

Village Board Special Meeting Minutes

May 28, 2019

- 1) Call to Order and Roll Call: President Joyce Laux called the meeting to order at 6:30 pm. Trustees present were Bob Benz, Roger Kaas, Lisa Ott, David Miller, Kathy Salo, and Ned Marks. Also in attendance was Times-Villager Reporter Tom Collins, Administrator Randy Friday, Bruce Genskow, of MCO, Brenda Stumpf Parks and Recreation Coordinator, and Clerk/Treasurer Jo Ann Lesser. There were two other attendees.
- 2) Pledge of Allegiance: All those present stood to recite the Pledge of Allegiance.
- 3) Approval of the Agenda: Trustee Benz made a motion to approve the agenda. Trustee Salo seconded the motion. Motion carried, 7-0.
- 4) Approval of Minutes: May 13 (Regular Meeting): Trustee Benz made a motion to approve the agenda with corrections. Trustee Salo seconded the motion. Motion carried, 7-0.
- 5) Registered Citizen Comments on Agenda Items: None
- 6) Report of the Parks, Recreation and Urban Tree (PRUT) Board (May 20)
 - a) *Gym Rental Deposit Refund Request* – Cheyenne McIviesh: Park & Rec Coordinator Brenda Stumpf explained a request for a refund of the rental deposit was received from Cheyenne McIviesh. Stumpf explained McIviesh came into the office to cancel the rental and was told there would be no deposit refund due to the cancellation request was less than the 14-day requirement. McIviesh then requested to appeal that decision. The PRUT Board reviewed the request on May 15, 2019 and recommended that the village uphold the policy. The Village Board was in agreement to follow the PRUT recommendation and uphold the policy.
 - b) *Evening Soccer Games at Wanick Choute Park*-Placing “No Parking” Signs on opposite side of street from park on Castle Drive, Knight Drive: Parks and Recreation Coordinator Brenda Stumpf was requesting for a policy of no parking near Wanick Choute Park. The streets involved would be Knight Drive and Castle Drive. Stumpf indicated the no parking would only be restricted to one side of the roadway, that being the opposite side from the park. Stumpf requested the signs be permanent. Trustee Marks indicated making it policy. Trustee Benz made a motion to approve no parking on Castle Drive, the opposite side of the roadway from the park. Trustee Kaas amended the motion to make the no parking permanent along Castle Drive from Veteran’s Avenue to Cliff View Road and all of Knight Drive, with the no parking on the opposite side of the roadway from Wanick Choute Park. Trustee Salo seconded the motion. Motion carried, 7-0.
- 7) Report of the Community Development Authority (May 22)
 - a) *Presentation*-Planned Unit Development for residential, age-restricted, independently-owned condominium units on 6 ac. Agriculturally-zoned property (parcels #13601, 13602, 13606) abutting STH 55/114 between Wanick Park & The Outpost (Feathercrest Development): Trustee Kaas reported Travis Dudevick presented a concept plan to develop an age-restricted condominium site. When the plan was first presented to the Plan Commission the plan was to build the twindominiums and sell them. Kaas stated the plan as reported to the CDA now includes the potential to lease units as well as sell them.
- 8) Report of Village Officers.
 - a) Village President: President Laux stated her report will be discussed in item 13b.
 - b) Fox Cities Area Room Tax Commissioner: Trustee Benz reported that the revenue in the first quarter of 2019 is 2% less than 2018. The commission was able to review the financial

statement and that the money for the naming rights was received from Community First Credit Union. Benz also reported there are three other smaller buildings that will hold hockey and basketball games, these buildings will also be allowed to sell the right to name them. Benz also reported that the construction is almost back on schedule after the vandalism over winter. It's reported the project is at 55% complete, and evening rentals for the facility are almost booked solid.

- c) Clerk/Treasurer-Conference Attendance Memos: Clerk/Treasurer Lesser reported on her attendance at the Municipal Treasurer's Association of Wisconsin's spring conference learning about open records laws in regards to social media accounts and Department of Revenue updates. Lesser also attended the Wisconsin Municipal Clerk's Association's northern conference, this time as a trainer for election administration, liquor licensing, and board of review responsibilities.

9) Consent Agenda (items listed under the consent agenda are considered in one motion unless a Village Board member requests that an item be removed from the consent agenda)

- a) Financial Reports: Checks and Vouchers from Funds 100, 200, 260, 403, 410, 600, 610 in the amount of \$52,517.17.
- b) Operator's Licenses: Joseph Michael Oldenburg, Eden Rose Schneider, and Valerie Carrillo.

Trustee Benz made a motion to approve the consent agenda. Trustee Salo seconded the motion. It was noted by Administrator Friday to reallocate a purchase for tree supplies to fund 230. Motion carried, 7-0.

10) Village Engineer and/or Utility Operator: Village Utility operator Bruce Genskow reported the water loss for the month of April was 13.8%, the last section of meters is being replaced this summer and there's hope this will reduce the water loss as it's the oldest section of the village, there are approximately 239 meters. Genskow reported there were 3 areas found to have broken pipes and there was hope once the areas were fixed a reduction would be noticed. There could be more areas broken. Genskow stated once all the meters are changed out a true pressurization of the system can be completed which will give better results as to areas of concern.

