

VILLAGE OF BONDUEL
VILLAGE BOARD MEETING
MAY 12, 2015

Following the Pledge of Allegiance and moment of silence, President Sharon Wussow called the meeting to order at 7:00 p.m.

Wussow read a statement regarding the posting of the meeting.

Present were Sharon Wussow, Shawn Thorne, Robert Luepke, Joan Kamps, Robert Thayer, Dick Sibert and Luka Zischka. Absent - none.

AGENDA: Motion by Thorne, second by Luepke, to approve the agenda and deviate as necessary. Motion carried.

MINUTES: Thayer stated he wished to correct the record of his statements relating to CCAP (Wisconsin Circuit Court Access Program) background checks on trustee candidates interviewed at the April 23, 2015 meeting. Rusch will listen to the audio tape and make necessary corrections. Motion by Sibert, second by Luepke, to approve the minutes with corrections which are to be shared with Board members to confirm. Motion carried.

ACKNOWLEDGEMENT OF CITIZENS: Steve Berndt, Director of Municipal Operations, Police Officer Nicole Blaskowski and Police Chief Todd Chaney.

Zischka reported on school board meeting. A number of teachers leaving/retiring. Over the next 4 years they are projecting to lose roughly 140 students. Distributed enrollment statistics (on file). Losing a lot of students to Pulaski; they are doing an excellent job of marketing and test well. Kamps asked how it breaks down money-wise. Zischka stated property tax, state aid and pupils are what brings revenue. Declining enrollment means less and less money. Largest contributor to enrollment numbers is jobs; for second or third year in a row an elementary school teacher has been let go; middle school teacher moved over to cover elementary; high school teachers are moving on to different fields or other schools. School psychiatrist and special ed. positions will not be replaced; one person is laid off and retirements are coming from maintenance staff and aids.

Wussow reported she attended a workshop sponsored by Wisconsin Towns Association. Topics included ethics and how to run a meeting. She also stated the Plan Commission had a very informative meeting and wished everyone would have attended.

REPORTS:

Public Safety Committee met May 4th. Pedersons and Dave Hull attended and reiterated their concerns about homecoming. Jane Wonderling, High School Principal also attended. They will meet with student class representatives to let them know what expectations are. May meet with middle school class representatives also.

Fire Chief's report on file. Photos of BAFD firefighters attending grain rescue training were printed in May issue of *Wisconsin Agriculturalist*. Wussow gave highlights from fire chief's report. Will send email to all board members to let them know when new hose-testing machine is being tested again so they can watch.

Police Chief's report on file. Chaney mentioned ordinance regarding numbers on buildings. Officers will patrol the Village and place cards on doors when they see houses with no numbers. Numbers are to be placed above the door or on fascia of porch. There are also size requirements. Chief Chaney started working today with Shawano technician to load ordinance fine system on computers. Tomorrow, he will join Shawano city police at a "meet your local police" open house. Also, all officers had fire arms training last week and all passed with flying colors.

EMS report on file. Wussow gave highlights. She stated she is thankful they are working so diligently for the community.

Administrative Committee needs to meet in the near future. Clerk's report on file. Rusch distributed the Village's 2014 Financial Report and Management Communication. Auditor Tom Karman will attend the next board meeting to explain the reports but is only available Thursday, June 11. The Board's next regular meeting date is therefore changed to Thursday, June 11, 2015. Rusch also distributed and explained a Village Board Member's Policy Manual.

Municipal Operations Committee met May 5th. Thorne gave highlights from minutes of last meeting. No quorum of Municipal Operations Committee were present so minutes could not be approved for the March 9 meeting.

