

The VILLAGE VOICE

"The Official Publication of the Village Board"
FREE to Every Family in Merrimac

September 2024 - Volume 50, Issue 05

Draft minutes of the Special Village Board Meeting August 28, 2024

Item 1. Call to Order: The Village of Merrimac Board of Trustees Meeting was called to order in Village Hall by Village President Andrew Gallus (attending via speaker phone) at 7:00pm. Village Trustees Margaret Budde, Stan Senger, and Nate Taylor were present, with Jim Malmberg absent. Also in attendance were DPW Justin Schultz, Administrator Jennie Klecker, and members of the public, as listed on the sign-in sheet. President Gallus 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. Change of WWTP Operator-In-Charge: Director of Public Works Justin Schultz has passed the Wastewater exam, as required by WIDNR. Budde/Taylor motioned to change WWTP Operator-In-Charge from Operator Peetz to DPW Schultz. All Ayes, **Motion Carried.**

Item 4. School Street Public Hearing: 4.a. Modification of financing plan; Budde/Taylor motioned to propose using \$12K General Fund balance towards potential School Street Project. All Ayes, **Motion Carried.** Budde/Taylor motioned to consider use of up to \$100K General Fund balance towards School Street construction, following feedback from Public Hearing. All Ayes, **Motion Carried.** 4.b. Review of Announcement; The Board reviewed the Public Hearing announcement that will be included with next week's utility billing. Administrator Klecker informed the Board that in addition to the announcement, Village residents will be notified about the Public Hearing via door hangers, and postings at Village Hall, Post Office, Village Website, and Facebook

Page. 4.c. Plan for Public Hearing; The Board planned the Village Hall physical and technical setup for the Public Hearing. 4.d. Practice of Presentation; The Board practiced the PowerPoint presentation slides. 4.e. Handling of Q & A; The Board determined that a question/answer session, facilitated by President Gallus, will be offered at the end of the presentation. Attendees will be given the option to write their questions down on index cards or ask them aloud. 4.f. Other Project Matters; The Board discussed final touches and plans for the Public Hearing. Budde/Senger motioned to table Items 5 and 6 to the next regular Board meeting on September 10. All Ayes, **Motion Carried.**

Item 5. Employee Paid Time Off and Item 6. 2025 Budget: Tabled until next meeting.

7. Adjourn: At 9:04pm, Taylor/Budde motioned to adjourn. All Ayes, **Motion Carried.**

Draft minutes of the Parks & Recreation Meeting September 4, 2024

Item 1. Call to Order: The Village of Merrimac Parks and Recreation Meeting was called to order in Village Hall by Chairperson Nate Taylor at 7:00pm. Committee members Amy Buck, Tim Klecker, and Jennifer Thompson were present, with June Krbeck absent. Also in attendance were Administrator Jennie Klecker, and members of the public, as listed on the sign-in sheet. Chairperson Taylor examined the affidavit of posting and confirmed that advance public notice of the meeting conformed to statutory requirements.

Item 2. Public Input: Sauk Prairie Chamber of Commerce Director, Tywana German, spoke to the committee about possible uses for the remaining \$10,884 room tax funds, which must be obligated by the end of 2024. These funds can be spent on place making, informational access, and media

buys to draw in visitors. She also handed out copies of the First Impressions Program so committee members could review suggested improvements that non-resident visitors and residents gave during a 2023 critique of the Village. The committee is currently in the process of designing new banners for the light poles and directional signage, which also includes working with WISDOT on where signs can be placed. Cheryl Anderson spoke on behalf of Green Merrimac about the benefits of creating Green Spaces. Green Merrimac is looking to do some plantings by the two new welcome signs and create a pollinator garden. Their committee meets on the 4th Tuesday of the month at 9:30am at Village Hall. Kobe Kraus suggested opening one public access point at a time to evaluate whether the Village has adequate labor and resources to keep the new public spaces maintained. He also suggested using some of the Room Tax funds to help business/property owners refresh the look of the Main Street downtown area.

