WHOLE MINUTES TUESDAY, APRIL 13, 2021

Mayor Greg Kubarski called the Committee of the Whole meeting to order at 7:04 p.m. on Tuesday, April 13, 2021. Committee members present at the time the meeting was called to order were: Rick Hanke, Garth Hitselberger, Mark Lankey, Darrow Novy, Elizabeth Parish, and Randy Seeley. Tom Hotek and Pat Moen were absent.

Others present included: City Clerk, Sheila Schraufnagel, City Treasurer Lisa Johnson, Police Chief Pat Clark, Joe Haugh, Library Director Jackie Johnson-Pysanrenko, Nicolette Nauman of the Hillsboro Sentry Enterprise, Rob Uphoff from MSA, Monica Stenerson, and Catherine Blankenheim.

Mayor Kubarski asked if this meeting received proper public notice to which City Treasurer Lisa Johnson confirmed the meeting did receive proper notice.

A motion was made by Hanke, seconded by Parish, to approve the March 9, 2021 Committee of the Whole meeting minutes. Motion carried.

Monica Stenerson addressed the committee with a registered public comment regarding the property at 628 Prairie Avenue. She addressed the committee with her concerns regarding excessive noise from early morning hours to late in the evening, the amount of cars/trucks parked in the rear yard of the property and adjoining property, and amount of rubbish piling up in the rear yard. She stated her concerns of the number of times she has addressed the city on this issue beginning in 2018. Police Chief Pat Clark stated his department is currently working on an agreement with the homeowners and will have an update next month.

### **Safety and Welfare**

Police Chief Clark presented the Police Chief's Report, which included Hillsboro Elementary School related calls, Officer Chris Kucinsky is currently working on code ordinance enforcement with eight homes, and Kucinsky will follow-up with Ms. Stenerson's complaint. Chief Clark is meeting with the Vernon County Sheriff Department with a new system for incident base reporting. This system is a mobile CAD system for Department of Justice reporting. The committee approved Chief Clark to further explore this reporting option.

Chief Clark addressed the committee regarding a security camera proposal from Access

Security. The proposal consists of three cameras, one to be installed outside of city hall facing Mechanic Street, one to be installed outside facing the alley behind city hall, and a camera to be installed in the police department with a ceiling microphone for interviews totaling \$2085.00. The committee approved the proposal to be placed on the April council meeting agenda.

Office Kucinsky updated the committee on a Neighborhood Watch Program and a Next Door App to help communicate with the community as a whole. The program's cost is \$47.00/year and the need to place six to eight signs totaling \$42.00/sign throughout the city. The committee supported the program and recommended the purchase for council approval.

## **Improvement and Services**

The committee was provided an updated concrete sidewalk bid from S & S Construction for 2021. After reviewing, the committee recommended the bid for council approval.

Mayor Kubarski announced Spring Clean-Up will be Saturday, June 5, 2021 from 7:30 a.m. to 11:00 a.m. A small price increase was approved for Appliances, TV's, Computer Monitors, White Goods, and Misc. Electronics will be \$15 each, Mattresses (any size) \$20 each, and Mattress/Box Spring Set will be \$30 each. Car tires are no charge and limit to eight per household. Truck tires are \$5 each and limited to eight per household.

Treasurer Lisa Johnson updated the council on the notice received from the WI DNR regarding the permit to install a pier on the Field Veterans Memorial Lake. WI law requires that the public be allowed a 30 day opportunity to submit a written public comment and a 20 day period to request a public hearing on such permit. State law allows requires the city to publish a Class 1 Notice of Pending Application for Proposed Pier and the city certify mail/ return receipt a copy of the notice to Vernon County Clerk, and St. Joseph's Health Services. All requirements were met.

Mayor Kubarski updated the committee with the need to do some electrical upgrades at FVM Park due to some electrical wires that were cut while installing the new walk path. This upgrade will also include a new power service for future expansion and will also include sidewalk replacement. At this time, the park bathrooms will remain closed until the electrical upgrade is completed. The committee recommended the electrical upgrade for council approval.

Treasurer Lisa Johnson updated the committee with an urban forestry report. 14 trees have been ordered and scheduled for delivery on April 27, 2021. Johnson has been in contact with Blue Stem Forestry Consulting regarding the contract to update the tree inventory to possibly begin in May. Joe Haugh also contacted Rainbow Tree Care and scheduled a time to meet with a representative with Emerald Ash Borer treatments. This all will be included with the Urban Forestry Grant the city received earlier. Seeley asked about planting trees by the new walk path, Joe Haugh said he will look into that next year.

Rob Uphoff with MSA updated the committee on the Elm Ave. Reconstruction and FVM trail project. Basically just waiting on the weather to finish up the project.

Uphoff stated the need to grass seed by the dam and dam controls testing will be held on Thursday, April 22, 2021.

There were no updates on the fish stocking plan for FVM Lake. It was mentioned to check with DNR after the lake is stocked if there can be a catch-and-release option for a period of time.

Uphoff updated the committee on the CWF/CDBG WWTP Project. Turf restoration and pavement needs to be completed. Uphoff will follow-up with Mike Lange weekly.

Uphoff also updated the committee that he is working the city's industrial users weekly via conference call for the WWTF Capacity Analysis Study. He will report back with updates.

### **Finance and Personnel Committee**

The committee reviewed the monthly bills. Hitselberger questioned a bill from Tim Cram for installing Bitdefender. This was recommended by Cram for security purposes. The committee recommended the bills for council approval.

Treasurer Lisa Johnson updated the committee that 2021-2022 salt has been ordered in the administrator's report.

Hillsboro Public Library Director Jackie Johnson-Pysanrenko presented a detailed 2020 library annual report.

Treasurer Lisa Johnson updated the committee on the American Rescue Plan Act (ARPA) that was signed by President Biden into law on March 11, 2021. There are various provisions with this Act that impose funding opportunities for state and local governments. The city will be receiving a total of \$140,000 paid in two installments, \$70,000 this year and \$70,000 next year. The city along with the state is currently waiting for guidelines from the Department of Treasury on how the city may be able to use the funds. Johnson has been attending Zoom meetings with the WI League of Municipalities for guidance and the next meeting is scheduled for May 11, 2021. The city will have until December 31, 2024 to spend the funds. Johnson will update the committee when the guidelines are released.

Treasurer Lisa Johnson updated the committee with concerns of the lack of pool lifeguard applications received and the need of a pool manager this year. The committee recommended increasing the starting base rate of pay for new lifeguards to \$9.00/hour and returning guards (base rate \$9.00/hr.) plus \$0.25/hr. pay increase per returning year up to three years max. The committee also approved to increase the pool manager hourly rate to \$11.75. The committee also approved selling concessions and increasing the capacity limits to 50 patrons, but to still enforce last year's Covid-19 protocols to maintain safety at the pool.

Mayor Kubarski discussed the Train Restoration Project informing the committee the need to go to the train site and devise a plan to bring both trains back to Hillsboro. Rob Uphoff noted he has a "train expert" connection to possibly help with input on the project. Uphoff will also look into a source for train rail for the project.

The committee discussed the Covid-19 mask requirements in municipal buildings. The committee requires the public to still wear masks in the municipal buildings, but allows employees who have been fully vaccinated, and who completed the two week window after vaccination, are not required to wear masks in municipal buildings.

Mayor Kubarski updated the committee he received a signed contract from Public Administration Associates, LLC on an administrator candidate finalist and recommends approval for the next council meeting. The committee recommended for council approval on Monday, April 19, 2021.

There was no new business to discuss.

Motion by Lankey, second by Hanke to adjourn at 9:14 p.m. Motion carried.