Municipal Operations report on file. Berndt added that, due to inclement weather, Shawano County Highway Department's plan to do patching and paving last fall on S. Cecil Street from Mill Street to South Street had to be postponed till spring; they now have job to do for the WI Dept. of Transportation, so our street is delayed till early June instead of May. DOT is paying approximately three-fourths of the project cost. Wussow asked how high-school student work projects went; Berndt stated most unfortunately got rained out. They were able to do some painting on shelters and a little landscaping. Some Boy Scouts and Eagle Scout projects are coming up. Thorne asked status of Badger Meter project. Berndt stated it was finished and the program is up and running; he added the representative from Badger Meter was super to work with and spent a lot of time on the project.

Zischka asked about village-wide leaf pickup, specifically what impact it would have on water bills? Berndt stated there was just general discussion; the issue hasn't progressed to the point of how it would be paid for. Thorne added they are not planning for that expense to be put on the utility bills.

Zoning Board Of Appeals: No meeting.

Library Board met. Minutes are on file. New officers are Tim Ewing, President, and Carol Luepke, Secretary. Wussow feels the Board is a good group looking forward to working with them. She thanked Connie Huempfer for her years of service to the Library Board.

Plan Commission met May 6th. Jim Mann of Ehlers & Associates and Mike Kunesh of The Commercial Place attended and give presentations.

Fire Commission met April 27th. Items are on agenda.

NEW BUSINESS:

K1: Sidewalks on Mill and Second Street for 2016 Capital Project. Ryan Amtmann of Ruckert-Mielke gave a presentation explaining decisions that needed to be made and explained options. In preparation for the next public information meeting to be held May 20th, the Board needs to look at (1) Village's Official Sidewalk Map (OSM); (2) Village's Sidewalk Policy (3) two alternatives for configuration of roadway on Mill Street and (4) proposed configuration of S. Second Street.

- (1) Official Sidewalk Map: Amtmann presented and explained the Village's Official Sidewalk Map. The Board needs to decide whether to modify the map to have Second Street as a designated sidewalk on the Village's OSM. First Street and State Street already have sidewalks but are not on OSM. 100% of maintenance is to be paid by property owners where sidewalks exist that are not on the map. If sidewalks are designated on the OSM, the Village's current policy is that cost of maintaining sidewalks are split 50/50 between the abutting property owner and Village. With regard to the project on Mill Street, (rebuilding Mill Street from Second Street westerly to Shioc Street), the decision of sidewalk versus no sidewalk needs to be dealt with now. In terms of getting children and other pedestrians from school to other areas of the Village and, based on comments received at first public meeting and observations of pedestrian traffic patterns, it is proposed running sidewalks from school parking lot easterly to Second Street and to include this piece on the OSM. The next question would be whether to install a sidewalk between Second and First Streets. If sidewalk on Second Street is designated on the OSM, there would be no need for sidewalk on Mill Street to go beyond Second Street, consequently the section from Second Street to S. Cecil Street could be removed from the OSM.
- (2) Sidewalk policy: In addition to modifying the OSM, the Board must decide method of payment for new sidewalk that does not exist now but is built in an area that Village desires to add to the OSM. Sidewalk Policy currently states if sidewalk is on OSM, cost is a 50/50 split between the Village and property owners.
- (3) Mill Street: Amtmann distributed charts displaying two alternatives. The roadway on Mill Street was set up to be 37 feet, and with a 50-foot right-of-way, it doesn't leave much room for landscaping, parking or sidewalks. There appears to be very little parking with the exception of the clinic. The south side of the road has off-the-road parking available by property owners. He recommends Alternative 1 which shows a 35-foot roadway from school to Elm Street with sidewalks on the north side of the street and allow parking on the north side of the road only with 7-foot

parking lanes. From Elm Street to Second Street the roadway would be 33 feet wide with parking restricted to only one side of the road. Parking on north side of road is preferable because there is a series of power poles on south side that would have to be moved if sidewalk was located on south side; these are right on the line of the right of way so power company may require costs to be split. Amtmann then reviewed the pros and cons of each alternative as detailed on the handout and Board members posed questions and comments to clarify both alternatives. Parking was also discussed at length. Chief Chaney stated the apartment building, Meadow View and clinic have sufficient parking available on their premises. He added for safety considerations he recommends no parking at all on Mill Street from Second Street to Shioc Street; for special school events, the signs could be covered so that parking would be allowed for the overflow from the school lot. Also parking could be limited to non-school hours.

