

Village Board Meeting Minutes
March 11th, 2024

- 1) Call to Order and Roll Call. – *President Laux called the meeting to order at 6:30 pm with roll call:*

Present:

*Bob Benz
Amy Brandt
Tony Genisot
Tom Herrmann
Joyce Laux
Kathy Salo*

Absent:

Jesse Troestler

Others Present:

*Diane Wessel, Interim Administrator
Nick Halbach, Clerk-Treasurer
Sadie Slotke, Deputy Clerk (virtual)
Bruce Genskow, Utility Operator-In-Charge
Mike Kaster, Cedar Corp.*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Benz seconded. Motion carried without dissent.***
- 4) Approval of Minutes: Feb 26. – ***Benz moved to approve the 2-26-24 minutes. Salo seconded.***

Salo noted the Outpost sign was originally purchased from the former grocery store, and not Legacy Communications, the current occupant of the building.

Motion carried without dissent.

- 5) Registered Citizen Comments on Agenda Items.

Jeff Holz

N498 Nottingham Ct.

Re Item 6B.

Holz commented he believes it's a good time to take a step back and observe if the amount of money dedicated to replacing signs in the Village via the 50/50 matching grant program was worth it to the Village. He also mentioned his concerns over the 50/50 matching grant being a make-a-wish foundation for businesses to purchase equipment that could move out of the Village. Holz noted he understands the concept of a matching grant program, but cautioned against items such as the greens mower that was recently approved.

- 6) Report of the Community Development Authority (Feb. 28).

A. *Tax Increment District Services.*

Trustee Genisot noted the CDA discussed the Ehlers presentation from the previous Village Board meeting and discussed the potential of moving forward with a TID #4.

- B. *50/50 Matching Grant Program:* Request to reimburse \$10,000 to High Cliff Golf Course for greens mower purchase.

Vice President Salo questioned if there was any issue with the rules regarding large equipment as the Village had previously stipulated the animal hospital to keep their x-ray machine in the Village for at least the next five years.

C. *W410 Veterans Ave Demolition Proposal.*

Genisot indicated the CDA only received one bid of the demolition of the former Mueller property and instructed staff to post in the paper and reach out to more companies to solicit bids.

D. *50/50 Matching Grant Program:* Request for support funding to replace windows at N580 Robinhood Drive (former Sherwood Forest Clubhouse) for \$10,000.

Genisot noted the CDA approved a 50/50 application for Best Exteriors as they are renovating the former Sherwood Forest Golf Course clubhouse.

Genisot also noted he believes the CDA's responsibility has been to vet potential developers before forwarding them to the Village Board for final approval. He added he believes there are talented people on the CDA who are an asset to the Village, but he does not see the need to add an additional layer to the process as the Village Board with a strong administrator should be able to bring in developers and expedite the progress of potential developments.

7) Report of Village Officers.

A. Village President.

President Laux wanted to make sure the action items list included language to repeal the CDA for the next board meeting.

B. Fox Cities Area Room Tax Commissioner.

C. Clerk/Treasurer.

i. *Consent Agenda (Financials).*

Benz moved to approve the Consent Agenda. Salo seconded. Motion carried without dissent.

In responding to a question from Trustee Benz, Clerk-Treasurer Halbach noted the next quarterly comparison report will be included in the April 8th board meeting, which will include all funds.

ii. *2025 Budget Calendar.*

Halbach noted he added a new line item in the Budget Calendar specifically to review contracts earlier in the year.

8) Engineer and/or Utility Operator.

A. *MCO Summary (Genskow, Plate).*

Utility Operator-In-Charge Genskow noted Hieptas & Sons dug up five valves over the last week as well as removing an old hydrant. He noted the new listening device purchased by MCO is working better as they have discovered a few small leaks since the last board meeting. Genskow noted he will likely flush hydrants the last two weeks of March and the first two weeks of April. In responding to a question from Vice President Salo, Genskow noted the hydrant flushing typically starts at the water tower, and they make their way north before splitting up to encircle the Village and end near the pumphouse.

Genskow added the High Cliff Lift Station has recently had the VFD replaced, and the PLC is nearly installed as Pieper is waiting on one more part. He also noted a pump seal was replaced under warranty. Genskow mentioned Speedy Clean will be in the Village cleaning and televising a section of the water mains as they are contracted to do a quarter of the Village each year.

B. *MCO Hours (Jan 24.)*

C. *WWTP Sub-Committee Meeting on 2/29: Report/Summary.*

Trustee Herrmann noted the sub-committee had a productive meeting with lots of detail being reviewed, adding the goals for the project are in good order. He advised an action item be included on the agenda for the board to discuss the lack of security at the treatment plant considering the amount of investment in the project.

Herrmann and Engineer Kaster discussed the likely need for interim financing to cover initial costs of the project before the Clean Water Fund proceeds are allocated to the Village. Kaster noted that could be a three-to-four-month gap that would require a bridge loan, or some form of interim financing. He added the loan cannot be applied for until the contract is approved after the bidding process.

Trustee Benz noted the sub-committee also discussed reed beds, and the extra space that would be available should the Village need to increase the amount of reed beds. He also mentioned the warranties and efficient filters were discussed by the sub-committee. Herrmann added the grading of the property to help curb run-off was also discussed as Kaster noted the final grades will be determined with Genskow before going out to bid.