Item 3. Finalize Park and Public Lake Access Signage Drafts: The committee discussed details for new signage at the Palisade Street Boat Launch, Memorial Park, public lake access areas, and ballpark. All agreed that signage may not be ready at the same time. The Palisade Street Boat Launch must follow regulations set forth in a 1994 settlement agreement. The sign must contain clear rules regarding who can use the boat launch and how to gain access. Committee members will send Jennie the rules for each space and she will send them to the designer, who will create PDFs of the signage layout for the Village Board to review and approve.

Item 4. Discuss Ball Park Improvements: The committee plans to discuss this topic more in upcoming meetings, and would like to have input from groups that use the ball park. Chairperson Taylor will work on getting contacts for little league groups. The committee will evaluate the condition

of the concession stand, need for lighting, and solutions for limited parking.

Item 5: Discuss Opportunity of Additional Parking: Committee Member Klecker will talk to WISDOT to see if the unused spaced on the corner of 78 (between the church and existing small parking lot) can be used by the Village for additional parking, bleachers, and/or creating a pollinator garden with Green Merrimac. The committee discussed pros and cons of charging a fee to use the ballpark.

Item 6. Budget Considerations: The Village Board has earmarked \$7,500 for Parks and Recreation in the preliminary 2025 budget. The Board will confirm the final amount once the 2025 Village budget is approved.

Item 7. Festival Review: The Festival committee collected about \$11,400 from vendor fees, donations and sponsors. Day-of-event ticket sales were between \$3,000 and \$4,000. Some expenses are still being processed so we don't yet have a final total. The Village Board and Festival Committee will discuss the best use of the proceeds.

Item 8. Adjourn: At 8:39pm Klecker/Thompson motioned to adjourn. All Ayes, Motion Carried.

Draft minutes of the Plan Commission Meeting September 5, 2024

Item 1. Call to Order: The Village of Merrimac Plan Commission Meeting was called to order in Village Hall by Chairperson Malmberg at 5:30pm. Commission Members Collin Bourgeois, Bob Garrison, and Bob Pfaff were present, with Ann Hoffman absent. Also in attendance were Administrator Klecker and members of the public as listed on the sign-in sheet. Chairperson Malmberg examined the affidavit of posting and confirmed that advance public notice of the meeting conformed to statutory requirements.

Item 2. Public Input: Lee Anderson presented his idea for a potential business project on his property; parcel 151-0193-0100. He proposed changing the zoning from B-1 Business to B-3 Commercial to allow for the construction and operation of a "Tourist Court" Resort. This would entail building (3) 18' x 42' log cabin style rental units, with a maximum stay of 30 days. The Plan Commission agreed that with proper zoning, the project should be allowed. Mr. Anderson will be working with a surveyor to design a detailed construction plan to

present to the Plan Commission and Village Board in the near future.

Item 3. Review of Conditional Use Permit for 12 x 12 shed at 381 School Street: The Commission reviewed the Conditional Use Permit application submitted by the Wicklunds' for a proposed shed project. They would like to construct a 12' x 12' shed on their property; parcel 151-0425-00000, which exceeds the 120SqFt limit set by the ordinances. Pfaff/Garrison motioned to recommend approval of the CUP to the Village Board. All Ayes. **Motion Carried.**

Item 4. Comprehensive Plan Update: Much progress has been made on the Comprehensive Plan update. Commission Member Bourgeois recently worked on adding a large amount of content to the Plan Document. The Commission carefully reviewed the edits together, line-by-line. The group will work on Action Plan items and final touches, with a goal of having a final draft ready to present to the Village Board by the end of the year.

Item 5. Adjourn: At 7:51pm, Garrison/Bourgeois motioned to adjourn. All Ayes, **Motion Carried.**

Draft minutes of the Village Board Meeting September 10, 2024

Item 1. Call to Order: The Village of Merrimac Board of Trustees Meeting was called to order in Village Hall by Village President Andrew Gallus at 5:30pm. Village Trustees Margaret Budde, Jim Malmberg, Stan Senger, and Nate Taylor were present. Also in attendance were DPW Justin Schultz, Administrator Jennie Klecker, and members of the public, as listed on the sign-in sheet. President Gallus examined the affidavit of posting and confirmed that advance public notice of the meeting conformed to statutory requirements.

