

# Village of Bagley

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400 S. Jackley Ln., P.O. Box 116, Bagley, WI 53801

Phone#: 608-996-2195 Fax#: 608-996-2012 Email: bagleyfd@tds.net

Website: www.villageofbagley.com

## Minutes of Caucus for the Village of Bagley Board of Trustees

Notice is hereby given as required by law that the Caucus of the Village of Bagley Board of Trustees convened on Tuesday, January 2nd, 2024, at 7:00 p.m. in the Bagley Community Building, 400 South Jackley Lane, Bagley, WI.

- I. ROLL CALL. Present- Rita, Jerry, Greg, Louise, Chris. No Absences.
- II. ADOPTION OF AGENDA. Jerry moved to adopt agenda, Louise second, all approved.
- III. NOMINATIONS for Village Trustee are as follows:
  - a. Mike Mezera
  - b. Sandy Weist
  - c. Tim Hampton
  - d. Robin Schroeder
  - e. Jerry Kopp
  - f. Rita Weber
- IV. RESULTS OF CAUCUS. After nomination papers are received on Tuesday, January 9<sup>th</sup> by 5pm, if needed, no more than four nominees will be selected by a vote.
- V. CLOSING OF CAUCUS. Rita moved to adjourn, Greg second, all approved.

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Call to order, Pledge of Allegiance.

Roll Call. Rita, Jerry, Greg, Louise, Chris.

Minutes Approval. Rita moved to approve, Jerry second, All approved.

## Agenda Items

1. President's Report. Christmas in Bagley was a success.
2. Treasurer /Financial Report. Unpaid bills. Greg moved to approve, Jerry second, all approved.
3. Clerk Report. Village updates.
  - o Property Tax bills were sent out with dog license information and garbage schedule. December payments being received and entered. January settlement due to County and January payments being received.
  - o Sheriff report received and not much to report. Implantation of Golf Cart Ordinance procedures discussed. Items- insurance as a vehicle, registered with Village, daily time frame, inspection and headlights required for night driving, permit fee, forms to be available on Village website. Ordinance Business / Personal Exemption permits discussed. Items- One location, no fee, expiration date, tracking form.
4. Permit Requirements. Tabled to February.
5. Caucus. Completed.
6. Bagley Events Groups. Requested to work with the Village Board and Clerk/Treasurer to continue events and growth including fundraisers and the bank account. Louise moved, Jerry second, all approved.

## New Business (May be taken in any order.)

1. Additional Items:
  - a. Road signs ordered for installation throughout Bagley.
  - b. Basement inspections starting soon. \$10,000 per day fine for non compliance.
  - c. Clear County Road A of rubbish at corner.

Informal Comments. Village office hours to be established. Pines Resort hydrant and resort permits inquiry.

Next Meeting: February 6, 2024 at 7pm dependent on possible February election. TBD. Secondary date, Tuesday, February 13<sup>th</sup> 7pm.

Jerry moved to adjourn, Louise second, all moved to adjourn meeting.

# Village of Bagley

**APPROVED MINUTES 02-06-2024**

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400 S. Jackley Ln., P.O. Box 116, Bagley, WI 53801

Call to order, Pledge of Allegiance.

Roll Call. *Jerry, Rita, Chris, Louise, Greg, Lee Ryne all present.*

Minutes Approval. *Jerry motion to approve bills. Rita second, all approved.*

## Agenda Items

1. President's Report. *Not much to report. Taking all comments and concerns into consideration for March presentations at the meeting.*
2. Treasurer /Financial Report. Unpaid bills. *Jerry motion to approve bills. Rita second all approved.*
3. Clerk Report. Village updates. *Tax payments received. Water bills being mailed with survey to be returned with payment regarding pipes. Lawyer and accountant are retiring. Sheriff provided several permits and exemptions to be reviewed and listed on the March agenda. Sheriff provided January report. Any concerns or comments are requested to be in writing for Board review and consideration, and always to be professional and kind in sentiment.*
4. Permit Requirements. *Still in review for land use permits for meters. Permanent 4x6 posts, regarding 3 foot setbacks. Define as the lot line. Motion to define electrical meter post as lot line or closer to the house within their lot. Greg motioned, Rita second. Louise approved. Jerry opposed and requests minimum 3 feet from lot line.*
5. Bagley Events Groups. *Committee approved transfer of bank account to Village.*

## New Business (May be taken in any order.)

- *180 Barr Harbor Road. No one attended.*
- *Address ordinances from Sheriff, on the agenda for the March meeting.*
- *Garbage fee and ordinance on the March agenda.*
- *Informal Comments. Jeff Umhoeffer addressed garbage fee for business and residential, if a business is active or not. The Board is in discussion of the topic.*
- *Driveway reconstruction, is a permit needed? The answer was no if it doesn't intrude on neighbors.*
- *Tree on Jeidy/ village property which may be rotting. It is hollow. Would like it removed. Tree removal is noted.*

Motion to adjourn. Louise, Jerry. All approved.

Next Meeting: March 5, 2024 at 7pm

# Village of Bagley

## APPROVED MINUTES 03-05-2024

Phone#: 608-996-2195 Email: bagleyfd@tds.net Website: [www.villageofbagley.com](http://www.villageofbagley.com)  
400 S. Jackley Ln., P.O. Box 116, Bagley, WI 53801

Call to order, Pledge of Allegiance. Roll Call. Rita, Jerry, Louise, Chris, Lee. Absent Greg.

Minutes Approval. Louise motioned, Rita second, All approved.

### Agenda Items

1. President's Report. Discussion regarding yard cleanups and Nuisance ordinances. We are addressing at this meeting, and additionally tabling to the April meeting.
2. Treasurer /Financial Report. Unpaid bills. Jerry motioned to approve, Rita second and all approved.
3. Clerk Report. Village updates.
  - o Lawyer. The Village will retain the same firm, and the new contact will be Eric Hagen who is familiar with Municipalities and has worked with Eileen for two years. No motion made because it's the same firm.
  - o Accountant. Driftless CPA, Shelly Liston applied for the Accounting Firm. She has experience with businesses, municipalities, and water/sewer audits. Louise made a motion to hire as Village CPA, Jerry second, all approved. She will begin in March.
  - o Election. The Village will need some pollworkers for the election. Pollworkers must not have a conflict of interest with the election process. We will need a second Chief Inspector.
4. Address ordinances from Sheriff: Yard, Junk, Businesses. Tabled until April meeting.
5. Garbage fees, required properties. Board agreed to move forward with a flat garbage fee rate across all properties unless extenuating circumstances arise.
  - o Both resident and business annual fee will be \$120.00. (according to the Village ordinance for any property with a structure upon it). Businesses will keep the number of receptacles that they currently have to utilize. Residents maintain one set of receptacles.
  - o Inquiries arose regarding the non billing of campers, trailers, or other residential lots with no garbage fee applied.
  - o Rita motioned, Louise second and all approved.
6. Water bills. Water, Sewer, Fire Fee. Tabled for further discussion in April.
  - o Inquiries revolve around some properties only receiving billing for water only, sewer only or no fire fee applied.
  - o Also inquiries regarding one meter and multiple users but only the one household standard fire fee of \$8.00 applied.
7. Upcoming Events. Community Building.
  - o Easter Egg Hunt March 31<sup>st</sup>, Community Yard Sale May 24-26, Zion Lutheran Church Bake Sale May 24-25, Bagley Fire Dept Pancake Breakfast May 25<sup>th</sup> 7-11am, Bagley Ribfest by Bagley Store August 10<sup>th</sup>, Bagley Fall Fest in October, Christmas in Bagley in December. .
  - o Planning for July rodeo and 4<sup>th</sup> of July Celebration activities. Date is July 6<sup>th</sup>, 2024.
  - o Events group submitted Minutes to grant the Village access to bank account. Bank now has to transfer and apply signature names/persons.
8. Spring Cleanup. May 11<sup>th</sup>, Fall Cleanup is October 19<sup>th</sup>. Only eligible Village residents may use this service. ID's of residency required. Additional information will be posted closer to the date.

### New Business (May be taken in any order.)

- Golf cart ordinance and guidelines will be addressed. Insurance of vehicle will be required. Vehicles must have a village approved tag.
- Business ordinance will be defined.
- Nuisance ordinance will be defined- wood burning, bright property lights, wood burning, etc.
- Power poles are permanent structures according to Alliant Energy and therefore, must follow specific guidelines.
- Add a cooking pit on Walnut Ave for the rodeo day.
- The topic was brought up for a mobile check deposit machine for the office since the Bank branch has closed in town.
- Approve liquor operator's license for new applicants.

Informal Comments- John wants water/sewer hookup for a property with a garage structure. No opposition. Chris and Lee thank Rita for her service to the community and voice for the community. The east side of Bagley Ave needs a clear color line for the steps up and down. Frank had a comment regarding a chicken dinner location for the July 4<sup>th</sup> event.

Next Meeting: Tuesday April 9<sup>th</sup>. Jerry motioned to adjourn, Louise second, All approved.

# Village of Bagley

# APPROVED MINUTES 04-09-2024

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400 S. Jackley Ln., P.O. Box 116, Bagley, WI 53801

Call to order, Pledge of Allegiance. Roll Call. Rita, Jerry, Chris, Greg, Louise, Lee, Ryne.

Minutes Approval. Jerry motioned to approve, Rita second. All approved.

