

## City of Blair Regular Council Meeting Minutes, July 12, 2021

A meeting of the Common Council of the City of Blair, Trempealeau County, Wisconsin, was duly called, noticed, held and conducted in the manner required by the Common Council and the pertinent Wisconsin Statutes on July 12, 2021. Mayor J. Rawson called the meeting to order at 6:30 p.m. The following members were present: Mayor J. Rawson, Alderpersons-D. Stephenson, T. Wheeler, J. Anderson, P. Syverson, M. Lisowski, C. Ekern, Police Chief K. Johnson, Clerk S. Frederixon, Attorney M. Radcliffe, Trempealeau County Times. Public in attendance: Owen Berg & Brian Jahr.

Public Comment: Owen Berg spoke as a supporter of Blair having an ATV/UTV Ordinance that allows this sport to be enjoyed in our City. He is a member of the Trempealeau County Club and they have many events, where lots of people get together and visit and support local places and have done much fundraising for good causes. He believes most of our neighbors and Trempealeau County already allow. He would hate to see Blair miss out on this opportunity to bring people in to support our businesses, enjoy our City and Park. Owen is willing to work with City/Police Department if needed. Owen believes if we have good, strong Ordinances and they are enforced any reckless driving etc. can be dealt with just like other vehicles, he feels as far as noise most motor cycles are noisier than ATV/UTV's. Council let Owen know we just put an Ordinance in place for the summer on a trial basis, we will be reviewing it and improving as we learn more about. The Ordinance will take effect as soon as signs are up.

Present minutes for approval: Regular Council Meeting 6/7/2021/ **Motion P. Syverson to approve 6/7/21 minutes as presented, 2<sup>nd</sup> C. Ekern. Discussion: None. Vote: Yes-6, No-0. Motion approved.**

Baker Tilly City Auditors summarize 2020 Audit: Sheanne Hediger (senior manager with Baker/Tilly) has been with the City for a number of years and worked closely with Susan and Debi to complete the audits. Sheanne said she very much appreciated the work they do to prepare for the audit; it is a large task, they are always very responsive and prepared. Sheanne commented the Blair office does great with the day to day accounting and understands when they need to ask questions in an effort to have things done correctly during the year which makes 'end of year' go more smoothly. She went over 2020 Financial Statement highlights such as Details of Fund Balance, Total fund balance, General Fund Expenditures, summarized general fund income statement, cash and investments-all funds, general long-term debt-all funds, special revenue funds, capital projects funds, enterprise fund-water, enterprise fund-sewer and gave an analysis of debt service – governmental funds. Also a handout with this information was distributed. The Independent Auditors' Report, Blair received the highest rating a city can receive. Page 10 of the 'reporting & insights, from 2020 audit' listed 5 things that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response, mostly related to inadequate segregation of duties. At this time, due to staffing and financial limitations, the proper internal controls are not in place to achieve adequate segregation of duties. Aldersperson Stephenson asked when these items become of concern. Sheanne said the same levels are common in most Cities our size, she feels Debi and Susan separated duties and review each other's work as much as possible, but it still needs to be recognized as an area where improvement could be looked at, such as additional staffing and budget funds increased in this area, if Council wishes to change. Clerk Frederixon stated Baker Tilly are experts at their auditing duties, but also easy to work with and ask questions of, willing to spend time explaining answers and very responsive to questions. Frederixon also felt it was very beneficial for full Council to hear this overview, the more we discuss, the better everyone is at understanding the financial side of our responsibilities.

Discuss/Take Action on Application for Class B liquor license for Rita Tranberg Memorial event: Clerk stated this group is also asking for approval to have a music event one of the nights from 7 pm – 11 pm. **Motion by C. Ekern to approve the music event from 7 pm to 11 pm during Tranberg Memorial event, 2<sup>nd</sup> by M. Lisowski. Discussion: None. Vote: Yes 6, No 0. Motion approved. Motion by J. Anderson to approve Class B Liquor License, 2<sup>nd</sup> by C. Ekern. Discussion: None. Vote: Yes 6, No 0. Motion approved.**

