



VILLAGE OF WAUSAUKEE
VILLAGE BOARD MEETING
WEDNESDAY, OCTOBER 19, 2016
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE

6:00 PM

MINUTES

1. Call to Order – President Radtke called the meeting to order at 6:04 pm. Trustees in attendance were Joleen Christ, Mack McKim, Ray Gordon, and Randy Schmidt. Also present were Clerk Sara Pullen, Treasurer Tyann Maye, Street Supervisor Dennis Whitton, Jr., WWTP Operator Lonnie Bamberg, employees Jane Huempfer and Mike Gavigan, Bonnie Gerner with the Marinette County Fair Association, Marie Maye, Ron Christ, Joellen Simpson, Jessica Kuhn and Cory Heigl with Packerland Broadband, and Cole Couvillion with WI DNR. Trustee Kyle Stumbris was absent.
2. Pledge of Allegiance
3. Amend or Approve Agenda – Gordon made a motion seconded by McKim to approve the agenda as printed. Motion carried.
4. Audience to Anyone Wishing to Speak – Cole Couvillion with the WI DNR addressed the Board to update them on the upcoming improvements to their facilities. He stated that a storage building will be erected on their property just south of Dr. Romenesko’s office with groundbreaking slated for the spring of 2017. In addition to the new building, the DNR will also be putting on an addition to their mechanic shop. Couvillion also mentioned that they will possibly be adding a heavy unit storage facility to the list of items going out for bids in spring, 2017.
5. Business with Guest
 - a. Discuss/Consider – Bonnie Gerner with Marinette County Fair Association to request direct seller’s permit fee waivers for vendors at Marinette County Fair. Action, if any. – Christ made a motion seconded by Schmidt to deny the Marinette County Fair Association’s request to have the direct seller’s permit fees waived for the annual County Fair. Motion carried.
 - b. Discuss – Packerland Broadband representatives to provide updates on cable TV / internet services through the Village. – Cory Heigl and Jessica Kuhn addressed the Board to update them on the upcoming services that will be offered to Village residents. Heigl stated that Packerland offers a variety of services including TV, internet, and phone with upgrades such as WIFI, DVR, HD channels, multiple room capabilities, bundle discounts, and increased internet speed. Heigl stated that they plan to be up and running by December 1, 2016. Kuhn addressed questions about the costs stating that every individual plan will vary depending on the package that a user chooses. She encouraged residents to visit their website at www.packerlandbroadband.com or call their local call center in Iron Mountain, MI for a current price listing. Christ asked if the ruts left behind from burying the cable will be addressed. Heigl stated that they will fix the affected properties in the spring.
6. Motion to Approve Minutes
 - a. Regular Board meeting – 9/19/16 – Christ made a motion seconded by Gordon to approve the minutes as printed. Motion carried.
 - b. Smart Growth meeting – 9/22/16 – Schmidt made a motion seconded by Christ to approve the minutes as printed. Motion carried.
 - c. Personnel Committee meeting – 10/6/16 – Christ made a motion seconded by Gordon to approve the minutes as printed. Motion carried.
 - d. Special Board meeting – 10/6/16 – Christ made a motion seconded by Schmidt to approve the minutes as printed. Motion carried.
 - e. Finance Committee meeting – 10/11/16 – Schmidt made a motion seconded by Gordon to approve the minutes as printed. Motion carried.

- f. W/S Committee meeting – 10/13/16 – Christ made a motion seconded by Gordon to approve the minutes as printed. Motion carried.
7. Village Street Report – The Board reviewed the Street Report as prepared by Dennis Whitton, Jr., Streets Supervisor. Whitton added that hydrant flushing was completed and all the valves that could be exercised were done. He also added that the starter in well 1 was fixed as of 10/19/16. Whitton informed the Board that several hydrants were full of water. He stated that Ed Hendzel with Wisconsin Rural Water Association will be coming up tomorrow to listen to the hydrants to determine if they are leaking or if it's potentially just ground water.
8. Utility Report - The Board reviewed the Utility Report as prepared by Lonnie Bamberg, WWTP Operator.
9. Motion to Approve Bills – Gordon made a motion seconded by Christ to approve the bills. Motion carried.
10. Treasurer's Report - The Board reviewed the Treasurer's Report as presented by Sara Pullen.
11. Committee Reports
 - a. Water & Sewer Committee
 - i. Discuss/Consider – Change 2016 budget item 'Capital Purchases: WWTP Repairs and Maintenance' for \$5,000 to 'Capital Purchases: Wells' for \$5,000. Action, if any. – Christ made a motion seconded by Schmidt to change the 2016 budget item 'Capital Purchases: WWTP Repairs and Maintenance' for \$5,000 to 'Capital Purchases: Wells' for \$5,000. Motion carried.
 - ii. Discuss/Consider – Replace hydrant on Tyler and Main. Action, if any. – Christ made a motion seconded by McKim to replace the hydrant on Tyler and Main. Motion carried.
 - b. Finance Committee
 - i. Discuss/Consider – Amend Resolution 2009-9 Mileage Reimbursement to \$.54/mile, effective 1/1/2017. Action, if any. – Christ made a motion seconded by Gordon to amend Resolution 2009-9 Mileage Reimbursement to \$.54/mile, effective 1/1/2017. Motion carried.
 - ii. Postponement of front end loader purchase until June of 2017. – Christ informed the Board that the Finance Committee has decided to postpone the purchase of the front end loader until June of 2017 due to the extension of the streetscape project and the unforeseen costs that may be associated with it.
 - iii. Discuss/Consider – Establish a long-term (monthly) camping rate. Action, if any. – Christ made a motion seconded by Gordon to set a long-term camping rate of \$400 per month to be reviewed annually. Motion carried.
 - iv. Discuss/Consider – Require all employees to receive payroll checks through direct deposit. Action, if any. – Christ made a motion seconded by McKim to require all employees to enroll in direct deposit as of January 1, 2017. Motion carried.
 - v. Discuss/Consider – Fee schedule changes. Action, if any. – McKim made a motion seconded by Christ to approve the following changes to the fee schedule:
 1. Eliminate the Kodiak
 2. Eliminate all 20 amp camping fees
 3. Add long term camping rate of \$400
 4. Update W/S rates
 5. Eliminate the auger machine
 6. Add a snow removal (Bobcat) fee of \$75/hourMotion carried.
 - c. Smart Growth
 - i. Discuss/Consider – Relocation of planting bed in front of Mosher's Auto. Action, if any. – Christ made a motion seconded by Schmidt to move the planting bed in front of Mosher's Auto to the south in front of Mosher's additional lot. Motion carried.

