

VILLAGE OF BONDUEL
VILLAGE BOARD MEETING
OCTOBER 14, 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: Sharon Wussow, Shawn Thorne, Robert Luepke, Joan Kamps, Robert Thayer, Dick Sibert, Luka Zischka.

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

MINUTES: Motion by Sibert, second by Luepke, to approve minutes from the September 9, 2015 meeting. Motion carried.

ACKNOWLEDGEMENT OF CITIZENS: Steve Berndt, Director of Municipal Operations; Police Chief Todd Chaney; Fire Chief Robbie Woldt; and Scott Williams of SHAWANO LEADER.

COMMUNICATIONS: Thank you note was received from Shawano Pathways for use of Village Park for a food and rest stop during their Ride The Barn Quilts event.

REPORTS:

Public Safety Committee met with the Fire Commission to approve the Public Safety budget. Items are on agenda.

Police Chief's report on file.

Fire Chief's report on file. There was a major barn fire on County BE on September 17. Wussow attended a recent recognition for Frank Heller. Plaques were presented to family members in gratitude for Frank's fire department and community service over 40 years. His children were extremely moved. Many neighbors also came, and guests shared memories.

EMS report on file. Wussow asked Woldt about Item #10 on the report, implementation of I AM RESPONDING system. Woldt explained it is Shawano County's alerting system for cell phones. Still get paged the same way, but if dispatchers do it properly we would get the same page over our cell phones along with map and hazmat information, etc., that would be pre-planned into the address of the call. It involves a cost to each fire dept. Cost unknown at this point so we are waiting until we receive more information. Our average cost could be over \$300 per year for the number of calls we go on. That is our cost, and the County incurs \$11,000 to put the system in the dispatch center. This is to make up for the poor tower reception we have. Wussow asked Woldt to explain the tower problems to Scott Williams. Woldt explained that in some areas reception is dead. It would help us to have a tower in the Krakow area. We have spots in our coverage service area where we can't get through on the intercom. This is affecting Green Valley, Navarino, Tri-County and Cecil, basically everyone on this end of the county.

Woldt said profit at fair stand was approximately \$3,800, down from last year by \$700-800. Fair attendance is lower. Wussow also thanked the Fire Department and EMS for all they did for Founders Day.

Administrative Committee met and worked on budget and job descriptions. Looking at Caselle upgrade. Will meet again October 21, 2015 at 4:00 p.m.

Clerk-Treasurer's report on file.

Municipal Operations Committee met and worked on Capital Equipment Outlay. Thorne stated they are trying to get a leaf-pickup machine into the budget. Joan asked for update on leaf pickup. Thorne stated Shawano has a machine we can possibly purchase. We have been quoted a price, and are trying to fit it into our Capital Equipment Outlay budget. The Committee is trying to finalize the Capital budget for 2016 and then review the document after the budget process is over to see what kind of changes or adjustments we can make moving forward. Wussow asked if leaf pickup could get done this year; Thorne said he doesn't see that happening for this year. At this point Shawano is still using their equipment and have budgeted new ones for next year.

DMO report on file. Update on Capital Improvement Project for next year: Hoping to have Jim Mann from Ehlers & Associates here for November Board meeting to go over financials, cost to Village, borrowing options, General Fund and Water Utility costs. Also WE Energies has quite a bit of gas main work on those streets, installing new gas mains and other work. They intend to start that work this fall and complete whatever is unfinished in early spring. We have asked for plans and timetable. WE Energies also will be responsible to work under our guidelines and directions as to type of work they are going to do; they will be responsible for notifying property owners of exactly what is being done and for accommodating any property owners if they block a driveway or part of a street. One positive note is that WE Energies is looking to move the gas main away from where it is now; this will allow us to lay new water main adjacent to existing main so we won't have to do a temporary, above-ground water main, which was what we were originally faced with and which would have added to the project cost. Shawano County Highway Department is doing its annual crack filling on streets later this month. We plan to be on Washington Street, and will probably go back onto State Street and Whitney Woods if funds permit.

