

**Village Board Meeting Minutes**  
March 25<sup>th</sup>, 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  
Jesse Troestler*

***Absent:***

***Others Present:***

*Diane Wessel, Interim Administrator  
Nick Halbach, Clerk-Treasurer  
Sadie Slotke, Deputy Clerk (virtual)  
Bruce Genskow, Utility Operator-In-Charge  
Paul Much, MCO  
Thad Majkowski, Cedar Corp.  
Brenda Stumpf, Rec Coordinator*

- 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: Mar. 11 and Mar. 15. – ***Benz moved to approve the 3-11-24 and 3-15-24 minutes. Salo seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items.

*David Van Elsen*

*W5223 Schaefer Road, Menasha*

*Re. Item 6H.*

*Van Elsen noted he is present to answer any questions regarding the bleachers at Legion Park as they were purchased in 2011, with one set being destroyed and replaced in 2017.*

- 6) Report of the Park Recreation & Urban Tree Board (Feb. 19).

A. Chairman/Rec Coordinator Report

*Rec Coordinator Stumpf noted she had 166 participants for the daddy daughter dance, while 44 so far are registered for the easter egg hunt that is coming up this weekend. She added that the latest newsletter has a flyer of upcoming park and rec events.*

B. CORP Plan

*Stumpf noted surveys will be sent to residents to be taken from May 1<sup>st</sup> to July 8<sup>th</sup> in order for the results to be tabulated to be discussed at the PRUT Board's July meeting. She noted the Public Information Meeting will take place on April 25<sup>th</sup> at 6:30 pm at the community center.*

C. E-Bikes on Trails

*Stumpf noted the topic is ongoing at the PRUT Board, and that she received legal feedback since their meeting last week.*

D. Dog Park

*Stumpf noted on pages 13-15 of the packet that PRUT Chairman Jack got quotes for fencing at a potential dog park near the community forest. When questioned by Trustee Troestler regarding the location within the community forest, Trustee Brandt and Stumpf noted residents have purchased and dedicated approximately 30-40 trees in the area. Brandt added the prices received by Jack seemed high for some fencing. Stumpf added the surveys for the CORP plan will have questions specifically dedicated to a dog park and its location. Vice President Salo suggested reaching out to individuals who have purchased a tree in the community forest to gauge their interest in a dog park in that area.*

*In responding to a question from Trustee Herrmann, Stumpf noted she met with county officials to discuss Legion Park and where the deed falls should the Legion ever disband. She added the county stated the property falls to the Village, and that Jack is reporting that information back to the American Legion.*

E. Pigeon Road Grant Update

*Stumpf noted the preliminary applications are due to the DNR in the next few weeks.*

F. Splash Pad Signage

*Stumpf noted the state recently changed their rules regarding what needs to be signed at a splash pad.*

***Brandt moved to approve the rule changes for signage as recommended by the PRUT Board. Benz seconded. Motion carried without dissent.***

G. Wanick Park Rental

***Salo moved to approve the waiving of the rental fee as recommended by the PRUT Board. Benz seconded. Motion carried without dissent.***

H. Bleachers at Legion Park

*Stumpf noted the letter included in the packet explains the logic behind why the Village possesses the bleachers that were purchased by Hilbert Athletic Association. She added the set that was purchased in 2017 to replace the damaged set of bleachers was never erected and was sitting in the DPW garage.*

**Herrmann moved to approve the transfer of the four sets of bleachers to Hilbert Athletic Association and make arrangements for pick up. Troestler seconded. Motion carried without dissent.**

I. Baseball/Soccer Field Maintenance

*Stumpf noted quotes for aeration of the soccer field and baseball diamonds were budgeted for, and the PRUT Board recommends approval.*

**Benz moved to approve the maintenance for \$10,511. Brandt seconded. Motion carried without dissent.**

7) Report of Village Officers.

A. Village President. – *Nothing new to report.*

B. Fox Cities Area Room Tax Commissioner.

*Trustee Benz reported he attended the room tax meeting on 3/18, which discussed the year end reports for 2023. He noted 7.5 million dollars of revenue were recorded in 2023, which was slightly lower than the record amount collected in 2022. Benz reported the commission has collected 47.8 million dollars of revenue since its inception in 2016. He added that personal and sports travel are back up to pre-pandemic levels, while business travel is still lower than expected. Benz also mentioned the commission is in discussion with Thrivent about the vacant land on the north side of 41, and they are looking for suggestions as to what to do with the land.*

C. Clerk/Treasurer.

i. *Consent Agenda (Financials).*

**Benz moved to approve the financials. Salo seconded. Motion carried without dissent.**

ii. *Liquor License*

- *Papa B's Pizza & Barbecue*

**Herrmann moved to approve the liquor license for Papa B's Pizza & Barbecue. Brandt seconded. Motion carried without dissent.**

iii. *Election Reminder/ Notice of Public Test*

*Clerk-Treasurer Halbach noted the Spring Election and Presidential Primary is next week, and the testing of the election equipment will take place this coming Thursday. He noted there will be five ballots at the polling place on election day due to the county*

*supervisor election as the Village is represented by three different county representatives.*

8) Engineer and/or Utility Operator.