**Motion by C. Ekern to open the liquor License Hearing, 2<sup>nd</sup> by P. Syverson. Discussion: None. Vote: Yes 6, No 0. Motion approved.** Mayor Rawson asked if there was anyone that wished to speak related to the application and proposed approval of liquor license to Wildcat Saloon. Clerk stated representatives of The Wildcat Saloon completed their application and were approved at your June meeting for publication, with this public hearing date for any public comment. They have obtained their Federal Identification number and seller's permit number which is on the application in your packets. After review of the application there were some questions. They came in today and verified the correct information, but with 3 people listed there wasn't enough time to have the background checks completed. Attorney Radcliffe stated you really cannot approve the license without completed background checks. **Motion by P. Syverson to close the liquor license hearing, 2<sup>nd</sup> by T. Wheeler. Discussion: None. Vote: Yes 6, No 0. Motion approved.**

**Motion by D. Stephenson to table until all members listed have completed auxiliary questionnaire and background checks have been done, 2<sup>nd</sup> by C. Ekern. Discussion: None. Vote: Yes 6, No. Motion approved.**

**Reports:** Blair Police Department, Chief Johnson: Server Licenses presented in the packet, recommending approval with no background issues are Suzanne Bradley, Sherry Kelly & Amy Knopps. Mark Radcliffe said Kiley Hoem filled out an Application for License to Serve and 'auxiliary questionnaire' and had conflicting information from one form to the other. Bartender/Servers are only required to complete the 'License to serve' form, on the background there were other alcohol offenses (2018) not listed, they were presented to Council.

**Motion by M. Lisowski to approve Bradley, Kelly and Knopps as recommended by Police Chief, 2<sup>nd</sup> by T. Wheeler. Discussion: None. Vote: Yes 6, No 0. Motion approved. Motion by J. Anderson to approve Hoem, since she had license in 2020 with no issues, 2<sup>nd</sup> by M. Lisowski. Discussion: None. Vote: Yes 6, No 0. Motion approved.** Nicole Suchla just applied, still waiting on background check from State. **Motion by J. Anderson to table until background check can be completed, 2<sup>nd</sup> by P. Syverson. Discussion: None. Vote: Yes 6, No 0. Motion approved.**

Kari Stendahl is a renewal, with good back ground check, but she had applied for last year license, it was approved, but never picked up or paid for, rather than have it lapse and Kari have to retake the class, we would just ask her to pick up and pay for 2020-2021 license (\$17.00) and then she has already paid for her 2021-2022 license, we changed the process this year where people pay at application submission. **Motion by M. Lisowski to approve Kari Stendahl contingent on her picking up and submitting payment for 2020-2021 license, 2<sup>nd</sup> by P. Syverson. Discussion: None. Vote: Yes 5, No 0, Abstain 1 (J. A.) Motion by P. Syverson to table Sally Fieber until more information is available, 2<sup>nd</sup> by C. Ekern. Discussion: None. Vote: Yes 6, No 0. Motion approved.**

Chief says he has completed his work for now on updating our Policy and Procedures for the Police department, he thinks he has overwhelmed the Committee and probably Attorney Radcliffe, hundreds and hundreds of pages. Committee asked Chief to go back through information and highlight what has changed so they would have time to review. Chief and Attorney Radcliffe said that would take way too much time. Basically what was done here is 'Lexipool' a company that deals and is experts at this type of work sent Chief policies to consider, he reviewed them and requested changes that would make them better relate to the Blair department. It is understanding that Committee members will not be able to offer an informed opinion, when reviewing as most of this information is "career specific". Mike L. Committee member said the amount of material was completely overwhelming, Committee felt like Chief is the professional on these topics and if he has concerns on a topic talk it over with Attorney and inform Committee as needed. Committee member Stephenson has gone through over a hundred pages and has been highlighting things and talking with Chief about them, he intends on getting through them all. Attorney Radcliffe said it is important to put faith and trust in to your department heads to do the most of the review and submission of new policies, Chief is using a qualified company to get the basic outline of what is needed and his department is the one having to enforce these.