12. President's Report

- a. Leaves and brush pick up scheduled for the week of October 24-28, 2016. – President Radtke stated that the Public Works Department will only be picking up the leaves and brush on Friday, October 28, 2016 between 8 am and 12 pm, but residents are free to start putting them out on the curb starting

Monday, October 24th. He stressed that the Village will not be doing any additional pick-ups after Friday, October 28, 2016.

- b. Budget hearing scheduled for Tuesday, November 22, 2016 at 5:30 pm.
- c. Winter parking bans. – President Radtke reminded all residents that there is no parking on any Village Street between the hours of 1 am and 6 am from November 15, 2016 through April 1, 2017 to allow for snow removal.
- d. Snow removal policy. – President Radtke stated that per Village Ordinance 6-2-7, it is the duty of all owners/occupants of any lot or parcel to keep their sidewalks clear of snow and ice after every snow fall. He added that if the Village must remove the snow, owners/occupants will be billed at a rate of \$75/hour plus labor. Any unpaid bills will be assessed as a special charge on the tax roll. He also stressed that plowing snow with motorized vehicles is prohibited.

President Radtke stated that the trees that are being planted are only 1” in diameter instead of 1 1/2” as ordered. His recommendation was to wait until spring so that the proper sized trees can be planted.

President Radtke informed the Board that Stantec presented another change order in the amount of \$5,000. Christ stated that she would like a cost breakdown from Lynelle Caine. The change order will be on next month’s agenda.

13. Old Business

- a. Discuss/Consider – Village Board attendance policy. Action, if any. – The Board reviewed Ordinance 2016-08 amending Trustee salaries. The ordinance will be on the November agenda. Pullen was instructed to contact Harvey for another ordinance amendment to the attendance policy that states that any Trustee who has 3 absences in a 6 month period can be removed by a ¾ vote of the Village Board.

14. New Business

- a. Discuss/Consider – Accept the resignation of Trustee Bradley Taylor. Action, if any. – Christ made a motion seconded by Gordon to accept the resignation of Trustee Bradley Taylor. Motion carried.
- b. Discuss/Consider – Façade Improvement Grant application for Joe Schlies, Wausaukee Bowl Management, LLC. Action, if any. – Christ made a motion seconded by Gordon to approve the Façade Grant application for Joe Schlies. Motion carried.
- c. Discuss/Consider – Quote from American Overhead Door for repairs to shop garage doors. Action, if any. – Christ made a motion seconded by McKim to approve the 2 quotes from American Overhead Door in the amount of \$2,942. Motion carried.
- d. Discuss/Consider – Village street lighting. Action, if any. – Christ made a motion seconded by Gordon to make the following changes to the Village Street lighting:
 - i. Remove 1 light on North Ave near the Smith residence
 - ii. Remove 2 lights on Hillside Ave going toward the school
 - iii. Remove 1 light on Cty C near the Elias residence
 - iv. Remove 1 light on Main St near the Collier residence
 - v. Remove 1 light on Perch Lake Rd in the Town of Wausaukee
 - vi. Remove 1 light on Cedar St by the old library
 - vii. Add 1 light at the intersection of Monroe and First StMotion carried.
- e. Discuss/Consider – Approve 2017 Wausaukee Rescue Squad contract. Action, if any. – Christ made a motion seconded by Gordon to approve the 2017 Rescue Squad contract. Motion carried.
- f. Discuss/Consider – Approve 2017 Wausaukee Fire District budget. Action, if any. – Gordon made a motion seconded by Christ to approve the 2017 Wausaukee Fire Department contract. Motion carried.
- g. Discuss – Review the Wausaukee Fire District quarterly report. – The Board reviewed the report as presented by the Wausaukee Fire District.
- h. Discuss/Consider – Electrical upgrades to the PAX mixer in the water tower. Action, if any. – McKim made a motion seconded by Christ to give Trustee Kyle Stumbris the authority to install the GFCI breaker, 10 gauge wire, delay timer and indicator light at the water tower. Motion carried.