## Agenda Items

1. President's Report. Election. On going discussions regarding upcoming events and recent happenings.
2. Treasurer /Financial Report. Unpaid bills. Jerry motioned to approve, Greg second. All approved. The Village now has a Mobile Check Capture Device in house to process check deposits.
3. Clerk Report. Village updates.
  - o Election.. Rita was thanked for her time served as a Trustee. Mike Mezera and Jerry Kopp were sworn in.
4. Address ordinances from Sheriff:
  - o Yard: overgrown grass and brush. Will be added to May agenda. Same village ordinance.
  - o Golf Cart: guidelines and tag issuance, and insurance. Greg motioned to approve ordinance as written, Mike second, all approved.
  - o Junk, Nuisance: wood burning, wood cutting, bright lights. Jerry motion to adopt, no second received, adoption failed.
  - o Businesses: What is a business? What guidelines apply? No discussion.
  - o Power poles: permanent structure, guidelines and requirements. Tabled to May agenda.
5. Garbage fees. Jerry motioned to credit back businesses the current coverage of garbage fee as the 2024 standard fee of \$120.00 was approved to apply to all properties, whether residential or commercial.
6. Water bills. Water, Sewer, Fire Fee. Tabled to a future date. This will involve the classification of base fees. Village accountant will need to submit an application for review.
  - o Items billed including fire fee applied.
  - o One meter and multiple users.
7. Upcoming Events. Community Building. Bagley Events Group
  - o Cooking pit. No discussion.
  - o Parade. Seeking advice to keep space between spectators and parade participants/vehicles. Also sound concerns for louder announcer, speakers, equipment.
  - o Park. Independence Day prep.
  - o Christmas Tree. Thinking ahead for ideas for the Bagley Christmas tree.
8. Spring Cleanup. May 11<sup>th</sup>, Fall Cleanup is October 19<sup>th</sup>. ONLY eligible Village residents may use this service, no businesses. ID's of residency required. Additional information will be posted closer to the date. A list of items is provided year round at the Village posting sites and the Town and Country website. A flyer is also created and posted, including Facebook and website.
9. Approve liquor operator's license for new applicants. All new applicants were approved. Renewals for business and operators come due for renewal in May.
10. Delta 3 Engineering
  - o Sanitary Sewer I & I Project - Award of Construction Bids. There is a recommendation to reject all bids. Jerry motioned to follow recommendation, Greg second, all approved.
  - o Proposed 2025 Infrastructure Improvements' Project. More information needed to follow up.
  - o CDBG Income Survey. Based on sewer televising, the Village is moving forward with a limited income survey. Survey is non intrusive, several pages but is highly advised that each resident fill sit out. Application for 2025.
  - o WWTF Upgrade Project. WPDS Permit required. Jan 2025 need a Facility Plan, Jan 2026 need an Engineering Plan, July 2028 must meet all requirements. It's a 3 year process in the works for over a decade. Mike motioned to proceed with a Facility Plan Evaluation Report provided by Delta 3. Greg second and all approved. Bart will have a contract for next meeting.

## New Business (May be taken in any order.)

- Food pantry on Main Street. There is a latch in place to prevent animal intrusion.
- Building inspector contract – renewal. Greg motioned to approve the renewal contract, Jerry second and all approved.

## Informal Comments.

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Next Meeting: Tuesday May 7th

Louise motioned to adjourn, Greg second and all approved.

Meeting Minutes were approved at the 5/7/2024 Village Board Meeting

# Village of Bagley

**APPROVED MINUTES 05-07-2024**

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400 S. Jackley Ln., P.O. Box 116, Bagley, WI 53801

Call to order, Pledge of Allegiance. Roll Call. *Mike Jerry Greg Louise Chris Lee Ryne*

Minutes Approval. *Jerry moved to approve, Mike second, All approved.*

## Agenda Items

1. President's Report. *Need to adhere to the structured agenda. There is a closed session tonight and informal comments will be afterwards.*
2. Treasurer /Financial Report. Unpaid bills. *Mike moved to approve, Greg second, All approved.*
3. Clerk Report. Village updates. *No updates.*
4. Delta 3 Engineering
  - o WWTF Upgrade Project. *Facility plan, Permit requirement and Evaluation need approval to move forward. Needed to submit for funding. It's a 2-3 year process, were in year one, needs to be completed by 2028. Mike moved to approve, Jerry second, All approved. PSC report was submitted and 2024 is the test year.*
5. Ordinances:
  - o Yard: overgrown grass and brush. *Approved as presented. Jerry moved, Louise second, All approved.*
  - o Power poles: permanent structure, guidelines, and requirements. *Removed from agenda.*
6. B & M Quote. *Two blowers needed at plant. Option 1 bid approved. Mike moved, Greg second, All approved.*
7. Payroll Services. *Market Payroll services. Will do W2's, taxes, payroll, checks, direct deposit, mobil time clock, pension plan. Will be a savings. Louise moved to approve, Mike second, All approved.*
8. Financial and PCS Report. *Driftless CPA. Provided balance sheet, P and L, uncleared checks, Technology, Financial Comparison W/S, etc.*
9. Pre Approval of Fire Department / Legal. *For any organization operating under the Village EIN to align with State. Louise moved to approve, Jerry second, All approved.*
10. Schedule Open Book with Assessor. *June 11<sup>th</sup> 6pm. Need a BOR date.*
11. Upcoming Events. Community Building. Bagley Events Group. *No updates.*

New Business (May be taken in any order.) *None.*

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Closed Session

## Informal Comments.

- *Fence can go up on a yard line. Need a survey done to determine property line and need a land use permit from Village.*
- *If a shed is torn down and rebuilt, will need a land use permit.*
- *Personal Property tax question for 2024. Direct to assessor or county.*

Moved to adjourn. *Jerry moved to adjourn, Louise second, All approved.*

Next Meeting: Tuesday June 4th

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Call to order, Pledge of Allegiance.

Roll Call. Chris, Jerry and Greg present

Minutes Approval.

Agenda Items

1. Appoint Clerk/Treasurer

- Pay rates discussed and having Shelly do all tasks as a Village employee
- Jerry motioned to appoint Shelly at the pay rates presented, Greg second, all approve

New Business (May be taken in any order.)

Informal Comments

Call to order, Pledge of Allegiance. Roll Call.

Minutes Approval.

- Special Meeting on May 14<sup>th</sup>. Lee resigned for personal reasons. Shelly had been doing accounting work for the Village as an outside contractor. Board decided to appoint Shelly as the clerk and treasurer. She will do the clerk, treasurer and accounting work all as a village employee going forward.

Agenda Items

## 1. President's Report

- Summer is here, ton of moving pieces. Be mindful and work through things, think about neighbors, friends, family. Don't turn a blind eye to things.
- The park was vandalized the afternoon of 6/4/2024. Group who had used the park for an event the night before had not locked up the bathrooms. Everyone who uses the park or community building needs to be mindful about locking up when leaving. Ryne suggested confirming the rules state that if not already. Police report filed with Duane and he spoke with the parents of the 3 children involved.

## 2. Treasurer/Financial Report. Unpaid bills

- Disconnect notices are being sent out in phases, after June 1 and all payments entered next batch will go out. To be reconnected after a disconnect must either pay the balance in full or the 1<sup>st</sup> payment of a payment plan. Reconnects are done as Ryne is available and the reconnect fees apply, \$25 during regular hours and \$50 after hours or on weekends. Payment plans are minimum of monthly payments with you being fully caught up by the end of August which is the next bill due date.
- Some various reports coming due at the end of this month that are being worked on, mostly maintenance reports. New Maintenance of Effort report where firefighters, first responders etc have to prove that they are providing consistent levels of service. If this one is not completed the Village loses 15% of its state/county funds.
- Looking to schedule the Board of Review and Open Book meeting with Derek. Notes below on agenda item.
- Couple questions on what the loans are. The \$16K loan is from road work a few years ago. The \$70K loan is for the bleachers. Bleacher loan is through the Village, Fire Department is making the payments. \$330K loan was stated as either the Water Mortgage Revenue Bond or the Sewer Infrastructure loan. (UPDATE: It is the Sewer Infrastructure Loan).
  - The \$16K loan Greg thought that was supposed to been assessed out to Property Taxes. Should be done this year.
- Motion to approve unpaid bills: Mike made a motion, Louise 2<sup>nd</sup>, all approve

## 3. Clerk Report. Village updates

- Dog license letters were sent out for those not received yet. Even if you registered your dog elsewhere or no longer have a dog still need a response so we know who to send to with property tax bills. 2<sup>nd</sup> notices will go out end of June and Duane will start ticketing by mid-July, and you will have until August to register your dog.
- Made Event announcements as Chelsea or Bobbi Jo couldn't attend meeting. (noted down below at agenda item.)

## 4. Duane Jacobson: discussion regarding various ordinances



- Less hours due to rain, completed what needed to be done but didn't do much patrolling in the rain.
- Met with Shelly for the first time, chatting about various items for about an hour.
- Have Fire Dept call the County for Deputies for the rodeo. Make sure to do that ahead of time to make sure we have enough coverage. Talk to Kelly at the nonemergency line
- Received concerns on speeding on Willow Ln, not crazy but some close calls in golf carts, ATV, etc. Do we want speed bumps? Would remove before winter for snow plows. Maybe one on either side of crest of hill and halfway on each. Chris felt that would be more effective than a speed limit sign.
- Working on ordinance stuff, will continue to work. May be grief on some new or larger/long term issues.
- Need complaints to come from the citizen, prefer it to be written in some fashion. Written complaints help if violator fights the ticket. A board member cannot just drive around and tell the deputy to take care of one place versus the other. Board and Deputy need to stay neutral unless it's a safety issue. If there are issues like drug activity, vandalism, large piles of junk, several unregistered vehicles, people running from cops then can focus on that area. Then everything in that area gets addressed.
  - In short it is much easier to fight an ordinance if the neighbor makes the complaint not the Village making it on behalf of the neighbor.
  - Issues with "legal view" on what can be addressed. Legal view refers to what is legally visible, example if Duane is called out about an unregistered vehicle and he can glimpse another vehicle in the backyard that probably is also unregistered, but he cannot go past the driveway or the front door unless a neighbor says that there are weeds, skunks etc and they make a report.
- Jerry asked about issues registering golf carts. Duane replied that they would receive tickets and after a few they will register the golf carts. Cannot do a large fee like \$1,000 because a judge will deem it unreasonable. While Village ordinance is \$20, there are still the court costs, etc which could make it an est \$175 ticket to the individual and the Village would receive \$20.
  - Bar owners in town are willing to help with registration, if the Village provides them with what they need. Board agrees that a formal structure needs to be put in place and need to make it easy to do. Jerry noted that town is easy to register, it is visitors that it is harder. Discussed options to decal, tag, etc for easy attachment to golf cart and easily visible. Need to make it easier so they are not just hunting down Jerry. Mike noted that we need to make sure we as a Village we are implementing and enforcing our ordinances. Shelly agreed and added we need to make sure complying with ordinances is reasonably easy. Can decals/tags be on front and back or do we want on sides.
  - Duane suggested considering a fee if costs of implementing this ordinance gets costly. Duane and deputies are going to block off a few hours at a time every so often and bulk ticket all violators.
  - The major concern with this ordinance is underage kids driving. How to catch/enforce. If someone takes a picture or video of a minor driving a golf cart. Then the parent gets cited. If golf cart also isn't registered, then there would be 2 tickets. Duane needs to look more at the list of penalties after the ordinance. He will send something to crack down on this. Chris, Jerry, board and Village attendees agreed this is a major issue. Duane suggested help from others on ATVs, etc to catch these.

