

# VILLAGE VOICE

March 2022

Volume 18, Issue 3

## Minutes of the Village Plan Commission Meeting March 2, 2022

The Village Plan Commission Meeting was called to order in Village Hall by Chairman Jim Malmberg at 5:00pm. Plan Commission Members Ann Hoffman, Bob Garrison, Bob Pfaff and Village Administrator Brian Mooney were present. Members of the public in attendance were Garry Bahe and Phil Budde, with Town of Merrimac resident Noah Brisky attending via conference call.

**Item 1. Call to Order:** Chairman Malmberg examined the affidavit of posting and verified that advance public notice of the Village Plan Commission meeting conformed to statutory requirements

**Item 2. Public Input:** None

**Item 5: Pacific Road Town Property:** Mr. Bahe stated he organized the Pacific Road neighborhood's original request to be annexed by the Village of Merrimac, but that there is one home that did not annex and remains in the Town of Merrimac. The residents on Pacific Rd agreed to financial terms for installation of sewer and water lines, grinder pumps and timelines for annexation with the Village. The one remaining homeowner had discussions about joining the Village in the future.

Mr. Mooney stated the purpose of this topic was to notify the current property owner of the background of this neighborhood joining the Village, as well as the available option to connect to Village water and sewer utilities. Mr. Brisky had a few questions for later discussion with Mr. Mooney.

**Item 3. Village Well Head Protection Plan and Ordinance Review:** The Village is pursuing a Well Head Protection Plan

(WHPP) Ordinance to protect the existing Well No. 1 aquifer. The Village will be implementing a Well Head Protection Overlay District, which will have restrictions on the future land use in that area. The proposed Overlay District boundaries are defined by Village Streets: Darwin Dr (on the north), School & Grove Sts (on the east), Front St & the shoreline (on the south), and (to the west) Wisconsin St, Hwy 78/113, & Baraboo St.

Upon Plan Commission discussion, Pfaff/Hoffman recommended the Village send the WHPP Ordinance in its current form to the Village Board of Trustees for approval. Upon Roll Call Vote, All Ayes. **Motion Carried**

**Item 4. Parsonage Zoning Updates:** Currently, Church Parsonages are zoned B-1, but the recent Lutheran parsonage sale to a private citizen suggests the parcel's zoning should be changed to R-1. The Village should obtain an agreement with the parsonage's new owner to revert to the R-1 zone. Additionally, an agreement with the Methodist Church regarding the potential need for a similar change if their Parsonage is ever sold. Hoffman/Pfaff moved to approve this zoning request, and authorize Administrator Mooney to mail the letters requesting this zoning agreement to the two property owners. Upon Roll Call Vote, All Ayes. **Motion Carried**

### **Item 6. Future Plan Commission Topics:**

The Plan Commission is responsible for updating the Village's Comprehensive Plan, which should be completed within 2022. A municipal Comprehensive Plan is a collaborative process to build a vision for the future growth and development of the community. The Plan Commission would be tasked with putting together a cross-section of people that will represent the Village in this endeavor. Approximately 15

members should be needed. Thirteen different groups were identified for target representation. Public notice will be required, so a Plan Commission meeting will be held on Wednesday April 13<sup>th</sup> at 5pm to discuss next steps. Spot zoning and economic development ideas would be included in this Comprehensive Plan review.

**Item 7. Adjourn:** At approximately 6:25pm Hoffman/Garrison moved to adjourn. Upon Roll Call Vote, All Ayes. **Motion Carried**

## Minutes of the Village Board Meeting March 8, 2022

The Village Board meeting was called to order in Village Hall by Village President Phil Budde at 5:00 p.m. Trustees Jim Malmberg, George Naxera, Andrew Gallus and Kirk Olson were all in attendance. Village Administrator Brian Mooney, Deputy Clerk Jennie Klecker, Village Assistant Margaret Budde and Public Works Director Justin Schultz were also in attendance. Members of the public in attendance were Brad and Kari Jo Zeman, Tim Klecker, Bart Olson and Amy Buffardi.

**Item 1. Call to Order:** President Budde examined the affidavit of posting and confirmed that advance public notice of the meeting conformed to statutory requirements.