11) Village Administrator: Project Update(s): Administrator Friday reported he will be attending a LEPC meeting in Chilton on May 29th in the morning, then a meeting with the village attorney. In the afternoon there is a pre-construction meeting regarding the Stumpf-Meehl road project. Friday reported a bid opening on June 19th for the Kesler Road/State Park Road project. Friday also reported on Sundown Court where the erosion was a problem had water leak through. With the recent rain the sandbags gave away, there will need to be more placed in the area. Friday indicated a conversation with Thad Majkowski of Cedar Corp. regarding disaster aid, they will be looking into this possibility.

12) Old Business:

- a) *Request to use Village Hall parking lot spaces for private business (Play & Grow Learning Center – W450 Clifton Rd.; Hodkiewicz):* Consider Lease Agreement: Jason Hodkiewicz was present to discuss the lease agreement. Hodkiewicz agreed to pay for the attorney fees associated with this agreement. Hodkiewicz reported parking will be for employees and the headstart buses, with only one bus at a time being parked in the lot. Friday indicated that a discussion was held with Public works Supervisor Scott Nadler and his opinion for snow plowing was that it shouldn't be a problem, and they will be restriping the parking lot. Trustee Benz made a motion to approve the lease agreement with Jason Hodkiewicz of Play & Grow Learning Center of W450 Clifton Road to use the north parking lot on village hall

property for employee parking and bus parking. Trustee David Miller seconded the motion. Motion carried, 7-0.

13) New Business:

- a) *Replace Variable Frequency Drives (Sewer Utility)*: Consider purchase of VFDs (\$12,935 P.J. Kortens; \$13,306 Crane Engineering; or \$16,000 Energenecs): Bruce Genskow provided three estimates for pump replacements in two lift stations. One pump is a 30 horsepower in the main lift station and the other is a 100 horsepower in the High Cliff list station. Trustee Marks made a motion to approve the PJ Kortens purchase at \$12,935 of one 30 horse variable frequency drive and one 100 horse variable frequency drive. Trustee Salo seconded the motion. Motion carried, 7-0.
- b) *Tax Bill Reconciliation*: Modification of FY18 tax bills resulting in refund to residents: President Laux explained that there was a mistake in computing the tax increment district levy in November of 2018. This error was discovered by Clerk/Treasurer Lesser after she was hired and was reporting to the WDOR. The error was not using the correct equalized value for the county and village portion of the taxes for the district. This created an overcharge in property taxes for the village in the amount of \$115,000. Laux further reported that since this issue has been reported Clerk/Treasurer Lesser and herself have been working with the Calumet County Treasurer Mike Schlaak and the WDOR. Calumet County Treasurer Schlaak approached the Board to discuss the plan for reimbursing the village residents of the overage paid in property taxes. Schlaak will be working with the software company to compute corrected tax bills once the second installment of property taxes have been paid, this is because the complete amount of tax has not been collected until July 31st. Once that process is completed, they will compute the corrected amount and a refund will be issued to each property owner via check along with a new tax bill and an explanation letter. There was no decision by the Village Board on this issue.
- c) *Resolution #2019-03: Annual Arbor Day Proclamation*: Trustee Kaas made a motion to approve resolution 2019-03 proclaiming April 26th Arbor Day in the village. Trustee Miller seconded the motion. Motion carried, 7-0.
- d) *East Central Wisconsin Regional Planning Commission-Proposal of Statutory Housing Report Requirements Agreement*: Administrator Friday noted the village's involvement in this project is voluntary and at a cost of \$575. No decision was made by the village on this item.

14) Complaints & Compliments: None.

15) Correspondences:

- a) *Stormwater Implementation Plan for Lower Fox (and Compliance)* (WisDNR; April 9): Administrator Friday indicated Nick Vande Hey was able to give some upcoming Thursday dates that will work for him, those dates are June 27th, July 11th, July 18th, August 15th and August 22nd. It was determined that the start time would be 6:30 pm. None of the Board members had their schedules with them. Friday stated he would send out an email with the dates and have each member respond with their availability.
- b) *Monthly Report* (Harrison Fire & Rescue; Feb.): This was included for informational purposes and no discussion or decision by the Village Board was held.
- c) *Property Damage-Guard Rail Damage* (State Park Rd) on March 17, 2019, funds received: Administrator Friday reported that the guardrail was repaired and the funds were received by the insurance company of the defendant. A billing invoice has not been received as of yet.

16) President Laux read the following notice: Consider and Act by Roll Call Vote to Convene into closed session Pursuant to Wis. Stats. §19.85(1)(c) when considering employment, promotion,

compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, Pursuant to Wis. Stats. §19.85(1)(g) when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and Pursuant to Wis. Stats. §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session: Trustee Benz made a motion at 8:05 pm to enter into closed session. Trustee Kaas seconded the motion. Roll call vote: Bob Benz; aye, Roger Kaas; aye, Joyce Laux; aye, David Miller; aye, Kathy Salo; aye, Ned Marks; aye. Motion carried by unanimous voice vote.

The Village Board will reconvene to open session pursuant to §19.85(2) to adjourn.

17) Adjournment.