

VILLAGE OF BONDUEL
VILLAGE BOARD MEETING
APRIL 13, 2016

President Sharon Wussow called the meeting to order at 7:00 p.m. and asked that a moment of silence be held in honor of Trustee Bob Thayer, who recently passed away. The Pledge of Allegiance followed with the regular pre-meeting moment of silence.

Wussow read a statement regarding the posting of the meeting.

Present: Sharon Wussow, Shawn Thorne, Robert Luepke, Joan Kamps, Dick Sibert and Luka Zischka.

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

MINUTES: Motion by Sibert, second by Luepke, to approve the minutes of the March 9, 2016, meeting. Motion carried.

ACKNOWLEDGEMENT OF CITIZENS: Steve Berndt, Director of Municipal Operations; Police Chief Todd Chaney; Fire Chief Robbie Woldt, Shawano County Board Representative Marvin Klosterman; and Mary Barney, candidate for the vacant Village Board position.

Klosterman presented the following report to the Board. 1) Last March the County approved \$10,000 to participate in the Discover Wisconsin project, a two-year marketing promotion of Shawano County, particularly the Wolf River area. The Discover Wisconsin episode recently appeared on Wisconsin Public Television and was a great tourism promotion for this area. Many good comments were received from the first showing. It is to be shown two more times in the next two years. 2) There is continuing discussion on remodeling of the Junior Fair (4H) building on the Shawano County Fairgrounds. It is badly in need of repair. Steel frame would be kept, but the building needs new siding and a roof. Project is set for 2017. Estimated cost is \$172,700. Klosterman is a member of the Agriculture Committee, which oversees the Fair. The Fair Board reported to the Committee that they would like the County to share \$125,000 of the cost, and they would repay \$48,000 over a ten-year period. The County has not acted on it yet. 3) In December three legislative representatives from this area were present at the Supervisors meeting to discuss the issue of Shawano County being billed \$119,200 for library services from neighboring counties. This is the result of a state law that was passed in 2003 but was not implemented until recent years. It has now affected Shawano County. Brown County gets 44% of the total, Outagamie County - 49% and Langlade County - 7%. Problem arises when students who live near Shawano County borders use Shawano County libraries. The result was a 2% increase in taxes. Our legislative representatives are aware of the problem and are looking into things that can be done; e.g., waive charges for students in that school district or establish a state-wide library card. Representatives feel it could take up to three years to get through the legislature, so they are looking at these options. 4) The sale of a portion of land of the former County farm. This is the first time Klosterman had so much feedback on a County Board issue. 100% of them said "Why sell the land?" If the land is sold, the proceeds from the sale would be spent and gone. The money raised now from rent is used almost entirely for upkeep of the fairgrounds. The resolution came up for a vote in February and was defeated by a vote of 22-4.

5) The sale of other public lands owned by the County, specifically Mudd Lake land by White Lake. The County has an easement across privately-owned land for hunters to access that area. Property owner does not like people going across his land. Another issue is Mud Lake by the Village of Cecil. The County received a letter from the Village of Cecil stating they wanted to purchase some of the land if it became available. Almost all of this wildlife land is somewhat controlled by the DNR. If DNR grants were ever used for improvements, the DNR has claim to the property and it cannot be sold unless the DNR signs off on the sale.

Kamps asked when County Chairman and committees would be elected. Klosterman responded next Tuesday is the reorganization. By State law, all counties must have their reorganization meeting the second Tuesday after the election. Chairman then has until June 1, 2016 to have all County committees appointed.

Chaney stated it would be his expectation and the expectation of this Board that a new individual be elected as County Board Chairman. Klosterman stated the Chairperson is elected by majority. Chaney commented that the way this community and its police department is being treated by the Sheriff's Department is obvious; it seems the reason is that control of the County Board is in the hands of four people and the rest of the Board does not know what is going on.

Guest Brad Williams of WTCH radio arrived.

COMMUNICATIONS: 1) Memo from Wisconsin Legislative Council announcing that the Joint Review Board must meet annually on July 1, or as soon as the annual report becomes available. The Joint Review Board has not been updated since Don Karolus was Village President, so a new Board will need to be appointed. 2) Letter from Tim Schmid regarding the recent legislation about residency requirements for sexual offenders. Currently the bill is at the legislative level. It may have an impact on our ordinance.

REPORTS:

Public Safety Committee met April 4, 2016. Minutes were not available. Main issue was weather warning siren. It is on the agenda.

Police Chief's report on file. Chaney attended the reception for the Shawano mayor who is leaving office. Zischka asked if all calls for 446 Cecil Street were related. This is World Wide Signs - March 3, 4 and 14. Chaney responded 1) there was an accidental 911 dial; 2) a broken, unstocked vending machine that had been at the site for 25 years was never picked up by the owner after several calls, and owner wanted to report it as criminal damage; 3) a potentially fraudulent fax was received. All were insignificant incidents.

Fire Chief's report on file. Wussow commented there were no calls for April.

EMS report on file.

Administrative Committee met April 6, 2016. Item is on the agenda.