**Item 2. Public Input:** Mr. Zeman stated the Festival currently has six Committee members, and intends to hold their first public meeting at the Ferry X-ing Bar and Grill on March 15<sup>th</sup> at 5pm. Mr. Zeman stated the Village needs to boost its social media presence to assist in advertising.

**Item 3. Consent Agenda:** Naxera/Gallus moved to approve items 3a., 3c., 3d. of the Consent Agenda as

**Website:** [merrimacwi.gov](http://merrimacwi.gov)

**Email:** [merrimac@merrimacwi.gov](mailto:merrimac@merrimacwi.gov) **Village Hall:** 608-493-2122  
**REGULAR OFFICE HOURS: Monday—Friday, 9 a.m. to 3 p.m.**

posted. Upon Roll Call Vote, All Ayes. **Motion Carried**

**Item 4. Approval of Village Bills:**

President Budde stated there was one recently received invoice from CTW that needed to be included to the list of in-progress payments for approval. Malmberg/Naxera moved to approve payment of outstanding monthly bills as listed on items 4i.-4iv.of the Agenda. Upon Roll Call Vote, All Ayes. **Motion Carried**

**Item 5. Plan Commission Meeting March 2, 2022:**

The Plan Commission reviewed and recommended adoption of the proposed Well Head Protection Ordinance by the Village Board. The Ordinance would create an Overlay District of restrictions on future changes in use within the proposed District, to protect water supply Well No. 1. Upon Board discussion, Gallus/Olson moved to approve the new Well Head Protection Plan and Ordinance. Upon Roll Call Vote, All Ayes. **Motion Carried.**

The Plan Commission approved a Village Parsonage rezoning measure and discussed the Town of Merrimac property on Pacific Road regarding the process for future annexation.

Trustee Malmberg stated the Plan Commission, during 2022, will work to update the Village's Comprehensive Plan. The Plan Commission will meet on Wednesday April 13<sup>th</sup> to start discussions on the process.

**Item 6. Report of the Village Administrator:**

A.) Employee Handbook Update. Proposed revisions to the Employee Handbook were completed by Deputy Clerk Klecker. This and the State employee benefits package were in Board Packets. President Budde recommended tabling the discussion for a future Board meeting.

B.) Financial Audit Update. The Village is nearly complete in providing all requested documentation to Wipfli to finish the 2021 Village Financial Audit.

C.) Municipal Room Tax Update. Updates have been made to third-party rental sites to each listed Village property to ensure correct room tax collection. There is one outstanding issue with a property's fourth quarter room tax submission. Trustees

recommended sending a follow-up letter with a deadline for compliance.

D.) Village Hall Update Needs. Members of the public have commented on areas in Village Hall requiring updates. General Fund Balance Sheets suggest earmarked funds may be available. Mr. Budde stated this money would have to be budgeted for in future budgets in order to be utilized.

E.) Board of Review Training Need

The Department of Revenue has a new requirement that one Trustee annually must complete the Board of Review training as an annual requirement, and Mr. Budde volunteered to take the training.

**Item 7. Report of the Public Works Director:**

A.) WWTP Valves. Mr. Schultz informed the Board that Crane Engineering had replaced two valve plugs.

**Item 8. Report of the Village Assistant:**

A.) WWTP Winter Performance and Spring Pilot Testing. Tabled for a future meeting.

B.) Well 2 Timing and Funding. Even after CTW's iron-isolation efforts at Test Well Site 1 still showed high levels of iron. Proceeding to Test Site 2 would likely be necessary for Well No. 2 to proceed.

Next steps, preliminary cost updates, funding alternatives, and potential future rate impacts were presented. Because of the magnitude of the project, it was agreed a separate meeting was warranted to discuss, especially regarding whether to proceed with funding pre-application with USDA Rural Development.

**Item 9. Planning/Zoning Updates:**

There will be a Plan Commission meeting on April 13, 2022 at 5:00pm to discuss the Comprehensive Plan update. The Plan Commission intends to select a group of residents that help best represent the Village for this project. The Commission will hold multiple meetings to discuss Village needs and the Comprehensive Plan update will become a recurring topic at Board Meetings for discussion and for measurement of achievement in meeting Community objectives.