A. *MCO Summary.*

*Utility Operator-In-Charge Genskow noted the sanitary inspector is coming to look at the water towers, and a full report of the water system will be coming for a future meeting. He noted the inspection of the reservoir is tomorrow, with hydrant flushing starting today and taking place over the next three weeks. Genskow noted an EQ pump at the treatment plant is getting an overtemperature alarm, while the reed beds are being cleaned from a recent clogging. He added a new breaker was added to the windswept lift station, and the new screen PLC was installed and properly running at the high cliff lift station.*

*Paul Much of MCO presented their findings of inspections of local businesses for their safety data sheets and the chemicals each business could potentially put into the sewer system. He noted none of the chemical observed has a high toxicity risk. Much also distributed to the Board the analytical results of the testing chemicals, and how the organisms that break down ammonia rely on oxygen.*

*Much explained the CBOD limit on the next permit from the DNR will be taken care of by the expansion of the treatment plant. He noted to catch specifically the root cause of a spike in toxicity, MCO would have to test everyday and collect affluent samples for at least seven days. Much noted they would only spend money for testing when the plant is hit with a higher amount of toxicity. He noted during the high spike around Labor Day the BOD, TSS, and ammonia limits were all high. When asked to quantify the amount of ammonia, Much compared it to a 55 gallon drum.*

B. *MCO Hours (February 2024).*

9) Administrator.

10) Old Business:

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

*Genskow explained the VFD reservoir booster runs everyday to keep the water circulated. He noted the PJ Kortens bid did not include time and material for installation initially, but he was able to get a \$1200 price from them.*

***Troestler moved to approve Pieper's bid for \$11,700. Salo seconded. Motion carried without dissent. Herrmann – Abstain.***

B. *Ordinance Repealing Chapter I Article V Community Development Authority (Wessel).*

*Interim Administrator Wessel noted the language to repeal the CDA is included in the packet, but she is waiting on consultation from legal counsel regarding the transfer of property in the CDA's name to the Village before disbanding the CDA.*

*Trustee Benz expressed his words of caution as he noted he was on the utility commission when it was disbanded and now the Village Board agenda usually has multiple items on its agenda that would have been handled by a utility commission. Benz also advocated for the more resident input about Village topics, the better.*

***President Laux read the ordinance language as the official first reading.***

***C. Review of Long-Term Contracts (Wessel).***

*Wessel noted at the last board meeting, the board asked for the contracts of the assessor, building inspector, stormwater engineer, utility operator, and copier. She noted options include retaining the existing carrier, updating the contract language, or solicit proposals. Trustee Herrmann suggested renewing with MCO and updating the contract, while Vice President Salo and President Laux advocated for and RFP for their services. Benz noted in the November and December of 2022 minutes, the board discussed sticking with MCO for the Village's utility services. Salo noted she likes MCO and their work, but the Village should do their due diligence to get the fairest price for utility services.*

***Herrmann moved to go out for RFP for the Village's assessor services. Troestler seconded. Motion carried without dissent.***

***Herrmann moved to go out for RFP for the Village's building inspection services. Troestler seconded. Motion carried without dissent.***

***Herrmann moved to go out for RFP for the Village's stormwater engineering services. Troestler seconded. Motion carried without dissent.***

***Salo moved to go out for RFP for the Village's utility operation services. Troestler seconded. Motion carried 6-1. Herrmann – Nay.***

***Salo moved to go out for RFP for the Village's copier machine. Brandt seconded. Motion carried without dissent.***

***D. Purchasing Policy: Review.***

*Wessel noted she will be reviewing the Village's purchasing policy for the next meeting, and wanted to keep it on the agenda. Herrmann noted he liked the way the policy is written, and questioned if Wessel needed to expand on anything. Wessel noted a few items were contradictory that need to be updated.*

E. *WWTP Security: Consider Options/Questioned posed by Cedar Corp.*

*Engineer Majkowski noted the access improvements for the new buildings at the treatment plant are a part of phase one of the project, while the old buildings are part of phase two. He noted keycards are a part of the bid, but he is looking for Village feedback regarding the infrastructure for any further security upgrades.*

*Herrmann recommended the new building include door access, infrastructure for cameras, pipe, and wire to accommodate an updated security system. He noted it will be cheaper now to include in the bid than to go back after the new building is completed. Herrmann also noted the Village can solicit bids for surveillance after the buildings are completed.*

*Majkowski added he can talk to a local security system company for their opinion on what specific infrastructure should be included in the bid. Benz noted he emailed the board a link from a 2008 study regarding security of public wastewater facilities, and while Sherwood is smaller than most municipalities with their own plant, he noted the treatment plant is one of the Village's largest assets.*

***Herrmann moved to move forward with including security infrastructure as part of the project cost in addition to the badge access for the doors. Brandt seconded. Motion carried without dissent.***

11) New Business:

A. *Commercial Building Inspection (Wessel).*

*Interim Administrator Wessel noted the Village is not a delegated municipality for commercial inspection, meaning local businesses need can only use a state representative for a commercial inspection at their business. She noted many municipalities are that way, but she added she could add an option on the building inspector RFP to include language for commercial inspection.*

12) Complaints & Compliments:

13) Correspondences:

A. *Thanks for Utility ACH Capability (Muehl, Mar. 21).*

14) Action Items.

A. *Security Quotes for Existing Village Buildings & Grounds.*

15) *Closed Session: (Administrator Candidate Review) 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 8:08 pm. Brandt seconded. Motion carried without dissent.***

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

***Brandt moved to enter open session at 8:50 pm. Herrmann seconded. Motion carried without dissent.***

- 17) Adjournment.

***Brandt moved to adjourn at 8:50 pm. Herrmann seconded. Motion carried without dissent.***

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