Item 2. Public Input: Cheryl Anderson told the Board they all deserve a round-of-applause for the great job they did at the September 9th Public Hearing on the School Street Project.

Item 3. Review Consent Agenda: Budde/Malmberg motioned to approve the consent agenda. All Ayes. **Motion Carried.**

Item 4. Approval of Village Bills: Budde/Taylor motioned to approve payment of outstanding monthly bills as

listed on items 4.i.-4.iv. of the Agenda. Upon Roll Call Vote, All Ayes. **Motion Carried.**

Item 5. Report of the Plan Commission - Recommendation on Wicklund CUP: Plan Commission Chairperson Malmberg informed the Board that on 9/5/2024, the Plan Commission reviewed the Wicklund CUP for a 12 x 12 shed, and recommended the Village Board approve it. Taylor/Gallus motioned to approve the Wicklund CUP Application. All Ayes. **Motion Carried.** Chairperson Malmberg also updated the Board on the progress of the Comprehensive Plan update.

Item 6. Report of Parks & Recreation: Parks & Recreation Chairperson Taylor gave the Board a review of the 9/4/2024 Parks & Recreation meeting. The group spent time talking with Sauk Prairie Chamber of Commerce Director, Tywana German, about the possible uses for the remaining \$10,884 room tax revenue, which needs to be obligated by the end of 2024. Directional signage, light pole banners, and new signs for Village Parks and Public Lake Access areas are all being worked on. Other items discussed were the Merrimac Festival financial results, \$7,500 for Parks & Rec earmarked in the 2025 budget, potential Ball Park improvements, and creating a "greenspace" area or parking on the WISDOT land adjacent to the Ball Park.

Item 7. Report of the Director of Public Works: 7.a. Well No. 1 Update; DPW Schultz, Administrator Klecker, and Trustee Budde had a progress meeting with Strand and Mid-City to discuss the upcoming repairs to Well House No.1. After a lengthy delay due to parts supply shortages, some of the work will begin on September 23. Budde/Gallus motioned to authorize Administrator Klecker to sign Strand Task Order No. 3 to extend duration of Well No. 1 services through June 30, 2025. All Ayes. **Motion Carried.** 7.b. Lift Station 8 Pump Replacement; Budde/Gallus motioned to authorize purchase of a Hydromatic S4NX200CB pump, including the Standard Carrier, Sealing Flange, and installation, for approximately \$13,100, to replace existing 38-year old pump, as budgeted for in 2024. Upon Roll Call Vote, All Ayes. **Motion Carried.** 7.c. Refrigerated Samplers; An issue with the refrigerated samplers at the

WWTP has been resolved, so replacements are not needed at this time.

Item 8. School Street Project: 8.a. Review of Public Hearing Feedback; President Gallus thought the Public Hearing went very well with most in attendance in favor of the project. Many residents spoke about concerns they have regarding the condition of other streets and sidewalks in the Village and expressed their wish to have those repairs addressed in the future. Representatives from the Methodist Church expressed concerns about the financial burden the church may face in paying for sidewalk in front of their property. Due to feedback from the hearing, the Board will look into options to widen School Street further than originally designed and add additional rolled curb along the east side of the road between Thomas & Church Street. 8.b. Approval of Engineer's Design Fee; The Board agreed to forego motions regarding the School Street Project until feedback from the Public Hearing can be explored. 8.c. Geotechnical Investigation; Before contracting with Strand to perform a geotechnical investigation on School Street, Public Works staff will bore several holes in the road to find out what they can about the material underneath the road. 8.d. Short- and Long-Term Loans; The Board agreed to target \$37,600 annual debt service for the School Street project.