**Item 10. Village Staff Progress Reports:**

(Closed session)

**Item 11. Adjourn:**

At 6:25 pm, President Budde stated the Board would adjourn to Closed Session to begin Item 9., Staff Progress Reports. Upon Completion of this Closed Session of Trustees, the Board meeting will officially adjourn. (7:00 pm)

Respectfully Submitted,

Brian Mooney

Brian Mooney,

Administrator/Clerk/Treasurer

**Minutes of the Village Board  
Special Meeting March 11, 2022**

**Item 1. Call to Order:** The Village Board meeting was called to order in Village Hall by Village President Phil Budde at 9:00 a.m. Trustees Jim Malmberg, George Naxera, Andrew Gallus and Kirk Olson were all in attendance. Village Administrator Brian Mooney and Village Deputy Clerk Jennie Klecker were present. President Budde examined the affidavit of posting and confirmed that advance public notice of the meeting conformed to statutory requirements.

**Item 2. Public Input:** None

**Item 3. Personnel Actions:**

Acknowledge resignation of current Village Administrator-Clerk-Treasurer

Naxera/Malmberg moved to accept Village Administrator Mooney's resignation letter. Mr. Mooney stated he will begin his new position as the Village Administrator in Cross Plains Wisconsin on March 22<sup>nd</sup>. Trustees Budde and Gallus were selected to negotiate terms of hourly services as needed upon his departure.

Consider promotion of Deputy Clerk to Village Administrator-Clerk-Treasurer

Olson/Naxera moved to appoint Village Deputy Clerk Jennie Klecker to the role of Administrator-Clerk-Treasurer effective March 22, 2022. Phil Budde and Andrew Gallus were selected to serve as the negotiation team to discuss starting salary requirements with Mrs. Klecker. Upon Roll Call Vote, All Ayes. **Motion Carried**

Hire Village Assistant as Deputy Clerk as LTE employee/minimum wage

Naxera/Olson moved to hire Village Assistant Margaret Budde as Deputy Clerk on a limited term employment basis, at minimum wage, until a full time Deputy Clerk can be hired. Upon Roll Call Vote, All Ayes (Village President Budde abstaining). **Motion Carried**

Advertise for Deputy Clerk Position

Gallus/Olson moved to advertise the Village Deputy Clerk posting in local newspapers and on the Village website as soon as possible. Upon Roll Call Vote, All Ayes. **Motion Carried**

Item 4. Consider Informational Piece to Residents:

The Board recommended Mr. Budde write a letter regarding the transition for the next utility bill mailing. (See reverse)

A Special Board Meeting will be held on March 15<sup>th</sup> at 5pm to discuss preparation of a Pre-Application for Well No. 2 through USDA Rural Development.

Item 5. Adjourn: At 9:10am Gallus/Olson moved to adjourn.

**Minutes of the Village Board Special Meeting March 15, 2022**

Item 1. Call to Order: The Village Board meeting was called to order in Village Hall by Village President Phil Budde at 5:00 p.m. Trustees Jim Malmberg, George Naxera, Andrew Gallus and Kirk Olson were all in attendance. Village Administrator Brian Mooney and Village Assistant Margaret Budde were present. President Budde examined the affidavit of posting and confirmed that advance public notice of the meeting conformed to statutory requirements.

Item 2. Public Input: None

Item 3. Authorization to finance required engineering Pre-Application for the USDA Rural Development (RD) Program:

Mrs. Budde informed the Board of some of her recent calculations relating to potential well project cost increases and grant/loan options. Mrs. Budde stated her view that the present environment of inflationary cost-increases has possibly put the well project on the edge of affordability for residents. Mrs. Budde provided a few examples of associated cost increases within the Village, as well as preliminary expected Water rate increases resulting

from expected costs with a more expensive than originally anticipated project. Mrs. Budde stated the Pre-Application would likely cost over \$45,000. Given the deadlines involved in applying, it would require prompt action by the Board to approve if they intended to move forward. Also, application effort now would detract from effective staff transition. Although the Board felt the project was very important, the uncertainties regarding grant funding suggest this may not be the right time to proceed, given the current uncertainties regarding grant funding. Naxera/Olson moved to not proceed with authorizing the USDA Rural Development loan at the present time. Upon Roll Call Vote, All Ayes. **Motion Carried.**