- Need to schedule and set up registration for the Golf Cart parade on July 5<sup>th</sup>. Village will set up a booth or something that day to get anyone registered that day. Mike later asked if we could schedule “register your golf cart” times
- Shelly suggested a potential formal structure. Village maintained master list, authorized places like bars, Shelly, Jerry are issued chunks of tags with blank forms. Example tag numbers #301-#351 would be at Shipwreck. Then they would be returned to Village or Shelly would regularly go pick them up. Jerry said he has about 200 numbers already.
- Mike asked for better details on how ordinance violations occur and progress. What is the paper trail. How would the Village be able to prove that progress is being made if questioned or dissatisfied with progression.
  - Duane mentioned one factor is the focus of the complaints that are received. 7 years ago there wasn't as many junk ordinance complaints.
  - Generally, the first step is to send a letter or to make an initial contact. Letter is dated, what ordinance is violated and time frame to correct.
  - Issues with Bagley's lack of zoning, there are different rules regarding junk ordinance for businesses than residential. Makes it difficult to evenly apply the ordinance. Previously there were some exceptions being made. Clarified there are no business exceptions at this time. Reminder that complaints from neighbors etc need to happen.
  - Legal view came up and another example. Say a property owner puts up a fence to hide the clutter but the neighbor's deck is high enough to see over the fence. That is a legal view and the neighbor could still file a complaint. If suggestions on how to correct are given, then factors like legal view need to be considered.
  - Continued onto ordinance enforcement. Village will need to prepare to cover costs of removal and legal fees in some cases. Example provided was the Village may have to pay for skid steer etc to remove junk or clutter.
  - Discussion on reporting process and updating process for each step. Requested summary list from time to time on who all was contacted.
- 5. Tri State Paving: will be in area doing a driveway and could do one or both projects, estimates provided.
  - Village member requested Budweiser Lane be looked at. Ryne added that the neighbor built up lawn which has created a pond and caused issue with the road.
  - 2 estimates reviewed were Packer Dr to Friendship Dr, west side of railroad crossing to far side of Friendship Lane. (\$28,050) Pond Lane plus area at end around corner of lake to where road narrows. (\$47,325) \$500 discount if we do both. (\$75,375)
  - Greg noted each estimate increased about \$5K. The longer we wait the more it may cost. Shelly can look for grants, none that she found were for this year, grant applications for next year are in process and coming due currently. Discussion of how much was budgeted for roadwork for 2024. Various grants might be 25-50% of costs covered or flat amounts like \$5K-20K but have criteria like it must be roadwork for enhancing the safety for smaller vehicles like ATVs, etc. \$58,500 was budgeted in 2024 for roadwork. Brainstormed options to help fund, none applied to current projects. Louise requested Shelly to look over budget and see if there is something that could be cut to help cover road costs.
  - Greg made motion to approve both road projects and levy whatever is not covered by budget or alternative sources. Jerry 2<sup>nd</sup>. All agreed. Village will borrow the difference and then levy whatever is not funded.

- More road work anticipated, note to pad 2025 roadwork budget and look for grants.
- Ryne/Chris provided an update on the Willow Lane regarding Sandy Pines. Per Jordan at Delta, all work was legally done except apron is 7' and needs to be a 12' apron. The road is cracking along the portion of Willow Lane where the sewer work for Sandy Pines was done.
  - Discussed a 50/50 split on costs between Sandy Pines and Village to correct the cracking road. Sandy Pines would need to cover expanding the apron. Ryne/Shelly will get information to Tri State for quote to see if that work can be added.
  - Amended road work motion. Motion to approve the 2 Village projects for \$75,375 and approve work for the Sandy Pines work up to Village costs of \$2.5K. Greg motioned, Jerry 2<sup>nd</sup>, all approve.
- 6. Grass and weed ordinance: up price per hour
  - Upping the price discussed. There had been some jokes that \$50 per hour with a minimum of 1 hour was a reasonable price and Ryne does a nice job. Wanted to deter these jokes but stay in range with other similar sized municipalities. So far have mowed 2 lawns, no payment and 1 notice the owner mowed.
  - Motion for 1<sup>st</sup> offense: \$50 per hour plus \$25 admin fee then 2<sup>nd</sup> or more offenses, \$100 per hour plus \$25 admin fee. Greg motioned, Jerry 2<sup>nd</sup>, all approve.
- 7. Open Book with Assessor: July 2<sup>nd</sup> 6pm?
  - Cannot do July 2<sup>nd</sup> or July 9 and June 11 that we wanted got booked. Derek wants done early July. Said he could do Mon-Wed, maybe Thurs.
  - Greg asked if he's the only assessor, Derek is in the start of a 3 year contract. Shelly recommended we use the remaining 3 years to determine if we get a value, need to utilize the Open Book and and Board of Review to determine value.
  - Compiling a list of questions, if you cannot attend that meeting and wish to have Shelly ask a question for her, let her know. Questions mentioned throughout meeting but were:
    - Why are the assessed values on most properties almost half of what it would sell for, then some random properties the assessed value is double what it would sell for?
    - Why do no property assessments should acreage?
    - Property taxes for those out in the River of Lakes way higher than those in town. Why is that? Perceived value of being in a resort area?
    - Resort tax that Bagley is looking into requires specific assessed values. Shelly will go over with Derek on how we can get that information from him.
    - Can we get the assessed values and parcel in excel format? Where and how does Shelly get it.
  - Request Shelly and Chris work to schedule the Open Book and Board of Review.
- 8. Approve Licenses: Liquor/Server/Tobacco Licenses
  - Discussions on fee amounts collected with license forms. Initial forms may or may not have included all operators. Some businesses have brought in additional operator forms with additional payment for operators.
  - Discussion of when you need an operator's license to serve versus need it to just sell like in the Bagley Store. Owners do not need operator's license but if one of the owners is not there then someone with an operator's license is required to be there.

- Crossed Tim off list of operator's licenses because it is not currently required for owners to have operator's license and one not received. Request to look over requirements on a Village level requested.
  - The question came up on whether River of Lakes does it under River of Lakes or Shipwreck. Thought to be under the legal entity, village members didn't know if an inspector would agree, Village does not police that.
  - Operator's licenses read, Mike motioned, Greg 2<sup>nd</sup>, all approve. Jerry abstained from voting as he was on the list of operators.
  - Jerry made motion to approve Class A Beer, Mike 2<sup>nd</sup>, all approve
  - Class B Beer for LAW Wood, Louise motioned, Mike 2<sup>nd</sup>, all approve. River of Lakes, Mike motioned, Louise 2<sup>nd</sup>, all approve. Luckys Louise motioned, Mike 2<sup>nd</sup>, Timmers Louise motioned, Mike 2<sup>nd</sup>
  - Class A Liquor, Louise motioned, Greg 2<sup>nd</sup>, all approve
  - Class B Liquor, Mike motioned, Louise 2<sup>nd</sup>, all approve
  - Tobacco, Mike motioned, Greg 2<sup>nd</sup>, all approve
9. Potential purchase of Peoples State Bank Building – Bids due on June 7<sup>th</sup>, potential use gameplan included discuss as needed
- Building purchase would need to be part of a project, proposed as a tourism project. There is a grant/loan available where 75% would be a grant and 25% would be a low interest rate loan. Required that project has good community benefit to qualify. There are various small projects to improve the town esthetics or just improve the town which were planned to be done in the next 5-10 years whenever the money was available. Thought, is to lump this all into one project, hit a large goal of establishing a tourism board.
    - People's state bank building would be where the town hall is and tourism board would operate there after renovations. Improvements to the community building and park would be done. Items like running internet to the park, making the community building more appealing to rent, picnic tables, etc.
    - Spoke with Dan Glass at People's State Bank (PSB), they are open if the Village purchases the building to keep their deposit box so there is some semblance of a bank in town. Businesses and Residents who use People's State Bank could make deposits. Only PSB would have access to this box and would pick up the deposits every other day or so. Would help Businesses not be sitting ducks having to drive to deposit cash. Not guaranteed.
      - PSB is not allowing a bank to buy the building and whoever buys cannot sell, rent or operate a bank for a specified period.
    - The tourism board would generate new revenue, 70% of which has to be spent on tourism promotion and development in town. This is promoting businesses, drawing outsiders to town, bringing events to town. Revenues from this could help reduce what would be funded by townspeople. More clarity on who would be on the tourism board will come later but Village would need to be involved.
      - Not a chamber of commerce.
      - Shelly is researching more on taxes for campgrounds, room tax, resort tax etc. Resort tax is one potential avenue to get more revenue from campgrounds but there's a town value criteria. Personal Property Tax is being essentially phased out, Shelly is attending the webinars that is to go over substitutes.

# Village of Bagley

**APPROVED MINUTES 06-04-2024**

Phone#: 608-996-2195 Email: bagleyfd@tds.net Website: [www.villageofbagley.com](http://www.villageofbagley.com)  
400 S. Jackley Ln., P.O. Box 116, Bagley, WI 53801

- If Village moved forward with the purchase and did not get approved for the Grant/ Loan at 75%/25% then could go for 50%/50%, otherwise has the borrowing power. If full building purchase is loaned without the grant then other projects would be postponed. Price range for building purchase was \$45K to \$70K. Determined that in that price range it's reasonable and could be sold if other things didn't pan out. To apply for grant detailed game plan with estimated costs included and have to prove it could afford the project without the grant. Looking to drag out the closing to try to complete the grant application, otherwise could get the mortgage at PSB or look elsewhere if wanted.
- Discussion shifted to the importance of tourism and strategic event planning that could help Bagley grow. Discussed if this would be heavily beneficial to businesses. Improving your town's value is how to bring in new businesses or new residents. Changing town's value is a main way to change tax based. A tourism board is a good opportunity to do town beautification without making the towns' folk fund it. Point made that Bagley at some time may struggle to find property space for new businesses. Also pointed out that existing businesses need to have enough traffic to support it otherwise they will leave.
- Motion to place bid on People's State Building for \$60K, Jerry made motion, Louise 2<sup>nd</sup>, all approved

## 10. Upcoming Events: Community Building. Bagley Events Group.

- Burgers in the Park 1<sup>st</sup> Monday of every month with the Legion
- 4<sup>th</sup> of July/Rodeo is coming up, Bobbi Jo is looking for volunteers
- Local businesses have a variety of events this summer, Adult Prom at Luckys, live music at Shipwreck.