Official Sidewalk Map: Thorne stated the sidewalk should be on north side of Mill as far as Second Street, on both sides of Second Street with Second Street being added to the safe walking route, and the north side of Ganschow Street should be on the safe walking route as well. Also there should be no sidewalk from Second Street to Cecil Street. He added that no parking on north side of Mill Street time should be time sensitive, during school hours only.

Motion by Thorne, second by Wussow, to modify the Official Sidewalk Map and existing safe-walking route to eliminate sidewalk on south side of Mill Street and add a safe-route sidewalk on north side of Mill Street from the crossing at elementary school to Second Street and to include sidewalks on both sides of Second Street from Mill Street to Green Bay Street, and to include Ganschow Street on the north side only from Second Street to school property. Second by Wussow. Motion carried.

Sidewalk Policy: Amtmann stated the Sidewalk Policy currently states if sidewalk is designated on the Official Sidewalk Map, maintenance costs are a 50/50 split between the Village and property owners. That was the policy utilized when earlier projects were done. There are no changes needed on that part of the Sidewalk Policy.

Amtmann explained that the Village Sidewalk Policy does not address how to pay for sidewalks in an area where you are designating on the OSM the desire to have a sidewalk that does not currently exist. By choosing to have sidewalk on one side of the road, to use a special assessment policy and charge the abutting properties in his opinion would not be equitable because the decision is made based on factors the property owners cannot control (utility poles). Board needs to consider what policy will be for funding new sidewalks and, if sidewalk is only on one side of the road, how to make that equitable. He quoted that 800 feet of sidewalk would cost approximately \$25,000 on north side of road. If sidewalk was located on the south side of the road, to move the utility poles there could easily be an exposure of that magnitude plus spend \$25,000 for cost of the sidewalk; by going with this alternative, which narrows the road a bit, and use the strategy of controlling the parking on one side of the road, you are paying for the cost of the sidewalk by the narrower width of the road. So you might want to consider picking up the full cost. If there would be the desire to specially assess some of the sidewalk costs, he thought it would be equitable to look at corridor as a whole and split the costs with property owners on

both sides of the road. Amtmann gave options that if sidewalk is going on one side of the road and 100% gets assessed, property owners on both sides of the road split cost 50/50; alternatively, because this new sidewalk is not on the OSM, the Village pays full cost or perhaps pays 50% and property owners on both sides of the road each pay 25%. In front of the school, the bus drop-off lane as well as the sidewalk would be attributable to the school, however it would have a different assessment rate. Thorne stated he finds it difficult to implement an assessment to property owners for something that is not being done on their property. Thorne asked Amtmann what his experience has been with other communities; Amtmann stated communities have all different variations of assessment policies but he can check on it. Thorne also questioned how cost of maintenance would be split for these new areas of sidewalk that are being added to the OSM. Amtmann suggesting putting this on hold and will bring information Thorne requested back to the Board.

Mill Street construction: Motion by Thorne to move forward with Alternative One as presented here this evening [35-foot wide road from school to Elm Street, 33-foot wide road from Elm Street to Second Street, sidewalk on north side] with parking allowed on the north side of the street with time restrictions of 7 a.m. to 4 p.m. during the school year with the exception of parking for Bellin customers. Second by Kamps. Motion carried.

Second Street construction: Motion by Thorne, second by Luepke, to move forward with Alternative One Proposed Typical Section - Second Street Plan with a 33-foot roadway. Motion carried.

Luepke left at 9:10 p.m.