Attorney Radcliff also asked for direction from the Council as to how much time he should put into reviewing of these policy & procedures, it will be VERY expensive if he reviews all. Motion by J. Anderson to approve Attorney Radcliffe to look at anything/only policy changes Chief Johnson has questions on, 2<sup>nd</sup> by D. Stephenson. Discussion: Dennis S. said his review show these policy/procedures are very detailed, and he thinks they should be able to adopt in entirety. Chief Johnson said Trempealeau County Sheriff's department used Lixipool to update their policies also. Vote: Yes 6, No 0. Motion approved. Chief want's to meet with Personnel Committee to go over current City personnel policies to be sure everything coincides with those. Also wants to have general personnel policies for officers.

Water Sewer Department: Request from Bob Fraust Superintendent to be allowed to take City vehicle home when on call like other Public Works department heads do. There was a question before that the equipment in that truck is needed for any water/sewer emergency needs, but Bob informs us there is multiple sets of needed equipment if needed in the other trucks or at City buildings, Park Superintendent confirmed that. More important now as we are asked to return to the City 3 times for on call weekends and evenings for a 3<sup>rd</sup> COVID sanitation. Request to allow this for Water department going forward. Motion by D. Stephenson to approve Water department truck to be taken home during 'on call' hours, we can always review if needed, 2<sup>nd</sup> by J. Anderson. Discussion: None. Vote: Yes 6, No 0. Motion approved. Wells No 5 & 6 need pump replacements, they are starting to fill up with iron and if one goes down we would have trouble supplying the City with water. Current pumps are 10-12 years old, these are original from the project. Bob has had Municipal Well & Pump Company (respected company that our neighbors use and originally did our project) study our issues, Bob has also researched other Cities and cleaning vs. new and both Bob and Municipal Well and Pump Co. are recommending purchase of new pumps. Total cost with labor & materials is \$30,200.00. Motion by T. Wheeler to approve Municipal Well & Pump quote for \$30,200 (if bid is still valid) for new wells for # 5 & 6 City wells, with funds to come out of Water Utility funds, 2<sup>nd</sup> by M. Lisowski. Discussion: None. Vote: Dennis-yes, Chris-yes, Paul-yes, Jill-yes, Mike-yes, Terry-yes. Motion approved.

Blair Community Development Group on 6/17/21-minutes from Dana Eide: Chairperson, Pastor Paul, called the meeting to order at 6:35pm. Present: Dennis, Fred, Chris, Pastor Paul, Jolene, Jill, Joni, Randy, Dana 1) Website Update, Before the meeting please go to the mock up and see what is missing. <https://odwstage.com/blairbiz/> I have provided community profile, history, business listings and some property availability info. We still need a blurb for "What Blair can offer" and who wants to be the contact person to receive and forward emails to the appropriate people?

- Need to correct pictures on website of properties for sale. Make sure we have permission from owners to post pictures.
- Can we use the City Hall address % Blair Building Development Group for an official address? 2) Co-op advertising – do we need to bill them? If so, please provide me with names and addresses and who to make the check out to.

Joanie and Chris spoke with area businesses about advertising on the Facebook "Blair Business Development Group" and webpage and financially sponsoring the site. \$250 monthly divided among interested businesses. Eight businesses have agreed to be involved.

- Consider asking more groups
  - Soul Sisters
  - Blair Online Auction
  - Should real estate agents/companies be approached? Should homes for sale be on the site? 3) Any news from the City Finance/Inspections/incentives?
- City can funnel funds through Economic Development Committee. Need to create an invoice quarterly. Jill will talk to Susan about sending invoices. Businesses will be contacted by the Provare Marketing LLC to gather information from the businesses to post. Information can also be sent to Pastor Paul.

- Engineering group: Disbanded county connection. Inspections will be done by \_\_\_\_\_ as requested by city. Building requests are evaluated by this organization. Fee schedule developed for inspections. Jill will get this information and send to Brent to put on the Incentives link. 4) Please send Pastor Paul any business news for FB and website. Also, if you own a property you'd like to promote or encounter someone who does, please have them get Pastor Paul the info so we can help them. 5) Sign WEDC letter: Done. 6) Other Business? Updates on Building Projects: Kujak's are going to build the meat processing business across from Kwik Trip. Hegg Contractors Inc. is building on Snake Coulee. Jeremy Tranberg will be rebuilding the Blair Haus. 7) Adjourn

Attorney Radcliffe advised City Council going forward Committee Chairpersons need to type of minutes of Committee meetings quickly after the meeting, get the information to the Clerk so Clerk can distribute to full Council, then at the meetings all that needs to be done is accept the minutes and act on items that require action coming from Committee meetings.

