



## **BOARD OF TRUSTEES MEETING MINUTES**

**January 10, 2023 at 7:00 PM**

**Ridgeway Community Center - Room 101/102 208 Jarvis Street, Ridgeway, WI 53582**

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### **CALL TO ORDER AND ROLL CALL**

Meeting called to order by Chair Casper at 7:00 pm.

PRESENT: President Michele Casper, Trustee Kellee Venden, Trustee Ruth Nevins, Trustee Rick Short, Trustee Julene Garner, Trustee Steve Vosberg, Dale Peterson-Director of Public Works, Hailey Roessler-Clerk/Treasurer

### **CONFIRMATION OF OPEN MEETING**

Roessler indicated this was a properly noticed meeting posted on January 9, 2023, at the Ridgeway Community Center, and the Village website with notification sent via email/text to subscribers.

### **PLEDGE OF ALLEGIANCE**

The pledge was recited.

### **PUBLIC COMMENT**

There was no one wishing to speak.

### **CONSENT AGENDA**

Motion by Venden, Seconded by Vosberg, to adopt the consent agenda as presented. Motion carried.

1. Minutes to be Adopted: 12/13/2022 Special Board of Trustees, 12/21/2022 Finance Committee, 12/22/2022 Special Board of Trustees
2. ACH Payments & General Fund Disbursements
3. Adoption of Agenda

### **CORRESPONDENCE, ANNOUNCEMENTS, AND REPORTS**

4. Department Reports

2022 Ridgeway Community Center Attendance

Notification of 18/151 Improvements - 2025

Accident Notification - Village Street/Park Truck at Ridge Run Court

Asset Tag Update - What amount to tag?

Department reports were received and filed.

The board welcomed Dale Peterson, Director of Public Works.

Roessler advised of 18/151 surface treatment to hazardous corners in 2025, and explained the destruction of the pillar at Ridge Run Court due to ice on the gravel and the truck sliding when it came to a stop. The board advised staff to have department heads lead their asset tagging and to ensure that items that would need a maintenance schedule were included ie: roof top units at the community center.

**ITEMS FOR CONSIDERATION AND ACTION**

5. Total Phosphorus Compliance at WWTF - Jordan Fure; Delta3

Jordan Fure, Delta3 Engineering, was present to discuss Village Phosphorus Compliance. The Waste Water Treatment Facility (WWTF) is regulated by the WPDES and the Multidischarge Variance (MDV) for total phosphorus through the end of 2023. Trustees discussed options presented and opted to reapply for the MDV in 2023. Trustees would plan in 2023 to budget for Water Quality Trading (WQT) and a possible amendment to the MDV/WPDES permit with the DNR for future years. The village would continue to add Alum to minimize phosphorus levels discharged in 2023.

Motion by Vosberg, Seconded by Short to authorize Delta3 to reapply for the Multi-Discharger Variance Permit Option and table the WQT Planning work to a future meeting. Motion carried.

6. Iowa County Snowmobile Alliance Fundraiser - The Ridge Bar & Grill

Kim Bowman-Akins owner of the Ridge Bar & Grill was present to discuss the proposed Iowa County Snowmobile Alliance fundraiser for Saturday, February 10, 2023. Trustees discussed options for smooth operation of the event. Roessler would provide parking maps and meet with Kim to walk around the park. All concessions are to be held inside The Ridge. Snowmobiles are to park at the volleyball courts and in front of the shelter in the flat area where market vendors line-up. Vintage sleds are planned to be displayed on the 600 block of Main Street and Kim will request closure of the 600 block of Main Street from Craig Hardy, Iowa County Highway Commissioner. Event staffing will be provided by the club. The village will assist with marketing the event and provide maps and signage.

7. 202 Ternes Court Mailbox Replacement Request

Motion by Venden, Seconded by Garner, to reimburse the resident for snowplow damage to the mailbox at 202 Ternes Court. Motion carried.

8. Cardinal Way Retention Pond - Tree Maintenance

Motion by Vosberg, Seconded by Short, to authorize \$7,600 from the remaining \$6,826.46 of Highway and Street Outlay with the remaining balance (\$773.54) reallocated from new tree planting to Reeson Tree Service for tree removal at Cardinal Way Retention Pond. Motion carried.

