

**HAZEL GREEN SPECIAL BOARD MEETING  
NOVEMBER 12, 2019**

President Dave Jegerlehner called the meeting to order at 6:00 p.m. Proof of publication: notices were posted at MidWestOne Bank, Post Office, Village Hall, Village website and all board members were notified by email.

Members present: John Tranel, Chris Lisk, Becky Lee, Doug Kruser and Francis Temperly.

Members absent: Josh Kearney.

Employees present: Sally Bauer and Chief James Monahan.

Citizens present: Dan-Tri-County Press and Randy Hillary-6:49 pm.

**MINUTES OF PREVIOUS MEETINGS:** Trustee Chris Lisk made the motion to approve the minutes from October 8<sup>th</sup>. Trustee John Tranel seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

**PUBLIC INPUT:** None.

**CLERK REPORT – Sally Bauer:** LRIP for 2020-2021 has been submitted to Grant County for 12<sup>th</sup> Street to the East; plans from the Gymnastics Club for an addition to their facility have been reviewed and the building inspector is talking through some issues that we foresee; there is election equipment training tomorrow in Lancaster. Nine (9) election workers will be attending with Sonia & I; continuing to work on WISLR; a zoning & planning meeting was attended in Platteville along with 3 committee members; Lange Sign will be installing a new sign for Apple River State Bank within the next few weeks

**DPW REPORT – John Berning:** None

**CHIEF OF POLICE REPORT – James Monahan:** Lafayette County has passed a marijuana ordinance at the county level. This will be looked into for Grant County and at a municipal level; winter parking is in effect; monthly report for October 2019 was reviewed and there were no questions on it.

**MONTHLY BILLS:** Trustee John Tranel made the motion to accept the bills from

October 5 – November 5, 2019. Trustee Becky Lee seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

**UNFINISHED BUSINESS:**

**PLAYGROUND EQUIPMENT AT REC PARK:** A quote of \$10,567.47 was received from MidStates Recreation for replacement parts that are needed for the playground equipment at Rec Park. President Dave Jegerlehner made the motion to accept the quote as presented from MidStates Recreation. Trustee Francis Temperly seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

**ORDINANCE TO UPDATE SEWER RATES:** President Dave Jegerlehner made the motion to accept the following ordinance:

***ORDINANCE NO. 2019-03***

***AN ORDINANCE TO AMEND SECTION 13.06(4)(a) AND TO CREATE SECTION 13.06(6) OF THE MUNICIPAL CODE OF THE VILLAGE OF HAZEL GREEN, GRANT AND LAFAYETTE COUNTIES, WISCONSIN, RELATING TO CERTAIN SEWER CHARGES AND FUTURE REVISIONS TO SEWER USER CHARGES***  
***THE VILLAGE BOARD OF THE VILLAGE OF HAZEL GREEN, GRANT AND LAFAYETTE COUNTIES, WISCONSIN, DO ORDAIN AS FOLLOWS:***

**Section I:** *Section 13.06(4)(a) of the Municipal Code of the Village of Hazel Green shall be and hereby is amended to read as follows:*

*“(4) SEWER SERVICE CHARGES. A sewer service charge is hereby imposed upon each lot, parcel of land, building or premises served by the public sewer and wastewater facilities or otherwise discharging sewage, including industrial wastes, into the public sewer and wastewater facilities. Such sewer service charge shall be payable as hereinafter provided and in amount determinable as follows:*

*(a) Category A is defined as normal or domestic strength wastewater having organic concentrations of biochemical oxygen demand (BOD5) no greater than 200 milligrams per liter (mg/l) and suspended solids no greater than 250 milligrams per liter (mg/l). The sewer service charge for Category A wastewater is as follows:*

*Customer Sewer Service Charge Per Year With One Customer on Each Meter.*

<u>Meter Size</u>	<u>Charge</u>
5/8"	\$22.43
1"	39.68
1- 1/4"	47.73

1- 1/2"	56.93
2"	74.18
2- 1/2"	91.43
3"	106.68
4"	143.18

*In addition, a volumetric charge is assessed. The volumetric charge is based on a waste strength of 200 mg/l BOD and 250 mg/l SS, respectively.*

*V.C. = CV x V*

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**ORDINANCE NO. 2019-03 cont'd**

*V.C. = Total Volumetric charge*

*V = Total volume of water used during billing period in units of 100 cubic feet*

*CV = Volume unit price = \$7.00 per 100 cubic feet"*

**Section II:** *Section 13.06(6) of the Municipal Code of the Village of Hazel Green shall be and hereby is created to read as follows:*

*"(6) AMENDMENT OF SEWER CHARGES BY RESOLUTION. From and after January 1, 2020, the Village Board may modify or amend the charges for sewer service by adoption of a resolution effecting such modification or amendment."*

**Section III:** *Section I of this ordinance shall be effective on December 15, 2019.*

*Section II of this ordinance shall be effective January 1, 2020.*

*Adopted and approved this 12<sup>th</sup> day of November 2019.*

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*David Jegerlehner, Village President*

**COUNTERSIGNED:**

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*Sally Bauer, Village Clerk*

Trustee Doug Kruser seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

**CHRISTMAS TREE LIGHTING CEREMONY AT REC PARK:** This event will be looked into and is scheduled for December 6 at 5:00 pm.