## New Business (May be taken in any order.)

- Driftless CPA (Shelly) requested Board opinion on Driftless CPA moving her office to the Village and doing a rental agreement with the Village. Would allow Shelly to have Village hours 5 days a week. Will draft a rental agreement for next meeting to approve.
- Tree on 180 N Bagley has several holes in it. Per Ryne there is \$1,200 left in the budget. This tree is one of the worst ones on the list. Will contact Brett McDonald and Mike's friend Bozo
  - Next meeting discuss ordinance to define where you can and cannot plant trees to avoid these situations.
- Alliant Energy bills to be changed to auto pay. Shelly has already contacted Alliant and shifted the bill on the 20<sup>th</sup> due on 10<sup>th</sup> to bill on the 25<sup>th</sup> and due on the 15<sup>th</sup> so they still will not actually auto pay until after the monthly meeting.

## Informal Comments.

- Kevin requested to be allowed to serve from his premises while the street is closed on July 6<sup>th</sup>, 2024.

Motioned to adjourn... Chris motioned to adjourn, Jerry 2<sup>nd</sup>, all approve

Next Meeting: Tuesday July 2<sup>nd</sup>

Call to order, Pledge of Allegiance. Roll Call. All present  
Minutes Approval. Jerry motion, Mike second, all agree

## AGENDA ITEMS:

- 1) President's Report
  - a. Lots going on. Waiting for water to drop, help is needed and appreciated if willing. Mitigation could have been more aggressively approached, not much can be done at this point.
- 2) Treasurer/Financial Report
  - a. Unpaid Bills & Bank Balances: Louise motion, Jerry second, all agree
  - b. Disconnects/Payment Plan reminders:
    - i. updates sent out, progress has been made
  - c. Open Book is 7/9 from 10 am – 12 pm, Board of Review is 7/16 from 6pm to 8 pm:
    - i. Post June 25th
  - d. PSC regulations state that during a heat advisory/warning/emergency a utility may not disconnect an occupied dwelling, those disconnected must be reconnected if they express there is a medical condition. Does the Village want to require confirmation or not?
    - i. If Village reconnects and then disconnects again at the end of the Heat notice, no notice to disconnect is needed if they haven't paid they are disconnected when the heat notice is ended. Motion to reconnect during heat advisory then disconnect after unless they have paid their bill. Mike motion, Jerry second, all agree
- 3) Clerk Report. Village Updates
  - a. Register Dogs with Shelly, notify her if you registered elsewhere or if don't have dogs anymore
    - i. Tickets for dogs begin after the holiday
  - b. Absentee ballots were mailed out. Preliminary Election August 13. Need Poll Workers
  - c. Golf Carts: Reminder if you see something say something, video/pictures not required to report
    - i. Best to report to Duane or Grant County
    - ii. Temporary tags provided to ROL to give when register there, Village has them as well.
  - d. Tri State Paving: estimate came back below what Board approved Village to pay for.
    - i. (Willow Lane and apron)
- 4) Public Works:
  - a. Shutting down entire west side of tracks over holiday weekend due to flooding
    - i. Road closures posted to Facebook. Advised to limit traffic as much as possible, keep to drive pavement. Local traffic only signs.
  - b. Other updates from Ryne
    - i. 2023 Consumer Confidence report – water report, was posted in necessary places. Contact Ry for copies
    - ii. Compliance Maintenance Annual Report (CMAR) – Ryne to obtain 2 new operator certifications by end of 2024. Reviewed KW usage, Grinder station down at ROL, KW usage was higher than the ROL location was. Discussed potential causes. Research solutions
- 5) Monument Landscaping
  - a. Just shy of \$7,700 in Memorial Fund bank account.
  - b. Damage from moles. Will look into professional landscapers
- 6) Approved Plunkett Proposal(s) discontinue Orkin.
  - a. Can adjust the frequency for Plunketts. Orkin did Community Building and Sewer Plant. Plunkett would do Community Building, Sewer Plant, both storm shelters and 1<sup>st</sup> Responders garage. Plunkett's current proposal would be about \$2,130 annually, Orkin has been \$1,967 for less structures to be treated.
  - b. Look to make storm shelters, 1<sup>st</sup> responders garage quarterly and Community Building and Sewer Plant monthly or bimonthly based on recommendation. Jerry motion, Louise second, all agree
- 7) Driftless CPA (Shelly's CPA firm) leasing office



- a. Discuss with attorney if there is a conflict of interest or legal issues. Discussion on pros cons with that arrangement. Tabled discussion until information from attorney can be obtained.
- 8) Vote to gameplan for grant proposal with rough estimates. Agree on an acceptable range where estimates not yet available. Cannot be delayed, need to submit grant in July and still probably need to extend closing.
  - a. No money can move until grant is approved, but need to submit a gameplan of how much and what funds will be used for. If not approved for grant will re-evaluate. Grant would cover 75% of project, 25% would be low interest loan through USDA
  - b. Renovations to Town Hall (bank building), facelift to Community Building, other town beautification plans. Fix basketball courts, add parking at Park. Decide between splash pad (Option A) at Community Park or doing new park equipment, jungle gym (Option B). Focus of ideas were to provide place for children to play. Discussion of initial and potential future costs.
  - c. Motion to approve project proposal as listed with option B playground equipment a the increased estimate of \$200K for a total project estimated cost of \$416,679. Mike motion, Louise second, all agree.
- 9) Upcoming Events. Community Building. Bagley Events Group
  - a. July 5<sup>th</sup> Golf Cart Parade in River of Lakes (CANCELLED)
  - b. July 6<sup>th</sup> 5K Run/Walk, parade, Cow Chip Bingo, Thunder in the Valley Rodeo, Street Party
    - i. New route for 5K due to flooding
  - c. August 5<sup>th</sup> American Legion Burgers in the Park (had July 1<sup>st</sup>)
  - d. August 10<sup>th</sup> Bagley Ribfest
  - e. Other local events, check Facebook pages of businesses and communities for more.

## New Business (May be taken in any order.)

- Tree Ordinance: look at banning the planting of trees between street and sidewalk.
  - Need to look over a draft to determine. Village has incurred expenses for multiple tree removal. Discussion to replace with smaller trees, bushes, etc what wouldn't damage the sidewalk. Motion to table to next meeting, Mike motion, Greg second, all approve.
- Procurement Ordinance: to clarify how money is spent
  - Provides policy to provide structure to how money is spent. Do we want signature rules included in this ordinance? Lawyer advised that some sort of procurement ordinance may be required to obtain a grant. Motion to table to next meeting, Mike motion, Greg second, all approve.

## Informal Comments.

- Next 4<sup>th</sup> of July at the Street Dance look at acquiring Porta Potties. Would be participating businesses' responsibility. Too late to do for 2024.
- Bagley Events Group donated 10 new picnic tables
- Bagley Events Group has researched playground options and is willing to assist in fundraising as needed.
- Income study for Wastewater was submitted to engineers
- Question on outcome of vandalism in Community Park on June 4<sup>th</sup>. Village had spoken with Duane Jacobson (deputy) about it, he took the report, spoke to the parents. Part of the grant proposal includes hardwiring the cameras so things can be better monitored. Otherwise will look into bridging them.
- June Duane Jacobson (deputy) had recommended speed bumps on Willow Lane, would like to look at the speed data for County A coming into town.
- Village does not make a direct profit from Thunder in the Valley. Fire Department is part of the Village and Thunder in the Valley is to help fund the Fire Department. The Fire Department has invest a significant amount to the Community Park which has been a huge impact. Bleacher, the porta potties at the event, and more.

Motion to Adjourn....

Next Meeting: August 1st

# **Village of Bagley**      **APPROVED MINUTES 07-09-2024**

Phone#: 608-996-2195 Email: [bagleyfd@tds.net](mailto:bagleyfd@tds.net) Website: [www.villageofbagley.com](http://www.villageofbagley.com)  
400 S. Jackley Ln., P.O. Box 116, Bagley, WI 53801

## **Notice of Board of Review of the Village of Bagley**

Notice previously posted on June 25<sup>th</sup>, 2024 at 3 public places and online at VillageofBagley.com as required. Copy of posted Notice included.

1. Call to Order – called to order at 6pm
2. Pledge of Allegiance
3. Roll Call – Chris Traustch, Jerry Kopp, Greg Reilly, Louise Ketterer, Derek Flansburgh in attendance
4. Trustees to choose a chairperson – Jerry motion, Louise second – motion pass Chris is chairman
5. Assessor Affidavit – received and signed
6. Board of Review - none
7. Action (IF ANY) taken as a result of the Board of Review - none
8. Adjournment – adjourned at 8pm



Call to order, Pledge of Allegiance. Roll Call. All present except Chris Traustch  
Minutes Approval: Mike motion, Louise second, all approve