- i. Discuss/Consider – Remove former Clerk, Toshia Ranallo, as a signatory for all accounts at Wausaukee Financial Center and Stephenson National Bank and Trust, and designate new signatory. Action, if any. – Christ made a motion seconded by Gordon to remove Toshia Ranallo as a signatory for all accounts at WFC and SNBT, and add Tyann Maye as a signatory on all accounts at WFC and SNBT. Motion carried.
- j. Discuss/Consider – Appointment of a Clerk/Treasurer effective November 28, 2016. Action, if any. – Gordon made a motion seconded by Christ to appoint Sara Pullen as the Village Clerk/Treasurer effective November 28, 2016. Motion carried.
- k. Discuss/Consider – Appointment of a Deputy Clerk/Treasurer effective November 28, 2016. Action, if any. – Gordon made a motion seconded by Schmidt to appoint Tyann Maye as the Village Deputy Clerk/Treasurer effective November 28, 2016. Motion carried.
- l. Discuss/Consider – Hire a firm to take over the CDBG administration requirements. Action, if any. – McKim made a motion seconded by Schmidt to accept the proposal from Cedar Corporation for grand administration services for a cost not to exceed \$15,000. Motion carried.
- m. Discuss/Consider – Postpone monument sign construction until spring 2017. Action, if any. – Gordon stated that per the engineers at the weekly construction meeting he attended on October 13, 2016, the Village would get a better product if they waited until spring to begin construction. Christ added that the DOT has denied the sign permits for both the north and south monument signs. They stated that because the signs are located outside the Village limits, the Town must apply for the permits. In addition, because the signs are in the Town, they cannot have “Village” on them; the signs must read “Welcome to Wausaukee” instead. Christ added that the Village should enter into an agreement with the Town that states that although they are the sign permit applicants, the Village owns the signs and shall maintain them. She also would like the Board to reconsider the HDU material as opposed to the Cedar for the signs. Christ made a motion seconded by Gordon to postpone all monument sign construction until spring, 2017. Motion carried.
- n. Discuss/Consider – Postpone planting of flowers and shrubs until spring 2017. Action, if any. – Christ made a motion seconded by Schmidt to postpone planting flowers and shrubs until spring, 2017. Motion carried.
- o. Discuss/Consider – Change the stone bollards from granite to field stone. Action, if any. – McKim made a motion seconded by Christ to change the stone bollards from granite to field stone. Motion carried.
- p. Discuss/Consider – Make a formal request with the DOT to reduce the speed limit at the north Village limits and Division Street. Action, if any. – Radtke stated that due to the new sidewalks extending farther north which will increase pedestrian traffic, he feels that the speed limit should be reduced to 35 mph at the north Village limits and 25 mph at Division Street. Radtke was told by Paul Zoellner of the DOT that reducing the speed on a state highway is not within the Village’s jurisdiction, but a written, formal request may be considered. Christ made a motion seconded by Gordon to submit a formal request to the DOT to reduce the speed limit in the Village to 35 mph at the north Village limits, and 25 mph at the intersection of Division and Highway 141. Motion carried.

15. Additional Business

- a. Schedule a Finance Committee meeting – A Finance Committee meeting has been set for Wednesday, October 26, 2016 at 4 pm.
- b. Schedule a Water & Sewer Committee meeting – A Water & Sewer Committee meeting has been set for Tuesday, October 25, 2016 at 6pm.

16. Discuss/Consider – Convene into closed session per State Statute 19.85(1) (c) to consider the following:

- a. Personnel Committee’s employee evaluation recommendations.
- b. Appointment to fill Trustee Taylor’s vacated seat.

Roll call vote. Action, if any. – Christ made a motion seconded by Gordon to convene to closed session. A roll call vote was performed. Joleen Christ, yes; Mack McKim, yes; Hilbert Radtke, yes; Ray Gordon, yes; Randy Schmidt, yes. Motion carried.

17. Reconvene to open session per State Statute 19.85(1) (c) to consider the following:
- a. Discuss/Consider – Personnel Committee’s employee evaluation recommendations. Action if any. – Christ made a motion seconded by Gordon to accept the recommendation of the Personnel Committee regarding employee raises effective January 1, 2017. Motion carried.
 - b. Discuss/Consider – Appointment to fill Trustee Taylor’s vacant seat. Action, if any. – Gordon made a motion seconded by Christ to appoint Pat Tracy to fill Trustee Taylor’s vacant seat. Motion carried.
18. Adjourn – Christ made a motion seconded by Gordon to adjourn the meeting at 9:55 pm. Motion carried.

Submitted by SP