Item 9. 2025 Budget: 9.a. Status of 2024 Budget for all Funds; Net revenue and expenditure figures for the 2024 Budget are on target, and the Village expects to finish out the year within budget. 9.b. Remaining 2024 Projects that may occur in late 2024 or early 2025; Budde/Gallus motioned to authorize DPW Shultz and Administrator Klecker to proceed with 2024-budgeted Parks, Village Hall, and Streets related crackfilling/chipsealing projects in the amounts of \$21,870, whether they occur in 2024 or 2025. Upon Roll Call Vote, All Ayes. **Motion Carried.** 9.c. Administrator Purchase Preauthorization; Malmberg/Budde motioned to authorize Administrator Klecker to approve purchases up to \$1,000 without Board pre-approval (Prior pre-authorization amount was \$500). 9.d. 2024-2026 Audits; Given the high cost of annual financial audits (\$23-29K), the Board discussed several options, including

forgoing a traditional audit and hiring accountant Robin Meier to perform the Form C and PSC Reports. Taylor/Gallus motioned to table the audit decision until a further meeting. 9.e. Proposed 2025 Projects and One-Time Purchases; Budde/Gallus motioned to approve the following proposed 2025 projects and purchases: \$2,000 to replace (2) outdated office computers, \$7,500 for pumping of septage from east train, \$500 donation to Green Merrimac, \$8,000 for Village Hall improvements, \$5,000 for Ordinance Maintenance, \$10,000 for WWTP Monitoring Well, \$45,000 placeholder for WWTP RSF Rehab & Polishing Project, \$4,000 for water meters, \$400 allowance each for Public Works staff to purchase work boots and safety shirts, \$7,500 for Parks & Recreation Committee budget, set Annual Resident Boat launch fee at \$20.00, and earmark room tax revenue funds for holiday light pole decorations. All Ayes, **Motion Carried.** 9.f. Sewer Fund Shortfall - Rate Increase; Budde/Gallus motioned to increase the monthly Sewer Customer Charges by approximately 17% to \$55/mo. for 5/8" meters, to \$134/mo. for 1" meters, and to \$245/mo. for 1.5" meters, effective November 1, 2024. All Ayes, **Motion Carried.** 9.g. General Fund Balance Goal and 2025 Replenishment; Budde/Gallus motioned to apply approximately \$23,000 from General Fund 2025 Budget toward anticipated 2025 Sewer Fund shortfall. All Ayes, **Motion Carried.** 9.h. Water Fund PILOT for balancing overall budget; The Board agreed to wait on setting the Water Fund PILOT until a further meeting. As the meeting was running long and there were still several important items to discuss, Senger/Malmberg motioned to table agenda items 10, 11, 12 to a Special Meeting to be held on September 25, at 6:30pm. All Ayes, **Motion Carried.**

Item 10. Employee Paid Time Off: Tabled until 9/25/2024. **Item 11. Convene in closed session pursuant to Wisconsin Statutes Section 19.85(1)(c) in order to discuss staff compensation and bonuses:** Tabled until 9/25/2024. **Item 12. Reconvene in open session to take action on staff compensation:** Tabled until 9/25/2024.

Item 13. Adjourn: At 8:19pm, Malmberg/Budde motioned to adjourn. All Ayes. **Motion Carried.**

Draft minutes of the Special Village Board Meeting September 25, 2024

Item 1. Call to Order: The Village of Merrimac Board of Trustees Meeting was called to order in Village Hall by Village President Andrew Gallus at 5:30pm. Village Trustees Margaret Budde, Jim Malmberg, Stan Senger, and Nate Taylor were present. Also in attendance were Administrator Jennie Klecker and members of the public, as listed on the sign-in sheet. President Gallus 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. Feasibility Study Amendment for Alternative B-Prime: After receiving feedback from the Public Hearing on School Street, further research has led to several positive revelations. A closer examination of existing Village road right-of-way shows there may be enough room to widen School Street near the church by 9 feet to allow for parking and (2) 12 foot travel lanes without having to purchase additional land, however, this would add additional costs to the project. The Feasibility Study estimated a 35% contingency figure, rather than 20%, so the project will cost about \$45K less than originally thought. Lastly, Administrator Klecker has identified a grant opportunity within the LRIP Program that could potentially save the Village \$150K. Budde/Senger motioned to approve Strand Associates proposed amendment to the Feasibility Study for \$5,500, for cost analysis for 2026, drawing, and SWMM modeling of Alternative B-Prime, which is Alternative B plus additional street widening. All Ayes. **Motion Carried.**