## AGENDA ITEMS:

- 1) President's Report
  - a. Release of minute to public. Rogers Rules of Order and Clerk/Treasurer Training states that minutes are not final until approved at the next board meeting. Advised that if minutes are to be published prior to approval they should state they are unapproved and have a disclaimer. Discussed. Motion to have Clerk complete minutes within 1 week of the meeting, then a board member will approve within 2 business days. Then they can be posted. Louise motion, Mike second, all approve.
- 2) Treasurer/Financial Report
  - a. Unpaid Bills & Bank Balances: Mike motion, Louise second, all approve
    - i. Need to look for Policy on all bank accounts that have a fund purpose or are reserved. Will find or draft a policy for an upcoming meeting.
  - b. Disconnects/Payment Plan reminders. August 1<sup>st</sup> bills are out. If you miss a payment plan payment you get disconnected right away. Had some issues with the billing software, if you have an issue just contact Shelly and we will get it sorted out.
  - c. Preparation of 2025 budget has begun. Discuss items for board to think about for Sept meeting.
    - i. Budget needs work, there are compliance items needing to be done. Related policies have not been found, if not found or do not exist will need to draft. Some are required or may be required for a loan or grant.
    - ii. Budget prep will include looking at better utilizing resources like replacement funds, garbage reserve fund, etc. Example Town and Country is paid from the Operating Account but the garbage fees goes to the Garbage Fund. We should be using the Garbage Fund to pay Town & Country's bill.
    - iii. Budget goal will be to have a clear picture of the ins and outs and to utilize resources, tax levies, etc. Work to even out tax levy so its more consistent instead of up and down. Also would like to review the allocation of general expenses between Village and utilities like is done with payroll.
  - d. COVID grant money: options and things to consider
    - i. Need to spend our remaining COVID grant money. We need to spend 31K but there's only 29K in the ARPA fund so the difference will need to come from the operating account. Money is to be spent restoring services that suffered from COVID, replacing ones lost, etc
    - ii. So far money has been spent on security cameras for park and mulch.
    - iii. Copy of Tourism Project Proposal approved last meeting provided as potential options to spend COVID money on. Discussed various options. Tabled for September meeting.
  - e. Purchase of building. Grant won't be approved in time. Sign Offer Letter. Discuss affect of levying payments and do mortgage. Discussions on impact of buying the building as a town hall and how the payments levied are estimated to be around \$4 per person on average.
    - i. Further discussion on levy limit worksheet. When that is created to prepare the property tax bills, will have more solid numbers and can estimate the average cost per person.
    - ii. Deed restrictions will bar the Village from selling to a bank, renting to a bank or operating a bank in this building.
    - iii. Motion to sign the offer letter to buy the bank building. Louise motion, Mike second. Louise and Mike approve, Greg against, Jerry abstained from voting. Motion passed 2-1
- 3) Clerk Report. Village Updates
  - a. Register Dogs with Shelly, notify her if you registered elsewhere or if don't have dogs anymore
  - b. Absentee ballots were mailed out. Preliminary Election August 13. Need Poll Workers
  - c. Discuss plans for WisVote, must take over from County by 2026, Tonya suggested game plan of seeing helping Shelly through 2024 elections. For 2025, Tonya will be back up support as we take over. May need to pay a fee for 2025 and sign a contract. Tabled until September meeting to see how August election goes.

- d. Other tasks the County is shifting to the municipality. Municipality has to prepare and provide the paper (regulated printing) and the stamped envelopes for December. May need to take over July. Should have enough envelopes for December 2024, will need to order the paper and may need to order for July. May be other tasks shifting in future.
- 4) Public Works:
  - a. Other updates from Ryne.
    - i. Motion to purchase or build more barricades and signs as Ryne advised. Greg motion, Mike second all approved
    - ii. Delta 3 did Energy Survey at Sewer Plant. Monthly phosphorus limit goes from 1 milligram per liter down to 0.6 milligrams per liter on January 1<sup>st</sup> of 2026, and 0.075 on January 1<sup>st</sup> of 2029. When applying for our new permit in 2028 can either do a multi discharge or water quality trading. Discussed estimated costs for each option and timeframe. Other requirements for E coli etc coming up, need our Facility plan in 2025. Table to September meeting to discuss with Delta 3 and maybe have them attend September meeting.
- 5) Monument Landscaping: Spencer White who works for Williams Landscaping. Said he would donate his time, Village just pays for any materials. Potential use for some of the COVID money. Table to September meeting so all board members can look at the Memorial. Work would potentially be done in October.
- 6) Vote to temporarily waive Ordinance 6.05 Obstructions and Encroachments of streets/sidewalks
  - i. Difficult to uphold our ordinances if we waive them and creates potential liability for the violations. Temporary waiver of ordinance created for Ribfest and Fall Festival until further action is decided on. Proposed Temporary Street/Sidewalk Permit provided to review. Table proposed ordinance to September meeting.
  - ii. Motion to approve Temporary waiver of Ordinance 6.05 for Ribfest and Fall Festival. Greg motion, Mike second, all approve.
  - iii. Luckys Bar and Grill requested the ability to sell Bloody Mary's, beers and Carbliss at Ribfest. Motion approve to amend Luckys liquor license to add a temporary premises on E Walnut Street from S Bagley to S Burlington on August 10<sup>th</sup>, 2024 from 6am to 4pm contingent upon them signing an indemnity waiver of liability and providing proof of insurance. Should Luckys not be able to provide indemnity waiver or insurance, approval of picnic license to allow for the sale of just beer. Mike motion, Greg second all approve
- b. August 10<sup>th</sup>, Ribfest – The Bagley Store
- c. October 12<sup>th</sup>, Fall Festival – Bagley Events Group
- d. Need to amend ordinance and make this a permit process
- 7) Schedule Fall Cleanup. Vote if Village will do a Garage Sale and who decides what goes.
  - a. Fall cleanup 3<sup>rd</sup> weekend of October
  - b. Requests if Village wants to do a garage sale to declutter. Declined to do
- 8) Need to recreate Plan Commission for Comprehensive Plan, required to review every decade (2020). Should have the commission meet annually at minimum to make sure Plan Commission stays in compliance.
  - a. Need to have 2 board members and 3 residents. Believed that Shelly could clerk the Plan Commission but cannot be on the Commission since not a resident. Advised to have the Plan Commission meet at least annually to maintain and adhere to ordinances and WI Statutes.
  - b. Greg, Chris, Louise, volunteered from the board. Sara Christopherson, Sally Brodt volunteered
- 9) Driftless CPA (Shelly's CPA firm) leasing office – table? attorney said no issues but did not send over guidance yet
  - a. Motion to not allow a business to lease the Village office. Mike motion, Greg second. Mike and Greg approve, Louise opposed, Jerry abstained
  - b. Anticipated Village hours: Tuesday 9:30am-6pm, Wednesday 8am-11:30am & 12pm-5pm and Friday 8am-12pm. Outside of that Shelly would not be available for Village business, items may be delayed and priorities will come first.
- 10) Upcoming Events. Community Building. Bagley Events Group

- i. Bagley Events Group requested that events not appear on agenda , instead go to Facebook page or website.
- b. August 5<sup>th</sup> American Legion Burgers in the Park (correction sponsored by Auxiliary Post #482 – Bagley)
- c. August 10<sup>th</sup> Bagley Ribfest
- d. Other local events, check Facebook pages of businesses and communities for more.

## New Business (May be taken in any order.)

- Sidewalk between corner of Chicago St and S Bagley Ave to 130 S Bagley Ave needs to be replaced
  - Have 2 quotes on all sidewalk work, current quote from Chris Oshay is \$16K, Priceless Concrete quote from Feb 2024 is \$8.5K.
  - The sidewalk between the corner of Chicago St and S Bagley Ave to 130 S Bagley Ave has water issues. Table to September meeting and have Delta 3 take a look.
- Review various ordinances, animal, sidewalk, tree and procurement to add, update or correct. There are some ordinances where the signed copy is missing. Can do one of two options: 1. Take the unsigned one and minutes supporting it was approved and posted, then resign a new one, or 2. Redo the ordinance process.
  - Will review and brainstorm ordinances for future meetings. Guidance provided.

## Informal Comments.

- Social Media Policy needed for Village. There was a comment dispute between residents on 7/31. Tabled to September meeting to vote on a policy on if and how social media for the Village will be handled going forward.
- Resident had difficulty getting a response from a board member. Board emails are on the Village website, if there is difficulty getting in touch, can reach out to Shelly and she will assist in connecting.
- Question regarding any restrictions on what can be built on a property in the Village.
- Question regarding Clerk/Treasurer position. Clerk/Treasurer is not a voting member on the board, it is an appointed position. The position does not need to be posted, the Village Board can just appoint.
- Notice of roadwork was short notice, posted online and around town on Friday 7/26 for work to be done 7/31 & 8/1 with prep work on 7/30. Noted for future work.

CLOSED SESSION: Wisconsin Statutes 19.85(1)(c)

Motion to Adjourn... Closed Session last, will adjourn meeting at conclusion of Closed Session

Next Meeting: Sept 3?

Call to order, Pledge of Allegiance. Roll Call.

Prior Meeting Minutes Approval.

## AGENDA ITEMS:

- 1) President's Report: Did not receive sheriff's report before meeting
- 2) Treasurer/Clerk Report
  - a. Unpaid Bills & Bank Balances: Tri State Paving was 2 invoices. \$61,759 and \$1,912. Bloomington Stop and Go and the Dog License bills are highlighted they will go up a bit when confirmed the amounts. Discussion on allocation of expenses and incorporating budget to actual reports quarterly in the future.
  - b. Special Assessment payments were due 8/15. Letters sent out, unpaid as of Sept 30<sup>th</sup> go to tax roll
  - c. Disconnects/Payment Plan Updates
- 3) Public Works Report:
  - a. Updates and items from Director of Public Works
- 4) Priority Items
  - a. Consider for approval Water Quality Trading Project (Delta3) – tabled from August: Looking at roughly 5,000 linear feet of stream bank in order to stabilize and get the credits needed to meet multi discharger variants requirements. Project cost estimated to be under \$100,000. Village would need to regularly maintain the stream banks. Able to get Clean Water Fund loans, may be able to use some of the money in the replacement fund for this project. Delta 3 will survey potential property, create a water quality trading plan, and send it to the DNR for review. Then the plan would be bid out for construction. Estimate for plan is \$20,000. Motion to approve for Delta 3 to do Water Quality Trading Plan. Jerry motioned, Greg second, all approve.
  - b. Consider for approval WWTF Evaluation Report (Delta3) Reviewed plan with Jordan from Delta 3, including status of Waste Water Treatment Facility and various recommendations. Motion to approve evaluation report. Jerry motioned, Louise second, all approve.
  - c. Sidewalk on S Bagley from Chicago corner to 130 S Bagley. Delta3 advise – tabled from August: Motion to table to October meeting to get report from Delta 3. Greg motioned, Jerry second, all approved.
  - d. Alliant Energy/Intercon work is scheduled to begin September 9<sup>th</sup>. Talk to Sid Ballweg with any questions or concerns. Letter sent late August to residents affected with information.
  - e. County Road Aid Balance is \$38,600.50 as of 8/27/2024. Petition for reimbursement due 9/4/2024. Difference between amount spent on roadwork and budgeted amount is \$7,918.87. We pay in \$2,000 into this fund each year then we can request some of it back when we do qualified work. Motion to request reimbursement for \$7,918.87. Jerry motioned, Greg second, all approve.
  - f. Notice of intent to apply for flood grant due to WEM by 9/30. Webinar Sept 4, Shelly can attend. Not anticipating the Village will utilize this, Shelly will attend webinar.
  - g. PSC Rate Study due 9/15 – need estimate of part time person: Estimate high end 20 hours per week and max of \$20 per hour.
  - h. Motion to transfer some of the due to and due from between Village and utilities. See attached. Motion to approve proposed transfers. Greg motioned, Louise second, all approve.
  - i. Population report from State, if challenging due by Sept 15<sup>th</sup> State estimated population to be 351 and housing inventory remained the same. This would suggest houses are being converted to short term rentals or storage or sitting vacant. Clerk estimates population to 365. Motion to approve population report from the State. Greg motion, Jerry second, all approve.
  - j. Request for Temporary Waiver of Ordinance 6.05 for Lucky's on 10/5/2024, and any other required licenses or permits. Not doing event, agenda item not needed.
  - k. Mortgage Lender decision for PSB Building. 4 banks offered quotes. If just holding the building the annual payment would be levied on property taxes. If repairs, conversion of use and renovations done, then the annual payment would be split 3 ways between the utilities and Village. Motion to purchase building and do renovations/repairs with \$110,000 loan from Community First Bank 10 year loan at 4.48% with annual payments. Louise motioned, Jerry second, Louise & Jerry approve, Greg turned down. Greg motioned for building purchase only with Community First Bank 10 year loan at 4.48%. Motion was not seconded.
- 5) Old Business:

Meeting Minutes were approved at the 10/1/2024 Village Board Meeting

- a. Aug: Decide on how to spend COVID grant monies, must spend by 12/31/2024: Will look for quote to get internet to Village Park for cameras. Motion to spend \$17,000 on street light winter décor, \$3,300 election machine and to look at replacing Village signs. Jerry motioned, Greg second, all approve.
  - b. Aug: Decide if taking over WisVote fully in 2025 or paying the County to assist. Must take over in 2026. Must decide on 2025 before 12/31/2024. Motion to table to Dec 2024. Greg motioned, Jerry second, all approve.
  - c. Aug: Monument Landscaping. Board to physically look at monument to determine what to be done. Chris to get in touch with Spencer White about work.
  - d. Aug: Temporary Street/Sidewalk Permit Ordinance and repeal/replace Ordinance 6.05. Board needed to review: Village Attorney made some updates to verbiage, proof of insurance at Village's discretion, Village must follow the rules but not required to complete the paperwork. Intend to have Village events still complete paperwork. Request to add exception for Board vote with approval of both the Village President and Director of Public Works. Motion to table to October meeting. Greg motion, Louise second, all approve.
  - e. Aug: Vote on Social Media Use Policy – some items need to be decided on. Motion to table to October meeting. Greg motion, Jerry second all approve.
  - f. Status Update: Out of compliance with Plan Commission and review/updates to Comprehensive Plan. Chris and Greg tentatively scheduled for September 17<sup>th</sup>, 6pm.
- 6) Upcoming Events in Bagley
- a. Burgers in the Park Sept 2<sup>nd</sup>, 4:30-7pm
  - b. For Bagley Events Group events see online on Facebook or Village website.
- 7) New Business (May be taken in any order.
- a. Motion to place all People State Bank loans on Auto Pay – was thought to have been done. Greg motioned, Louise second, all approve.
  - b. Potential sale of parcel in town, unnamed alley between Oak St and Elm St (Elm St is a discontinued/vacated st). County proposed 149 Oak Street as the address.
  - c. Keep ICX election machine or switch to ICE election machine. 44 of the 52 munis in Grant have switched. Motion to switch to ICE election machine. Greg motion, Jerry second, all approve.

## Informal Comments.

- Any Informal Comments
- Discussion about recycling and Village clean up

Motion to Adjourn... Louise motioned, Jerry second, all approve.

Next Meeting: October 1<sup>st</sup>?

# Village of Bagley **APPROVED MINUTES 09-03-2024**

Phone#: 608-996-2195 Email: bagleyfd@tds.net Website: [www.villageofbagley.com](http://www.villageofbagley.com)  
400 S. Jackley Ln., P.O. Box 116, Bagley, WI 53801

Call to order, Pledge of Allegiance. Roll Call.

Prior Meeting Minutes Approval.

## AGENDA ITEMS:

- 1) President's Report: Did not receive sheriff's report before meeting
- 2) Treasurer/Clerk Report
  - a. Unpaid Bills & Bank Balances: Tri State Paving was 2 invoices. \$61,759 and \$1,912. Bloomington Stop and Go and the Dog License bills are highlighted they will go up a bit when confirmed the amounts. Discussion on allocation of expenses and incorporating budget to actual reports quarterly in the future.
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  - a. Updates and items from Director of Public Works
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  - b. Consider for approval WWTF Evaluation Report (Delta3) Reviewed plan with Jordan from Delta 3, including status of Waste Water Treatment Facility and various recommendations. Motion to approve evaluation report. Jerry motioned, Louise second, all approve.
  - c. Sidewalk on S Bagley from Chicago corner to 130 S Bagley. Delta3 advise – tabled from August: Motion to table to October meeting to get report from Delta 3. Greg motioned, Jerry second, all approved.
  - d. Alliant Energy/Intercon work is scheduled to begin September 9<sup>th</sup>. Talk to Sid Ballweg with any questions or concerns. Letter sent late August to residents affected with information.
  - e. County Road Aid Balance is \$38,600.50 as of 8/27/2024. Petition for reimbursement due 9/4/2024. Difference between amount spent on roadwork and budgeted amount is \$7,918.87. We pay in \$2,000 into this fund each year then we can request some of it back when we do qualified work. Motion to request reimbursement for \$7,918.87. Jerry motioned, Greg second, all approve.
  - f. Notice of intent to apply for flood grant due to WEM by 9/30. Webinar Sept 4, Shelly can attend. Not anticipating the Village will utilize this, Shelly will attend webinar.
  - g. PSC Rate Study due 9/15 – need estimate of part time person: Estimate high end 20 hours per week and max of \$20 per hour.
  - h. Motion to transfer some of the due to and due from between Village and utilities. See attached. Motion to approve proposed transfers. Greg motioned, Louise second, all approve.
  - i. Population report from State, if challenging due by Sept 15<sup>th</sup> State estimated population to be 351 and housing inventory remained the same. This would suggest houses are being converted to short term rentals or storage or sitting vacant. Clerk estimates population to 365. Motion to approve population report from the State. Greg motion, Jerry second, all approve.
  - j. Request for Temporary Waiver of Ordinance 6.05 for Lucky's on 10/5/2024, and any other required licenses or permits. Not doing event, agenda item not needed.
  - k. Mortgage Lender decision for PSB Building. 4 banks offered quotes. If just holding the building the annual payment would be levied on property taxes. If repairs, conversion of use and renovations done, then the annual payment would be split 3 ways between the utilities and Village. Motion to purchase building and do renovations/repairs with \$110,000 loan from Community First Bank 10 year loan at 4.48% with annual payments. Louise motioned, Jerry second, Louise & Jerry approve, Greg turned down. Greg motioned for building purchase only with Community First Bank 10 year loan at 4.48%. Motion was not seconded.
- 5) Old Business:

Meeting Minutes were approved at the 10/1/2024 Village Board Meeting



# Village of Bagley **APPROVED MINUTES 09-03-2024**

Phone#: 608-996-2195 Email: bagleyfd@tds.net Website: [www.villageofbagley.com](http://www.villageofbagley.com)  
400 S. Jackley Ln., P.O. Box 116, Bagley, WI 53801

- a. Aug: Decide on how to spend COVID grant monies, must spend by 12/31/2024: Will look for quote to get internet to Village Park for cameras. Motion to spend \$17,000 on street light winter décor, \$3,300 election machine and to look at replacing Village signs. Jerry motioned, Greg second, all approve.
  - b. Aug: Decide if taking over WisVote fully in 2025 or paying the County to assist. Must take over in 2026. Must decide on 2025 before 12/31/2024. Motion to table to Dec 2024. Greg motioned, Jerry second, all approve.
  - c. Aug: Monument Landscaping. Board to physically look at monument to determine what to be done. Chris to get in touch with Spencer White about work.
  - d. Aug: Temporary Street/Sidewalk Permit Ordinance and repeal/replace Ordinance 6.05. Board needed to review: Village Attorney made some updates to verbiage, proof of insurance at Village's discretion, Village must follow the rules but not required to complete the paperwork. Intend to have Village events still complete paperwork. Request to add exception for Board vote with approval of both the Village President and Director of Public Works. Motion to table to October meeting. Greg motion, Louise second, all approve.
  - e. Aug: Vote on Social Media Use Policy – some items need to be decided on. Motion to table to October meeting. Greg motion, Jerry second all approve.
  - f. Status Update: Out of compliance with Plan Commission and review/updates to Comprehensive Plan. Chris and Greg tentatively scheduled for September 17<sup>th</sup>, 6pm.
- 6) Upcoming Events in Bagley
- a. Burgers in the Park Sept 2<sup>nd</sup>, 4:30-7pm
  - b. For Bagley Events Group events see online on Facebook or Village website.
- 7) New Business (May be taken in any order.
- a. Motion to place all People State Bank loans on Auto Pay – was thought to have been done. Greg motioned, Louise second, all approve.
  - b. Potential sale of parcel in town, unnamed alley between Oak St and Elm St (Elm St is a discontinued/vacated st). County proposed 149 Oak Street as the address.
  - c. Keep ICX election machine or switch to ICE election machine. 44 of the 52 munis in Grant have switched. Motion to switch to ICE election machine. Greg motion, Jerry second, all approve.

## Informal Comments.

- Any Informal Comments
- Discussion about recycling and Village clean up

Motion to Adjourn... Louise motioned, Jerry second, all approve.

Next Meeting: October 1<sup>st</sup>?

Phone: 608-996-2195

Email: bagleyfd@tds.net

Address: PO Box 116, 400 S Jackley Ln, Bagley WI 53801

Call to order, Pledge of Allegiance. Roll Call. All in attendance.

Prior Meeting Minutes Approval. Update to add Greg's motion on the purchase of the building that was not seconded. Greg motioned, Louise second, all approve.