K2: Operator's license applications. Applicants include Jason Eggert and Aaron Retzlaff for Batting for the Battle Softball Tournament, Joy Gruenewald as agent for Hungry Bear Family Café and Ginny Niles for Dollar General. All applicants cleared the police background check and were recommended for approval by the Public Safety Committee. Motion by Kamps, second by Zischka, to approve operator's licenses for Jason Eggert, Aaron Retzlaff, Joy Gruenewald and Ginny Niles. Motion carried.

K3: American Legion liquor license renewal. Application was approved by Public Safety Committee. Motion by Wussow, second by Kamps, to approve the renewal liquor license for the American Legion. Motion carried.

Luepke returned at 9:15 p.m.

K14: Operator's license appeal for Salvador Ovieda. Chaney stated Ovieda failed the background check because he has three OWIs on his record. He added that as he looks at Ovieda's pattern of lifestyle since that era, he has seen significant change. Ovieda was present and spoke in his defense stating he changed his lifestyle because of his kids; he spent a year and a half in jail; has nine-year-old twins so he now works every day for his kids. Chaney added he would be opposed if this was a tavern, but the exchange of alcohol at the Hungry Bear would be minimal, and Salvador will not be personally serving alcohol. He is required to have license as business manager and must have operator on premises so

others can serve. Chaney recommended a written agreement that gives specific criteria for approval of Oviedo's license with any violation of terms resulting in immediate life-time revocation of license. Motion by Kamps to approve operator's license for Salvador Oviedo to conform with conditions of written agreement that Police Chief Chaney places upon him. Second by Luepke. Motion carried.

K4: Hungry Bear Family Café original liquor license. Public Safety Committee approved application. Police Chief background check was OK. Motion by Wussow, second by Sibert, to approve liquor license for Hungry Bear Family Café. Motion carried.

K5: Knox Boxes. Chief Chaney explained the Knox Box allows emergency services to access a key inside the box to get into the building. He recommends installing Knox Boxes on Village Hall, fire station, perhaps pavilion, public works building and the library. Cost is \$295 each. Installation could be done by Public Works Department. Berndt said there are two employees in the Public Works Dept. who are also on the Fire Dept. and already have master keys to the buildings, other than the library. We would only need a key for the pavilion and the library or provide master keys to the Fire Dept. [Thayer left at 9:27 p.m. and returned at 9:30 p.m.] No action was taken.

K6: Bond standard. Chief Chaney explained Shawano revised ordinances and we need to adjust our bond schedule to concur. Getting computer set up so we can go ahead and do the standardization process. Motion by Wussow, second by Kamps, to standardize our bond schedule with the Shawano Police Department. Motion carried.

K7: Bonduel-Hartland Fire Department Agreement. Amendment was approved by Fire Commission in 2010 but never brought to the Village Board. Motion by Wussow, second by Zischka, to approve amendment to the Agreement, with typographical correction. Motion carried.

K8: Sewer cleaning/televising. Thorne stated this is annual televising. Municipal Operations Dept. has worked with all three companies in the past. Berndt stated he has worked well with all three companies. He added that 5% of the system is televised every year. The Municipal Operations Committee decided to go with lowest bid. Motion by Thorne, second by Thayer, to award annual sewer cleaning/televising bid to Green Bay Pipe & TV LLC in the amount of \$3,170. Motion carried.

K9: Cedar Park restroom building. Thorne stated Municipal Operations Committee discussed. Two opinions received. One quote from BBC Company was for \$16,500 to repair. Committee chose to go with new building. Cost estimates provided. To build a facility could cost upwards of \$150,000. Committee feels we should move forward with construction of a new building. We would have to borrow or can look for grant opportunities. We could tie financing in with 2016 Capital Improvement Plan. To build the same building would cost \$107,000 according to Nordin estimate, with engineering costs of \$10,000 to \$14,000. Nordin quoted \$190,000 for larger building with \$12,000 to \$16,000 for engineering. Looking to the Board for recommendation for new building and with demolition in fall. Committee will continue to look at final design and financing options. Go out for bids in December break ground in April. Kamps moved to have Municipal Operations Committee further pursue replacing

restroom at Cedar Park and investigate finances. Second by Sibert. Motion carried.