Centennial Ad Hoc Committee met. Kamps reported there will be a one-day celebration on Saturday, August 6, 2016, immediately after the corn roast when the most people are in town. They will try to have activities that are different from other annual events. It will be fun!

Zoning Board of Appeals: No meeting.

Library Board meets quarterly so no meeting.

Village Plan Commission: No meeting.

Fire Commission: Met October 5, 2015 with Public Safety Committee.

NEW BUSINESS:

K1: Per diems. Motion by Kamps, second by Sibert, to approve per diems as presented. Motion carried.

K2: Resolution to award contract to Bay Architects for architectural services for Cedar Park restroom building. Thorne reported that the Municipal Operations Committee made a recommendation to the Board to use Bay Architects for the construction, design, plans, oversight and bidding process for the Cedar Park rest room building. We received three different quotations, and Bay Architects was quite a bit less than the other bidders. Village has worked with them before and with the dramatically different prices, the Committee recommended to go with Bay Architects. Other quotes came from Nordin and Dimension IV, and they were both considerably higher. Zischka asked if there was a blueprint associated with their proposal; Thorne stated there is not, however he drew an outline of the building design to give Board members an idea of what was being planned. The storage area will be used by the Bat and Ball Club to store concession items; it will be locked so items would not be disturbed when shelter is rented out. Their equipment will be stored in the old concession stand. Bay Architects will cover the entire process from beginning to end. Berndt stated the goal is to bid it this winter then do construction in spring so it's ready as soon as possible for all the activities that take place in the park. There is no estimate of the cost of the building. Next step is to have Bay Architects meet with the Municipal Operations Committee, along with other interested people, and then they can finalize what the building is going to be and give us a cost estimate. Looking at \$100,000 - \$150,000 range depending on final building approval.

Resolution 2015-05 to award contract to Bay Architects for architectural services for Cedar Park restroom building introduced by Thorne, seconded by Kamps. Roll call vote was taken. Motion carried unanimously. Wussow thanked the Municipal Operations Committee for their work on the project.

K3: Position description for Clerk-Treasurer and Deputy Clerk-Treasurer/Utility Clerk. Updated position descriptions were recommended by the Administrative Committee. Motion by Thorne, second by Luepke, to approve position descriptions for Clerk-Treasurer and Deputy Clerk-Treasurer/Utility Clerk. Motion carried.

K4: Position descriptions for BAFD officers. Wussow stated the Fire Commission recommended updated job descriptions for Fire Chief, 1st Assistant Chief/2nd Assistant Chief, Captain, Lieutenant, Secretary/Treasurer and Training Officer. Motion by Wussow, second by Kamps, to approve position descriptions for Bonduel Area Fire Department officers. Thorne noted that the Secretary/Treasurer document should include the revision date. Wussow amended her motion to include that correction. Second by Kamps. Motion carried.

K5: Operator's license applications. Chaney stated the application for Felicia Golueke should be denied because she is disqualified according to our guidelines; she was to be employed at Wayne's Place. Motion by Zischka, second by Thayer, to approve operator's licenses for Autumn Rossman and Carolyn Heindel and to deny application for Felicia Golueke. Motion carried. Rusch was directed to write to Ms. Golueke to inform her of the denial and explain the appeal process.