## AGENDA ITEMS:

- 1) President's Report
- 2) Treasurer/Clerk Report
  - a. Unpaid Bills & Bank Balances: Louise motioned, Jerry second, all approve unpaid bills. Jerry motioned, Mike second, all approve bank balances.
  - b. Budget/Rate Study Update and Review:
    - i. New account needed for bank loan to purchase building.
    - ii. Motion to combine Community Park Savings into the Community Park Money Market Account and combine the Safe House Savings into the Safe House Money Market Account to get a higher interest rate. Mike motioned, Louise second, all approve
    - iii. Convert other savings accounts into money market accounts
    - iv. Review purposes of other accounts to utilize appropriately, example the Sewer Depreciation/Replacement account may be able to cover the Water Quality Trading Project in 2025
    - v. Review aspects of garbage fees for 2025 need to vote in November.
    - vi. Review charge on property tax bill for Public Fire Protection, found as active resolution. Confirming with the state on the effect of this on the Village tax levy.
    - vii. The Rate Study is progressing, will have a public hearing in the future. Board to review various aspect like disconnects, delinquencies and any changes at Nov meeting.
    - viii. Portions of the rate study require quick decision (within 5 days). Motion to have a special meeting for these items, if possible, if special meeting cannot occur Chris, Ryne and Shelly would discuss. Chris motion, Jerry second, all approve.
    - ix. New Part Time person in 2025. Will discuss in future meeting.
  - c. Election Updates (machine, scheduling)
    - i. The new machine will arrive late November, will get invoices before yearend to use COVID grant money as planned. Command Central locked in the credit for the old machine.
    - ii. Looking for election workers, looking to do 2 Chief Inspectors per shift and 3 poll workers.
- 3) Public Works Report:
  - a. Service Line Material Inventory due Oct 16
  - b. Per DNR by Nov 15<sup>th</sup>, any customer who has lead, unknown or galvanized requiring replacement line, Village will have to send them letters yearly notifying them they may have lead in their line. Still grants available to assist residents with replacing these lines.
  - c. Bell boxes and manhole covers are chiseled out, still some work to be done.
  - d. 2 tests due in December to be compliant with DNR.
- 4) Priority Items:
  - a. Sidewalk on S Bagley from corner at Chicago to 130 S Bagley – get report from Delta3. Tabled Aug/Sept
    - i. Per Delta3, from S Chicago to N Chicago, replace both culverts with 12" ellipticals and redoing both parts of those sidewalks. Will see if County will cover some of the costs. Work won't be done until next year. Motion to table until comprehensive bid received. Jerry motion, Greg second all approve



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- b. Motion for Temporary Waiver of Ordinance 6.05 for Bagley Fire Dept Trunk or Treat 10/31. Jerry motion, Greg second, all approve
  - c. Update on COVID Monies, vote on additional potential expenditures
    - i. Winter street light décor will be around \$16K plus shipping, with election machine around 20K of 30K spent. Bridging internet to park to be around \$2.5K. Motion to order proposed Christmas lights. Louise motion, Mike second, all approve.
    - ii. Research who did the Village signs, estimated to be around 20 years ago and consider prepaying.
  - d. Social Media Policy – may need for insurance renewal now, review feedback. Tabled Aug/Sept
    - i. Motion to not do a policy at this time, groups will monitor their pages and keep things professional. Mike motioned, Jerry second all approve.
  - e. Status update: Out of Compliance with Plan Commission, review/update Comprehensive Plan. Needed to reschedule. Proposed group for Plan Commission will get this rescheduled.
  - f. Building Code Interpretations Elevation. Discussion over Village Floodplain Ordinance and Flood Fringe Ordinance which includes adopting FEMA and DNR regulations. Village is not tasked with understanding if properties or plans are in compliance with this. For Village approval, need to have something in writing from an architect, engineer or other qualifying individual that the plans or property are in compliance.
- 5) Old Business
- a. Updated version of Temporary Street/Sidewalk Use Permit Ordinance and revised Ordinance 6.05. Greg motioned, Mike second, all approve.
  - b. Status update on Monument Landscaping- Speaking with Spencer White, will need additional pavers, will need to put limestone down and fix the damage from moles. Can use COVID grant funds or Memorial fund. Motion to approve expenditures under \$2,000. Jerry motion, Louise second, all approve.
- 6) Upcoming Events. Community Building. Bagley Events Group
- a. See Bagley Events Group Facebook Page
  - b. 10/31 Bagley Fire Dept Trunk or Treat 4pm-7pm
- 7) New Business (May be taken in any order.)
- a. Fall Cleanup is October 19<sup>th</sup>.
  - b. Consider replacing the message boards in town.
  - c. Fire Department and 1<sup>st</sup> Responders painted bleachers in the park this week.

## Informal Comments.

- Any Informal Comments

Next Meeting: **THURSDAY NOVEMBER 7<sup>th</sup> at 7PM**

Motion to Adjourn... Mike motioned, Greg second, all approve.

# Village of Bagley APPROVED MINUTES THURS 11-7-2024 7pm

Phone: 608-996-2195 Email: villageofbagley@gmail.com Address: PO Box 116, 400 S Jackley Ln, Bagley WI 53801

Call to order, Pledge of Allegiance. Roll Call. – all present

Prior Meeting Minutes Approval. Mike motioned, Jerry second, all approve

## AGENDA ITEMS:

- 1) President's Report
  - a. Incident at new building: vandalism, parent agreed to pay for the damage. Police report filed, insurance notified. Currently not planning to go through insurance, damage too close to deductible.
  - b. Work on memorial delayed until spring due to scheduling.
  - c. Progress being made on Christmas Tree for Christmas in Bagley
- 2) Treasurer/Clerk Report
  - a. Unpaid Bills & Bank Balances: Mike motioned on unpaid bills, Greg second, all approved. Louise motioned on bank balances, Jerry second, all approved.
    - i. Error with Alliant when 115 S Bagley got switched over. Called and fixed but will not have bill for the Sewer Plant until 11/8/2024, estimate put in place. Copies of the Insurance bills with breakouts included. Diggers Hotline bill came with a contract that needs to be signed by year end. Copies of contract provided for Board to vote on at December meeting.
  - b. Nov 2024 Billing/Notification of Delinquents to Tax Roll sent
  - c. New Election Machine anticipated delivery in November, contact Shelly to attend training
- 3) Public Works Report:
  - a. Updates and items from Director of Public Works
    - i. Ryne getting a job description together for the part time new hire anticipated early 2025
    - ii. Issue at the Sewer Plant with the blower motors. Can either put in bigger motors or drain down the tank and clean out the sediment at the bottom of the tank. Will get bid for work
- 4) Priority Items:
  - a. Special Charge for Garbage & Recycling Resolution: With 2 cleanups and regular garbage/recycling pick up the annual fee per set of bins would need to be \$145 in order to breakeven. Currently it is \$120 per set, which is not covering the total cost annually. Without 2 cleanups, garbage fee would need to be \$135. Louise motioned to up the annual fee per set of bins to \$145 and keep both cleanups. Jerry seconded, all approve.
  - b. Special Charge for Fire Protection Resolution: Annual charge for having a Fire Department, was previously established in 2010 but never charged in error. Fees collected are to be used for the fire department operations such as training, equipment, maintenance, insurance, etc. Greg motioned to keep this resolution and enforce it. Jerry seconded, all approve.
  - c. Update on COVID Monies, vote on additional potential expenditures. Remainder to be spent starting renovations on new building. Winter décor, cameras, election machine and steel for Christmas Tree already previously approved and spent. Proposed to spend remaining funds on Schlage coded door lock, color printer with extra ink, professional clean the carpets, storage racking for new building, 2 regular sized basketball hoops, 1 kid sized basketball hoop and remainder on renovations of new building. Mike motioned, Louise seconded, all approve.
  - d. Required to sign contract for WisVote Election System, Bagley required to take over fully 1/1/2025. Greg motioned, Mike seconded, all approve.
  - e. Due to Due From between Village and Utilities. PSC is requiring a gameplan on how the amounts due between the Village and Utilities is going to be cleared up and managed going forward. Village has not paid the Hydrant Fee owed to the Water Utility in years, each year the Water Utility owes the Village for a property tax equivalent and portion of payroll. Motion to cleanup in chunks where the back and forth nets out to a minimal amount. Mike motioned, Jerry seconded, all approve.
  - f. Rename Fire Fee to Hydrant Fee (PSC term). Motion the change of name after rate study complete to avoid confusion. Jerry motioned, Mike seconded, all approval.
  - g. Discuss municipal charge vs direct billing no vote, leaning towards direct billing.
- 5) Old Business:

Meeting Minutes were approved at the 12/3/2024 Village Board Meeting

# Village of Bagley APPROVED MINUTES THURS 11-7-2024 7pm

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**Phone:** 608-996-2195 **Email:** villageofbagley@gmail.com **Address:** PO Box 116, 400 S Jackley Ln, Bagley WI 53801

- 6) Upcoming Events. Community Building. Bagley Events Group
  - a. See Bagley Events Group Facebook Page
- 7) New Business (May be taken in any order.)
  - a. Next meeting to meet with Duane and discuss Sheriff's contract
  - b. Shelly to attend Redevelopment of Brownfield Properties Learning Session on 11/15/2024
  - c. Renumber/Retitle Section "15.02 Setback Requirements" Ordinance to "19.10 Setback Requirements". Correct clerical error, Mike motioned, Greg seconded, all approve.
  - d. Mike motioned to sell the old Christmas street lights after the new ones are up and operable. Louise seconded. All approved
  - e. Need to follow bid process for work on new building. Scheduled for 11/12 at 7pm. Will need to post in paper for 2 weeks.
  - f. Budget Workshop meeting scheduled Nov 20<sup>th</sup>. Will not be voting on the budget until December meeting.

## Informal Comments.

- Any Informal Comments
- Notified Nov 5<sup>th</sup> that railroad in River of Lakes would be closed Sunday Nov 10. BNSF does not provide much notification.
- Requests to delay Plan Commission until after the holidays.

CLOSED SESSION: Statute and if adjourning meeting at closed session

Motion to Adjourn... Mike motioned, Jerry seconded, all approved.

Next Meeting: Tuesday December 3<sup>rd</sup> at 7pm

**Phone:** 608-996-2195 **Email:** villageofbagley@gmail.com **Address:** PO Box 116, 400 S Jackley Ln, Bagley WI 53801

Call to order, Pledge of Allegiance. Roll Call.