D. *WWTP Invoicing Summary.*

Kaster noted the summary included the costs for the development of the drawings and visions that were presented at the sub-committee meeting. He added the final calculations and constructability review are also included on the summary.

9) Administrator.

Interim Administrator Wessel noted she has been working on the following items as she had just returned from a conference and a vacation since the last meeting: driveway ordinance, language to repeal the CDA, the USPS lease agreement, the Kubota grant, and code enforcement.

10) Old Business:

A. *TID Feasibility Study: Discuss where \$6,500 is budgeted for study (Halbach).*

Clerk-Treasurer Halbach noted the Village had budgeted \$8,000 for studies under the planning budget for FY2024 and noted only \$1,000 had been spent to finalize the comprehensive plan.

Herrmann moved to approve the \$6,500 for phase 1 to be spent from the 100-00-56300-290 account. Benz seconded. Motion carried without dissent.

B. *VFD Bids: Approve bid for VFD proposal (Genskow).*

Utility Operator-In-Charge Genskow noted he only received one bid, meaning the item will be back on the agenda at the next board meeting. Interim Administrator Wessel suggested a future agenda item to review the purchasing policy in response to a question from Trustee Genisot regarding limits of what needs to go out for bid.

C. *Schematic Drawings for Lift Station: Consider/Approve use of \$4,960 for schematic drawings of Village lift stations.*

Genskow mentioned that he agrees with comments made previously about the need for schematic drawings over time, but was cautious around spending his entire budget for lift stations this early in the year. Genisot noted he supports having the schematics to better support the utility staff. Trustee Herrmann noted he would like to update Village policy to reflect each quote the Village gets going forward to include schematic drawings for the equipment being replaced.

Salo moved to approve \$4,900 for schematic drawings of lift station. Brandt seconded. Motion carried without dissent. Herrmann – Abstain.

11) New Business:

A. *Review of Long-Term Contracts (Wessel, Feb 27).*

Interim Administrator Wessel noted in her staff report that she had several long-term contracts that she recommends getting on a five-year cycle to prevent the Village from renewing all of their contracts at once. She noted the staff recommends the Village retain CLA as the auditing firm and added that she has a proposal from CLA to include for the board at their next meeting if they agree with staff's recommendation. Trustee Herrmann suggested contracts for the Assessor, Building Inspector, and Stormwater Engineer should be reviewed. Vice President Salo suggested at minimum updating the contract with MCO.

Clerk-Treasurer Halbach noted the contract for the copier is up at the end of the year as well and should be considered for the FY 2025 budget. President Laux noted the Copier, MCO, Assessor, Building Inspector, and Stormwater Engineer are the contracts the board would like to review, with CLA being a separate agenda item for the next meeting. Wessel noted the purchasing policy will also be a separate agenda item that was mentioned in her staff report. Trustee Benz questioned if the board should know the state statute that was called out in the Village's current purchasing policy, and requested the verbiage be included in the next agenda packet.

B. WWTP Expansion Project: Discuss need for a security system at WWTP (Herrmann).

Trustee Herrmann noted the topic of security was not really reviewed at the sub-committee meeting as physical items such as cameras or keycards were only at a basic level. He advocated for giving guidance to Cedar Corp. to have a change order or addendum included in the bid package to include the preparation for a security system to be included in the design of the treatment plant. Herrmann noted it would be the Village's responsibility to contract out with ADT or a similar company for actual security service but suggested including in the design of the project the basic outlines for a security system.

Herrmann also mentioned the possibility of including all Village properties in a security plan from a company like ADT and suggested getting a basic quote for coverage. Wessel noted there are some grants available for upgrading cybersecurity systems.

Herrmann moved to approve Cedar to include a security system within the design of the facility as part of the electrical bid package. Brandt seconded. Motion carried without dissent.

Herrmann suggested for the FY 2025 budget to have staff review security contractors to solicit quotes for Village buildings and grounds.

12) Complaints & Compliments:

13) Correspondences:

A. *Monthly Activity Report (Calumet County Sheriff; Feb.).*

B. *DOT Speed Study: Request received (Hamilton, WIDOT).*

14) Action Items.

1. Genskow bids for next meeting.
2. Repeal CDA language.
3. Purchasing Policy.
4. Previous Minutes for MCO contract approval.
5. Wis Stats. 66.29 for next agenda packet.
6. Security quotes for existing infrastructure.

- 15) *Closed Session: (Personnel discussion)* Per Wis. Stats. §19.85(1)(c), the Village Board may move to a Closed Session when considering employment, promotion, compensation, or performance evaluation data of any public employee(s) over which the governmental body has jurisdiction or exercises responsibility.

Salo moved to enter closed session at 8:07 pm. Benz seconded. Motion carried without dissent.

- 16) *Open Session:* The Board may take action on any item listed in Closed Session.

Herrmann moved to enter open session. Brandt seconded. Motion carried without dissent.

- 17) Adjournment.

Brandt moved to adjourn at 9:22 pm. Herrmann seconded. Motion carried without dissent.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.