Item 4. Proposed School Street Debt Service: Budde/Malmberg motioned to rescind School Street debt service target of \$36,700, passed at the September 10th Board Meeting and to target short-term and long-term School Street debt service that results in \$137/year tax increase on a \$300,000 assessed value property, as presented at the Public Hearing. All Ayes, **Motion Carried.**

Item: 5: Convene in closed session pursuant to Wisconsin Statutes Section 19.85(1)(c) in order to discuss staff compensation, bonuses, and PTO:

Gallus/Senger motioned to convene in closed session pursuant to Wisconsin Statutes Section 19.85(1)(c) in order to discuss staff compensation, bonuses, and PTO. All Ayes, **Motion Carried.**

Item 6. Reconvene in open session to take action on staff compensation, bonuses, and PTO:

Senger/Malmberg motioned to reconvene in open session to take action on staff compensation, bonuses, and PTO. All Ayes, **Motion Carried.** Budde/Senger made the following motions: to approve a 5.5% salary increase for all employees for 2025; to approve a \$0.50/hour Credential-Related Wage Adjustment for Public Works employees who either (1) complete all of the "Grade 1"-level credentials required to operate the Village's Water system or (2) complete all of the "Basic"-level credentials required to operate the Village's Wastewater system, starting with credentials earned in 2023; to approve a \$0.50/hour Credential-Related Wage Adjustment for office staff who either (1) complete the 3-year CTI Clerk course or (2) complete the 3-year CTI Treasurer course, starting with credentials earned in 2023; to approve up to two Credential-Related Wage Adjustments, earned during an individual's employment with the Village, with the Adjustments to occur at the beginning of the following calendar year, applied after global salary adjustments; to give the DPW the Credential-Related Wage Adjustment, based on credentials earned in 2024, applied after percent salary increases are applied; to retroactively give the Administrator and Operator the Credential-Related Wage Adjustment, based on credentials earned in 2023, applied after percent salary increases are applied. The retroactive 2024 Credential-Related Wage Adjustment is to be paid as a \$1,040 bonus in January 2025; to approve the yearly New Year's Bonus of \$1,000 for the Administrator and DPW and \$750 last year for the Deputy Clerk and Operator. Upon Roll Call Vote, All Ayes, with Taylor abstaining. **Motion Carried.**

Item 7. Adjourn: At 7:45pm, Gallus/Malmberg motioned to adjourn. All Ayes. **Motion Carried.**

(Whew!) Respectfully Submitted,
Jennie Klecker

Administrator/Clerk/Treasurer

Next Village Board Meeting

October 8, 2024

5:30 PM @ Village Hall

AA Meetings

Wednesday Evenings 7:00

@ Memorial Park Pavilion

Questions?

Contact Chuck @ 608-795-0050



Recycling Pickup Dates:

October 14 & 28

Brush Pick-up Date

October 9 & 23

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

Scrap metal recycling is ending soon for the season. Please place items in the dumpster located in the Village Hall parking lot by **November 1st.**

HALLOWEEN



**WEDNESDAY, OCTOBER 30TH
4:00 - 7:00PM**

Sign Up Today!

Keep it simple with Auto-Pay & E-Billing for monthly utilities.



Visit the Village website at merrimacwi.gov and click on the Utilities icon for sign-up page

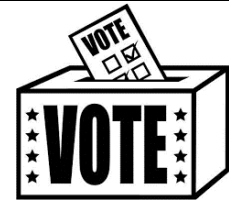
Senior Fitness Program

Starts September 30, 2024 & runs through May 2, 2025

- Open to anyone 50 years of age or older.
- ONLY \$10.00 per person for the entire program!



Mondays, Wednesdays & Fridays,
9:30 – 10:00am
Merrimac Village Hall



General Election
NOVEMBER 5, 2024

Do you have questions about the upcoming election? Want to check your registration? Request an absentee ballot? First time voter?

We are here to help!

Please don't hesitate to contact the Village Office. We will gladly walk you through the process ☺

Early voting available
OCT 22 - NOV 1

Visit MyVote.wi.gov