K6: Building at 101 E. Green Bay Street. Chief Chaney reported that he has been in contact with Village Attorney Tim Schmid, who is beginning the process of doing title searches to check for any liens or ownership issues. Chaney met with Nordin Design Group, a survey and engineering firm in Shawano. The plan was to have Mr. Scott Nordin come tomorrow to do an analysis and commercial inspection of the building; however, Block called late this afternoon and stated that Grunewald is paving at the Wisconsin House in Shawano so he will be unable to give them access to the building in Bonduel. Today he had workers there and they removed a lot of garbage and took it to the recycle center. Block also indicated he was seeking a masonry contractor to deal with collapse on east side of building. There has been no other movement. Block was also sent a letter stating he must meet with fire inspectors later in the month so they can complete the fire inspections they were unable to perform because they did not have access to the basement or the mercantile portion of the building. Next event will be having commercial analysis and inspection done as soon as Scott Nordin is available and we can get access to the building. Wussow stated she spoke with Block on speaker phone in the Clerk's office, and Block claimed he had not received the first letter from the County Health Department. We are sending via certified mail copies of everything that was mailed in the past because Block says he did not receive anything. Chaney added that first-class mail that is non-deliverable is returned to sender; since we never received anything back from the post office, everything has been delivered. Luepke asked how much mold was in the basement. Woldt stated there is no way of knowing, since we can't access the basement. Chaney stated the apartments are all full of mold. Chaney added the collapse is probably ten feet, and through the hole on the east side of the building you can see the framing and drywall on the apartments inside. We have a video recording of some of these issues. We have discovered another issue in the apartment that's attached to the Block building in the back end; in the northwest bedroom there is a shared wall and that room is being integrated by water, moisture and mold from the leaks from the Block building; this is creating a health hazard in this apartment. Gutters are in disrepair above so it is possibly roof runoff. Block says roof is less than ten years old and is a rubber roof. If you go up the fire escape there is an entrance door that does not shut because it is warped, so the sill plate is not sealed and any time it rains, water runs down into light fixture in Apartment #6. What we have done is start the process to bring the property into compliance, and we can place time limits on bringing building up to code. Part of problem is this is a 100-year-old building, and codes were vastly different back then from what they are now. Wussow said upstairs door to the north is not sealed, and also rodents can get into bottom apartment. Kamps asked why residents have not left. All have except one family who is indigent; Todd stated he has given them information on Shawano County Housing and the City of Shawano also to help them find alternative housing. Kamps asked if this building is affecting other buildings in the area. Chaney stated it affects Hutter's building; they have the water leakage problems as they share a common wall, and the metal fire door at top of stairs does not work. That is a code violation. Wussow mentioned that the night of the street dance, hundreds of chimney sweeps flew out of the chimney; they live in the chimney every summer and leave droppings, which would also be a health issue.

Kamps stated she was shocked to see the SHAWANO LEADER headline. She addressed her comments to Scott Williams stating that Board members are very informed of the issues and are taking care of the issues, but we have never discussed bulldozing. She found the LEADER headline offensive. Williams and Kamps will discuss after the meeting.

Zischka thanked Chief Chaney and Chief Woldt for all their work on this issue.

Chaney said we should also consider the Badger's Best building. Wooden windows look as if they're ready to fall out. We'd like to get a commercial inspection to see what needs to be done to bring that building up to code. Citing them for a dilapidated building and public nuisance violation does not rectify the structural issues. We need to go beyond public nuisance issues to code issues in order to get these buildings cleaned up.

Also, a fire inspection revealed some significant issues at the old clinic building. Needs commercial inspection also.

K7: Resolution to amend the Official Traffic Map to include No Parking Zone on portion of W. State Street. Postponed to next meeting because ordinance change is also required.

UNFINISHED BUSINESS:

L1: Sewer system mortgage. Thorne reported that Municipal Capital Markets Group is having issues with the back end of the financing; the last he'd heard there would be a rate increase in Year 15 of the loan. Motion by Wussow, second by Kamps, to refer Rural Development sewer system mortgage to Municipal Operations Committee. Motion carried.

APPROVAL OF PAYMENTS: Rusch explained minor additions. Motion by Thorne, second by Luepke, to approve vouchers for payment with noted additions. Motion carried.

TREASURER'S REPORT: Balance in Pavilion Fund after \$800 payment for landscaping will be transferred to Police Community Fund. Motion by Thorne, second by Kamps, to approve the Treasurer's report. Motion carried.

ANNOUNCEMENTS:

Municipal Operations Committee	October 20	4:00 pm - Village Hall
Administrative Committee	October 21	4:00 pm - Village Hall
Public Safety Committee	November 2	4:00 pm - Village Hall
Village Board	November 11	7:00 pm - Village Hall
Centennial Committee	November 12	5:00 pm - Village Hall 2 nd Floor

Wussow instructed Board members to watch emails for next meeting to approve budget; special meeting may be required.

Motion by Sibert, second by Zischka, to adjourn. Motion carried.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Willa Rusch, Clerk