Park Committee Meeting on June 23 & July 12, 2021 J. Anderson Chairperson: Met in Taylor discussed Fall/Winter Recreation Program, Lauren Kidd will continue for the rest of the year, Forms for football should go out at end of July, forms for basketball should go out in October, Gym schedules; Allocation of program funds; Pool Area: Donation offer from Rod and Liz Misdougall/Saxe for landscaping improvements at the Aquatic Center site. Nate Dahl proposal for new batting cage, estimated cost of \$9000-\$10,000, was discussed and tabled until funds for lake are obtained. Pool hours were decided to remain open as advertised even if low number of patrons, employees can do extra cleaning if time permits. Motion by C. Ekern to continue to pursue the donation of landscaping at the Aquatic Center from Rod and Liz McDougall/Saxe, check flood plain issues/ 2<sup>nd</sup> P. Syverson. Discussion: None. Vote: Yes 6, No 0. Motion approved.

Police /Ordinance Committee Meeting on July 1, 2021 C. Ekern Chairperson: Review of City current Chapter 32 Ordinance related to farm animals in city limits: Committee request Attorney Radcliffe to draft an updated Ordinance for consideration; ATV/UTV Ordinance was discussed, having issues as people think ok, but need to wait until signage is posted, signs have been ordered. Policy & Procedure Manual for Police Department was discussed and Committee recommends Chief work with City Attorney and come back to Committee with topic. Committee also discussed Nuisance Abatement Ordinance. Adjourned.

Public Property and Building Committee on July 8, 2021 M. Lisowski Chairperson: Potential sites for Salt/Sand shed site, Mike talked with representative from Allied Cooperative on East end of City and they want City to come up with a price and amount of land, so can be presented to Board, they are happy to talk with us on topic, willing to discuss selling what we need on any more, Mike will continue to pursue, FFA Sign near Community Center, Committee/council feels ok to remove if that is what FFA desires; Park Superintendent reported 36 picnic tables in various states of disrepair (after building collapse), we have 96 out in the Park and feel that is enough, wonder if may wish to sell them, as inquires have been made/Committee is recommending ok to sell up to 15 via auction/website, Council verbal agreement with Committee; Review extending of City brush site hours/Committee recommending to extend Saturday hours to 4:30 pm/Motion by J. Anderson to extend brush site hours on Saturdays to 4:30 pm, 2<sup>nd</sup> by C. Ekern. Discussion: Police Department offered to lock up. Vote: Yes 6, No 0. Motion approved.

Discussion on G.E.C. building inspector taking on the zoning/ordinance review for all building permit application as well as building codes/Motion by M. Lisowski to approve as presented, 2<sup>nd</sup> C. Ekern. Discussion: None. Vote: Yes 6, No 0. Motion approved.

Clerk report: Our deer in Park have received their 2<sup>nd</sup> State required tag, they had to be darted, tagged and all went well. Thank you to Whitehall Veterinary Service for coming on a Sunday morning to accomplish this

requirement; Thank you to Hegg Contractors/Liz & Rod McDougall/Saxe for offer to donate sand to improve our Park volleyball court area and to improve landscaping around the Aquatic Center( this is being researched).

Present Vouchers for review and approval: **Motion P. Syverson to approve the vouchers as presented, 2<sup>nd</sup> by C. Ekern. Discussion: None. Vote: C. Ekern-Yes, P. Syverson-Yes, J. Anderson-Yes, T. Wheeler-Yes, D. Stephenson-Yes and M. Lisowski-Yes. Motion approved.**

**Next Council meeting is August 2, 2021 @ 6:30 pm.**

**Motion C. Ekern to adjourn meeting, 2<sup>nd</sup> J. Anderson. Discussion: None. Vote: Yes-6, No-0. Motion approved.**

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Susan Frederixon-Clerk/Deputy Treasurer