**NEW BUSINESS:**

**LETTER FOR COUNTRY VALLEY ESTATES:** The village attorney has drafted a letter to Mr. Wiene about his intentions with the property. President Dave Jegerlehner

made the motion to send the letter certified, return receipt with the minor changes. Trustee Chris Lisk seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

**APPROVAL AGREEMENT WITH THE STATE FOR STH 11 PROJECT:**

President Dave Jegerlehner made the motion to approve the Village's portion, \$33,000, of the DOTs highway project for STH 11 that is slated to begin in 2024. Trustee John Tranel seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

**WINDOW FOR THE PUBLIC IN LAW ENFORCEMENT OFFICE:** Discussion was held on adding a window into the police department office. Window options will be reviewed.

**ORDINANCE FOR MONITORING AND SURVEILLANCE RECORDS:** President Dave Jegerlehner made the motion to approve the following ordinance:

STATE OF WISCONSIN  
COUNTY

GRANT

LAFAYETTE COUNTY

ORDINANCE NO 2019-04

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AN ORDINANCE TO CREATE SECTION 1.07(7)(g) OF THE MUNICIPAL CODE OF THE VILLAGE OF HAZEL GREEN, GRANT AND LAFAYETTE COUNTIES, WISCONSIN, RELATING DESTRUCTION OF MONITORING AND SURVEILLANCE RECORDS

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THE VILLAGE BOARD OF THE VILLAGE OF HAZEL GREEN, GRANT AND LAFAYETTE COUNTIES, WISCONSIN, DO ORDAIN AS FOLLOWS:

**Section I:** Section 1.07(7)(g) of the Municipal Code shall be and hereby is created to read as follows:

“(g) Monitoring and Surveillance Records. The Clerk-Treasurer may destroy the monitoring and surveillance recordings for public buildings and street cameras of which he or she is legal custodian and which are considered obsolete, but not less than 120 days after the date of recording. Monitoring and surveillance recordings that are required for any legal or programming purpose, including but not limited to open records requests, claims, case file, or litigation holds, must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements. This section does not apply

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to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.”

Section II: This ordinance shall take effect upon its passage and posting as required by law.

Adopted and approved this 12<sup>th</sup> day of November 2019.

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David Jegerlehner, Village President

COUNTERSIGNED:

Sally Bauer, Village Clerk

Trustee John Tranel seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

Randy Hillary arrived, 6:49 pm.

**RECOMMENDATIONS FROM PERSONNEL COMMITTEE:**

Vacation Policy

Trustee Becky Lee made the motion to approve the following changes to the vacation policy:

**Add:** After 20<sup>th</sup> year of employment 5 weeks – effective 1/1/2020

Employees have the option to rollover up to 40 hours of vacation to the next year and/or be paid out for up to 40 hours of vacation. If any employee elects to receive a cash payout, they must notify the clerk by November 15<sup>th</sup> of the current year. Payout will be the first payroll in December.

For an employee to utilize this option, the employee must use at least ½ of their allotted vacation for the current year. Example: if you receive 2 weeks of vacation, you must take a week’s vacation and the 2<sup>nd</sup> week you can choose to roll over vacation and/or have the cash payout. (effective 1/1/2020)

**Remove:** All vacation must be approved by the Village Board.

Requests for vacation leave must be submitted to the Village Board so the Board may act on the schedule.

Trustee Doug Kruser seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

#### Phone Usage Policy

President Dave Jegerlehner made the motion to approve the following phone usage policy:

Phone Use.

#### (1) Phone Usage

- a. The term “phone usage” shall apply to office phones and cellular phones. The usage of a cellular phone includes, but is not limited to verbal conversation, text messaging, gaming, emailing, and surfing the internet.
- b. In general, phones should never be used while driving a vehicle or operating city equipment.
- c. The use of phones shall not interfere with business operations.
- d. Employees shall adhere to all federal and state laws governing the use of telephones while driving.

(2) Personal use of phones during work hours: Personal use of phones by employees should be limited to breaks or to essential calls during the work hours.

(3) Based on operational needs, a department may, with Council approval, implement a more restrictive telephone policy.

Trustee Chris Lisk seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

**OPEN ACCOUNTS WITH APPLE RIVER STATE BANK:** President Dave Jegerlehner made the motion for the Village Clerk to open a checking account for the Village at Apple River State Bank. Trustee John Tranel seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

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**OPERATOR'S LICENSE:** President Dave Jegerlehner made the motion to approve the operator's license for Amy Kruser. Trustee Becky Lee seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

**CHANGE DECEMBER MEETING DATE TO DECEMBER 3:** Trustee Chris Lisk made the motion to change the December meeting to December 3. Trustee Francis Temperly seconded the motion. Roll call vote: John Tranel-yes, Chris Lisk-yes, Becky Lee-yes, Doug Kruser-yes, Francis Temperly-yes and Dave Jegerlehner-yes. Motion carried 6-0.

President Dave Jegerlehner made the motion to adjourn at 7:05 pm. Trustee John Tranel seconded the motion. All agreed.

Sally Bauer  
Clerk/Treasurer