9. Fridge with Icemaker for WWTF

Motion by Short, Seconded by Venden, to authorize purchase of a fridge for \$729 from Bob's Electric with complementary installation of an icemaker by the company. Motion carried.

10. Third Party Vendor Waste Received at WWTF

Motion by Venden, Seconded by Nevins, to authorize use of the Permit for Discharging of Septage and Holding Tank Waste at the Ridgeway WWTF. Motion carried

11. Midwest Meter Register/Transmitter Order

The village has 67 meters, registers, and transmitters on hand. Office staff will be scheduling the install of registers and transmitters starting in Cardinal Way, Dougherty Court and then moving into the Collins & Quinn Addition as on-hand inventory allows.

Capital Improvement Planning slotted for the purchase of \$10,000 of meters, registers, and transmitters in the Fall of 2023. The current lead time for an order is 8 to 10 weeks.

Trustees tabled the discussion for further planning of the meter, register, and transmitter install by the Department of Public Works.

12. Proclamation of Thanks to Dodgeville Water & Sewer

Motion by Nevins, Seconded by Garner, to adopt Resolution 2023-01 A Resolution of Thanks and Gratitude to the City of Dodgeville Public Works Staff and the Ridgeway Residents Who Assisted the Village of Ridgeway During a 2022 Staffing Transition. Motion carried.

13. Ridgeway Community Center - Middle (Main) Entrance Door Closures

Trustee Vosberg requested Harry Johnson install the closures to save the service and labor charges.

Motion by Short, Seconded by Garner, to authorize purchase of the replacement parts for \$740 for the main entrance door closures. Motion carried.

14. Vibrant Spaces Grant & DNR/LWCF Grant Update

Legacy Solor Co-op Grant Writing Proposal

Roessler explained that the park site architectural review was complete and submitted to the DNR. The Friends are excited to work with the village to coordinate the grant improvements and the replacement of evergreen shrubs in front of the depot. Roessler indicated she told the Friends group she would advise of site plan details as they were

worked out so everything could be coordinated. Roessler asked for guidance regarding the Vibrant Spaces grant and trustees indicated they would like safety lighting, benches, an inviting community gathering place at the village green, and to foster an inviting sense of community and establish a sense of place, while increasing foot traffic to local businesses. Additionally, they would like to create a logical guide to the village park with adequate signage and directions as well as landscaping. Trustees tabled Legacy Solar Co-op's application preparation for grant submission for the Ridgeway Community Center until long-term planning was completed for the roof.

Motion by Vosberg, Seconded by Venden, to adopt Resolution 2023-02 Authorizing Submission of a Community Development Investment Grant Application to Wisconsin Economic Development Corporation to Support the Village Park, Village Green and Downtown Improvements. Motion carried.

15. 2023 Fee Schedule - Resolution 2023-01

Motion by Vosberg, Seconded by Venden, to approve Ridgeway Community Center room rates with option 1 for the monthly rental rate. Motion carried.

Motion by Vosberg, Seconded by Venden, to adopt Resolution 2023-03 Fee Schedule. Motion carried.

Comparables would be prepared for the Finance Committee prior to the fall season for rental rates in the gym.

16. Employee Handbook - Employee Policy Updates

Proposed changes to Article 9 Technology Use Section 9.06 was tabled to a future meeting.

Motion by Venden, Seconded by Short, to adopt proposed changes to Employee Handbook Section 10.03 Injuries/Illness and/or Accident Response and Reporting. Motion carried.

Motion by Casper, Seconded by Nevins, to advise changes to Section 4.20 Commercial Driver's License of the Employee Handbook as follows:

the village would pay for mandatory training and cost of the test to acquire a CDL with a requirement that the employee remain employed for three years or reimburse the village on a prorated scale for the cost of the test and training.

Motion carried.

17. Convene in closed session pursuant to State Statute 19.85(1)

(c) considering employment promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction. - Dale Peterson, Director of Public Works; Streets and Parks Superintendent

Motion by Garner, Seconded by Short, to convene in closed session pursuant to State Statute 19.85(1) (c) considering employment promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction. Motion carried.

**ADJOURNMENT**

Motion by Venden, Seconded by Nevins, to adjourn at 10:10 pm.