### AGENDA ITEMS:

- 1) Walkthrough of purchased building at 115 S Bagley
  - a. Motion to request bids for the structural renovations of the building to make it usable. Mike motioned; Louise seconded all approve
    - i. Remove teller stations, back counters (some electrical included)
    - ii. Remove teller window and convert commercial door
    - iii. Replace flooring in main area
    - iv. Move bathroom for ADA
    - v. Retexture and paint walls as necessary
    - vi. Install outside light
    - vii. Fix windows to be operable
    - viii. Insulation in basement
    - ix. Swap bulbs to LED
    - x. Add door to corner room in basement for file storage
    - xi. Scrap safety deposit boxes.

Informal Comments.

- Any Informal Comments

CLOSED SESSION: Statute and if adjourning meeting at closed session

Motion to Adjourn...

Next Meeting: Tuesday December 3<sup>rd</sup> at 7pm

# Village of Bagley

**APPROVED MINUTES THURS 11-20-2024 7pm**

Phone: 608-996-2195 Email: villageofbagley@gmail.com

Address: PO Box 116, 400 S Jackley Ln, Bagley WI 53801

Call to order, Pledge of Allegiance. Roll Call.

## AGENDA ITEMS:

- 1) Review preliminary budget and vote on related items.
  - a. Budget to Actual for 2023 and 2024 and Budgeted 2025 provided to attendees.
  - b. Motion to Main St Sewer Debt Reserve account into Sewer Replacement Fund, merge excess in Sewer Reserve account into Sewer Replacement Fund and all of Sewer Depreciation account into Sewer Replacement Fund. Jerry motioned, Louise seconded, all approve.
    - i. No longer have loan related to Main St Sewer Debt Reserve, excess amount in Sewer Reserve for current Sewer loan and Sewer Depreciation is duplicate purpose of Sewer Replacement.
    - ii. Unsure where the excess money sourced from, if it had been a net positive from a prior year the funds should have gone to the Replacement account.
  - c. Motion to cut check for Hi Viz bill \$300, Greg motion, Louise seconded, all approve.
  - d. Village CD at 3.03% up for renewal. Common for a portion of savings or replacement accounts to be placed in CDs to earn more interest.
  - e. Water Quality Trading Project for the sewer utility due to start in 2025 is estimated to be about \$175K. Will attempt to get grants such as the Cleanwater grant, anticipating debt for the difference.
  - f. Due to and Due From clean up of monies owed from Village to a utility or vice versa. Plan is to clean up a chunk each year in amounts that net to a minimal amount. Example if the water utility owes the Village \$30K for payroll next year, then the Village would pay back \$30K of what it owes to the water utility.
  - g. Change allocation of Clerk/Treasurer wages to 40% Village, 60% Water/Sewer. Director of Public Works remains the same allocation. Holiday, Vacation, payroll taxes and benefits allocated based on the wage allocation of the employee.
  - h. Proceeded to go through each budget line by line tweaking until each budget was balanced. Anticipated maintenance, repairs and historical spending contributed to tweaks.

Informal Comments.

- Any Informal Comments

CLOSED SESSION: Statute and if adjourning meeting at closed session

Motion to Adjourn... Chris motioned, Jerry seconded, all approve

Next Meeting: Tuesday December 3<sup>rd</sup> at 7pm

# Village of Bagley

**APPROVED MINUTES 12-03-2024 7pm**

**Phone:** 608-996-2195 **Email:** villageofbagley@gmail.com **Address:** PO Box 116, 400 S Jackley Ln, Bagley WI 53801

Call to order, Pledge of Allegiance. Roll Call. All but Mike Mezera in attendance

Prior Meeting Minutes Approval. Greg motioned, Louise seconded, all approve

- Discussion over old street light Christmas décor. Previous motion to sell after new ones up and operable. New are now up and operable.

## AGENDA ITEMS:

- 1) President's Report
- 2) Treasurer/Clerk Report
  - a. Unpaid Bills & Bank Balances Bills: Greg motioned, Jerry seconded, all approve. Bank: Jerry motioned, Greg seconded, all approved
    - i. Update on COVID grant spending update. After items approved in November, remainder to be for the renovations on building. Per webinar update, must spend the money or be contracted/committed to spending the money by 12/31/24. By contracted or committed must be obligated to pay regardless of outcome. Planned expenditures for items from November provided.
      1. Motioned buy 2 standard size basketball hoops instead of 3 as voted in November. Greg motioned, Jerry seconded all approve.
  - b. Disconnect Notices, Upcoming Property Tax Bills: 66 currently planned to send, ½ River of Lakes. Some known postcard issues, not much Bagley post office can do, some are stamped that they reached FL or AZ but then got returned. Letters get to snowbirds but postcards aren't. Some postcards didn't make it back to Village until week of Thanksgiving. Will do more reminders on Facebook to remind folks of bills as common for seasonal to forget to pay this November bill.
  - c. Received new election machine today: Bill is for the full cost but received the check for turning in the old machine today. New machine is larger and fills closet.
- 3) Public Works Report:
  - a. Updates and items from Director of Public Works
    - i. River Ridge FFA alumni are donating 10 picnic tables to the park
    - ii. Income Study letters from Delta 3 have been mailed to those being surveyed. Need high return
    - iii. The generator at the River of Lakes storm shelter was inspected, its shot. Should the replacement be the same size or consider a larger generator that can cover the well pump there? Check into insurance
- 4) Priority Items:
  - a. Delta 3 – not present
  - b. Rate Study Items to vote: no formal vote just got initial thoughts for rate study.
    - i. Extra meter accounts that are water only, like for yard sprinklers, will only be billed water fees and will be billed the same water base fee as a normal water account. Base fees for water and sewer cover the cost of having the meters and lines in place.
    - ii. Keep reconnect fee at \$25 and \$50 if reconnected after hours.
    - iii. For rentals look to lock in procedure that water bill needs to be paid in full when tenant changed.
    - iv. Copy of all disconnect, payment arrangement etc notices send to landowner not just resident. Some must be sent to both. Sending to both historically has been successful in encouraging tenants to pay.
    - v. Late penalty is 3% per month and 10% penalty for any amount charged off to the property tax bill
    - vi. Currently volume charges are tiered, upper tiers rarely used. Looking to go to just one volume rate in the future for simplicity.
    - vii. Advisements: PSC recommends we increase oversight each quarter for bills with high usage or no usage. Also advising us to maintain a list of all addresses that have water/sewer lines run but are not charged a bill. Typically, this is when the meter was pulled and structures removed. This list was provided to PSC already as part of rate study.
  - c. Diggers Hotline Contract: Due 6<sup>th</sup> of Dec: Prepayment is based on recent years usage which is higher due to Alliant project. Currently billed when used. No motion to change made. Look into Alliant project reimbursing for some of the expenses the Village and utilities have incurred.

Meeting Minutes were approved at the 1/7/2025 Village Board Meeting

# Village of Bagley

**APPROVED MINUTES 12-03-2024 7pm**

**Phone:** 608-996-2195 **Email:** villageofbagley@gmail.com **Address:** PO Box 116, 400 S Jackley Ln, Bagley WI 53801

- d. Sheriff's Contract: Due end of Dec: Duane shifting to new role so we will be assigned a new cop shortly. Looks as if it will be Chad Chapel. Will set up meetings with new cop when assigned. Rate per hour increasing from \$50.09 to \$52.67. Motion to approve 2025 Sheriff's contract, Greg motioned, Louise seconded, all approve.
  - e. Budget: Summary provided to public, summary and detail provided to Village Board, detailed version available upon request. Louise motioned, Jerry seconded, all approve.
  - f. Bids received for work on new building: None received at time of meeting, to assess price need to pick out flooring, also need to choose paint colors, etc. Board selected Greg Riley to pick out the glue in LVP flooring.
  - g. Decide on date for Caucus for Spring 2024 election: Village President and 2 Trustees: Scheduled for January 7<sup>th</sup>, 7pm with regular board meeting after. No word of anyone intending to run for Village President.
- 5) Old Business:
- a. Add speed limit sign to Jackley Lane going in the north direction (going towards Walnut). Louise motioned, Jerry seconded, all approve
- 6) Upcoming Events. Community Building. Bagley Events Group
- a. See Bagley Events Group Facebook Page
- 7) New Business (May be taken in any order.)
- a. Approve new operators licenses: Kennedy Howell and Colton Clark: Jerry motioned, Louise seconded all approve.
  - b. Rental Registration Ordinance could include businesses meeting some criteria such as revenue: Sample ordinance from other Clerks, looking to have a tracked list of all the properties that are renting short term or long term. Needed for various reporting requirements. Consider a draft for just registering rentals at January meeting.
  - c. Charge day fee for renting the park when the bathrooms are to be unlocked. Consider day fee for Community Building. Will research rates that other municipalities charge. Commonly both the community building and the park are being reserve, then if the weather is nice they only use the park since it is free.

## Informal Comments.

- Message board broke by post office, others in rough shape. Look at replace all 3.
- Paint corner of Walnut and S Bagley Ave
- Audit Requirements: Not required per our grants, loans and population size but can always have one if desired. Can pay a 3<sup>rd</sup> party CPA firm to do a lookover as well if desired. Part of bringing in Shelly was saving \$12K in 3<sup>rd</sup> party CPA fees
- Still look into signs in the spring,

CLOSED SESSION: Statute and if adjourning meeting at closed session

Motion to Adjourn... Jerry motioned, Greg seconded, all approve

Next Meeting: suggested date Tuesday 1/7/2025 after caucus (caucus at 7pm)

**Phone:** 608-996-2195 **Email:** villageofbagley@gmail.com **Address:** PO Box 116, 400 S Jackley Ln, Bagley WI 53801

*Village Board of Trustees will be at the recently acquired building located at 115 S Bagley Ave*

Call to order, Pledge of Allegiance. Roll Call.

**AGENDA ITEMS:**

- 1) Review current expenditures towards COVID Grant, motion for any changes.
  - a. No changes, remaining unused funds to be committed to renovations on Village Hall
- 2) Review bids for renovations. Vote on all or parts of bids received.
  - a. Motion to do demo of \$3,200 and convert teller window to commercial door. Door portion not to exceed \$4,000. Chris motioned, Greg second all approve

Informal Comments.

- Any Informal Comments

CLOSED SESSION: Statute and if adjourning meeting at closed session

Motion to Adjourn...