K10: Recycle site position: Berndt stated in the last week the individual who supervises the site has taken a full-time job so we need to replace that individual. Looking for permission to advertise for someone to fill that position. Thorne questioned why we hired someone rather than continue with Municipal Operations staff. Berndt stated we formerly had someone in that position but the position was eliminated; then whoever worked Saturday had to take Monday off so out of 5-day week we lost someone for 1½ days. Wage difference was also a factor. Other things were not getting done because guys were working out there instead. Wussow talked it over with one of the employees who thought it could be a seasonal position, hiring only for the summer. Berndt stated that didn't work out very well because if there is snow storm or a water main break they had to close the site. Thayer agreed that a part-timer could handle the job at a lower rate. Thorne feels Village is too small to have 4½ Municipal Operations employees. Berndt stated a wage study was done in the past and we were compared to other communities and were not out of line with our staffing levels. Berndt added that communities with fewer employees contract everything out. Here our employees handle everything the Village is involved in - electrical, plumbing, carpentry, mechanical repair, mowing lawns, painting. Not many things we use contractors for. Motion by Wussow, second by Kamps, to refer recycle site position to Municipal Operation Committee for further research. Motion carried.

K11: 2016 Village Centennial. Plan Commission has recommended that Board create an ad hoc committee to plan and organize something for the 2016 centennial. August 1, 2016 is 100th anniversary of Village's incorporation. Put it on Facebook, website, newspaper article. Kamps and Zischka will volunteer. Motion by Thorne, second by Zischka, to post on Facebook, website and newspaper article looking for volunteers to serve on ad hoc committee to plan and organize the Village Centennial Celebration in 2016. Motion carried. Wussow thanked Kamps and Zischka.

K13: Local Government Workshop. To be held June 5 at Tundra Lodge in Green Bay. Registration deadline is May 31st. Let Clerk Rusch know by May 22 if you wish to attend so she can register everyone.

UNFINISHED BUSINESS:

L1: Appointments to Board and Commissions. President Wussow recommended Steve Peterson be appointed to the Plan Commission. Motion by Kamps, second by Luepke, to appoint Steve Peterson to the Plan Commission. Motion carried.

APPROVAL OF PAYMENTS & TREASURER'S REPORT: Recommended that \$18.02 credit balance in Federal Withholding Tax account and the seven cents in Water Construction Fund be written off. Motion by Luepke, second by Kamps, to approve Treasurer's report and vouchers for payment. Motion carried.

ANNOUNCEMENTS:

Administrative Committee	May 26, 2015	4 pm	Village Hall
Open Book Session	May 27, 2015	6-8 pm	Village Hall
Public Safety Committee	June 1, 2015	4 pm	Village Hall
Municipal Operations Committee	June 2, 2015	4 pm	Village Hall
Board of Review	June 3, 2015	4-6 pm	Village Hall
Village Board	June 11, 2015	7 pm	Village Hall

K12: Move to closed session for purpose of discussing public properties and/or investing of public funds. [Pursuant to Wis. Statutes Chapter 19 General Duties of Public Officials, Subchapter V Open Meetings of Governmental Bodies, 19.85 Exemptions (1)(e). Motion by Zischka, second by Thayer, to go into closed session for approximately five minutes. Roll call vote was taken. Motion carried unanimously. Board moved to closed session at 10:34 p.m.

Motion by Kamps, second by Zischka, to return to open session. Roll call vote was taken. Motion passed unanimously. Board reconvened to open session at 11:08 p.m.

Motion by Luepke, second by Thorne, to adjourn. Meeting adjourned at 11:09 p.m.

Respectfully submitted,

Willa Rusch, Clerk