Item 4. Adjourn: At 6:10pm Naxera/Malmberg moved to adjourn

**Calendar Reminders**

Spring Election  
**April 5, 2022**

Polling Place:  
Merrimac Village Hall  
100 Cook Street  
7:00 AM – 8:00 PM

Registered candidates on the ballot for two Village Trustee Positions Include:  
**Amy Buffardi**  
**George Naxera**  
**James Malmberg**

**Plan Commission Meeting**  
Regarding Comprehensive Plan  
**April 13, 2022**  
5:00 PM @ Village Hall

**Board Meeting**  
**April 12, 2022**  
@ Village Hall  
Immediately following Public Hearing

**Next brush pick-up dates are**  
**April 13, 2022**  
**April 27, 2022**

*4 feet wide by 4 feet high up to 8 feet long with brush stacked parallel and near the roadway.*

**Job Opportunity**

The Village has an opening for Deputy Clerk. The new Deputy Clerk will assist Administrator Jennie Klecker with Village Operations.

**Responsibilities:** prepare payroll, utility bills, Village Voice, accounts payable and receivable; receive property tax payments; answer phones; process mail.

**Requirements:** Excellent communication & computer skills, basic accounting, organizational skills, ability to prioritize and work independently, attention to detail. Experience with accounting software a plus.

**Pay & Benefits:** \$17-\$19/hour, depending on experience, paid time off (PTO), Wisconsin Retirement System, Health Reimbursement Account contribution.

**Submit your resume by April 18**  
to Jennie at  
merrimac@merrimacwi.gov.

**Public Hearing on**  
**Well Head Protection Ordinance**  
preceding **Board Meeting**  
**April 12, 2022**  
5:00 PM @ Village Hall

**The Village Office will be closed April 15 for Good Friday**



March 31, 2022

Dear Village Residents,

About this same time two years ago, you received a letter from Ron Senger (dated April 30, 2020) of an ongoing transition of personnel in the Village office. The purpose of *this* letter is to tell you about our current transition and our plan for the future.

In late February, Brian Mooney, our Administrator-Clerk-Treasurer, informed us of his resignation, effective March 21, 2022. At the close of our regular Board Meeting on March 8, the Board met in Closed Session with Brian and our Deputy Clerk Jennie Klecker to discuss transition planning. Because no action may be taken during Closed Session, we held a Special Meeting on March 11, at which **the following actions were taken:**

- **Our current Deputy Clerk Jennie Klecker was promoted to the position of Administrator-Clerk-Treasurer, effective March 22, 2022.**

Jennie has proven to be a great asset to the Village as Deputy Clerk these past two years. The Board was very pleased with her enthusiastic expression of interest in promotion to Administrator-Clerk-Treasurer. Please congratulate her and wish her well when you have a chance.

- **Staff was authorized to advertise to fill the Deputy Clerk position as a full-time hourly employee.**

So far, our Deputy Clerk position has been posted around the Village, to our website, and to websites that serve municipalities. It will also appear in upcoming issues of local newspapers and our very own Merrimac Community School Gazette. We are hopeful that we'll be able to attract another talent, like Jennie. *But we probably need to be patient:* there are many more job openings out there than there are people seeking work.

- **Our current volunteer Village Assistant Margaret Budde was hired as Deputy Clerk (Limited Term), effective March 22, 2022.**

In this transition, Margaret will serve in the capacity of Deputy Clerk until the Village hires and begins training a new full-time Deputy Clerk. Because Margaret served in Jennie's new role for five months during the 2020 transition, the Board recognized Margaret's value to again serve the Village in an administrative capacity. Because employment does require pay for this designated position, Margaret will receive minimum wage, but will not receive the health or retirement benefits provided to our full-time employees. In Ron's letter to you of two years ago, he assured residents that having a family member of the Board President serving in this temporary position is not only legal, but is also a benefit, since she's very familiar with many aspects of Village operations.

Thank you for your continued support and for taking the time to read this letter. Your patience and understanding during this transition are deeply appreciated.

Sincerely,

Phil Budde, President