Clerk-Treasurer report on file. Rusch commented on the possible short-term investment of funds received from the April 30 bond sale. Dave Schultz of Bonduel State Bank advised that the Money Market and checking accounts are currently earning .49%. Since this is above the 90-day CD rate, it would be better to leave the funds where they are rather than do any short-term investing.

Municipal Operations Committee did not meet. Item on the agenda. Director's report on file. Berndt mentioned the contractor's updated project schedule was included as part of his report. Weather and high water table on south end of Second Street have been difficulties, but project is moving along pretty well right now. Storm sewers are all in on Park Street, sanitary sewer work on Green Bay Street is done, the storm sewer work on South Street is done and they are concentrating on utility work on Second Street. Should be done with all underground work sometime next week. Survey crews will be back in town tomorrow and will be getting ready for the excavating crews to come in and start excavating those two streets in a week or so, prepping them for the concrete subcontractor to start work on curb and gutter and other concrete work. Zischka questioned the phone calls received by the Village Hall staff. Berndt stated people call the Village Hall instead of the numbers given in the letter sent to them. Questions consist of property owners wanting private work done or asking when or why something is being done. Zischka stated he fielded a lot of questions also; e.g., signs around a hole that was not properly blocked off and debris on peoples' yards. He asked if proper action was being taken to please residents while all this is occurring. Berndt responded that we try to. Contractor doesn't always do exactly what they're supposed to do. An inspector is there all the time. Kamps commented that one problem is when school starts in the morning and traffic is a little heavier. Berndt stated traffic is narrowed to one lane for the purpose of slowing it down. Zischka stated a resident complained that hours of operation start a little early. Berndt responded the designated start time is 7:00 a.m. On two mornings crews came in at 6:00 a.m. because of what they were doing. Occasionally they'll start their machines about 15 minutes before 7:00 a.m. For these individual situations there was no notification. Friday morning we will be shutting down water on Ganschow Street that serves Middle School and Elm Street because we have to connect the new water main to the existing main. Residents will get notice tomorrow. The same thing happened when we made the connection on Mill Street, we had to shut down a section of Mill and First Street all the way up to Green Bay Street. We gave everyone notices on their door but we still had a couple people upset that we had turned the water off. We do the best we can.

Centennial Ad Hoc Committee. Zischka reported that the committee has developed to the point that he feels he is not much of a utility because he hasn't been a resident long enough. With the Board's approval, he would like to remove himself from the committee since the Bonduel Community Archives has taken it over and is going in a different direction. The people who work at the Archives are very dedicated and have been here for a very long time. Wussow asked what the plan is now. Zischka stated a rudimentary plan is in place to celebrate on the Fourth of July from noon until early evening. The whole idea is to grab the residents who are out and about on that day. Timing will not compete with other events. The whole celebration will be centered on the pavilion for a visual history of the village. The Archives also wants to do an exhibit at the Shawano County Fair. Kamps commented that they are looking for quite a commitment from the Village to staff the fair exhibit. Zischka stated he has never been here for the Fourth of July Celebration due to family commitments, and when the County Fair is occurring, school is starting and he is fully occupied with that, so he is unable to attend either event. Kamps asked if anyone would be willing to work at the County Fair. Wussow stated she could. Wussow asked if other committee members were still active. Kamps reported Kathy Lashua is working with the Archives; Pam Schmidt was not at the last meeting but is still interested; Jackie Klosterman is still involved; Deb Hull came to the first meeting but not since. Zischka stated that if the Board wants one of its members to continue to participate and give

reports, he would be fine doing that but does not feel we should take the credit for the event. Wussow recommended Zischka and Kamps act as liaisons between the committee and the Board.

Zoning Board of Appeals: No meeting.

Library Board will meet April 25, 2016. Head Librarian's report on file.

Village Plan Commission: No meeting.

Fire Commission: Minutes of previous meetings on file. No meeting this month.

NEW BUSINESS:

K1: Bonduel Broncos liquor license. Application approved by Officer Cathy Frey. Address for club treasurer is incomplete. Motion by Zischka, second by Kamps, to approve the Bonduel Broncos liquor license renewal contingent upon completion of missing address on application. Motion carried.

K2: Per diems. Per diem report on file. Trustees elected in the April 5, 2016 election will receive the new per diem rate effective with the second quarter of 2016. Tonight's per diems are for the first quarter of 2016. Motion by Zischka, second by Kamps, to approve the per diems. Motion carried.

K3: Awarding bids for Cedar Park Pavilion. Results of the bids are included in packet. Lowest bid was from Barron Building & Contracting for \$221,500. Highest was Alliance at \$303,956. Corrigan's did not turn in a bid. Berndt stated the architect anticipated they were going to turn in a bid but they did not. It is not unusual for this to happen. Wussow asked if it was written into the bid that we could request all new bids because these are too high. Berndt explained that technically we could do that but we may not get as many bids, and if there are no material changes, we would be rebidding the same project and it would cause problems. Barron is from Seymour. Thorne stated our first discussions began at \$40,000, then it went to \$140,000, then to \$175,000, and then when we requested the financing, it went to \$200,000. The bid came in at 10% higher than what we borrowed for. He asked Berndt if he had any ideas how to get the price down to the level of borrowing. Berndt stated there are some options in the building plans we could look at to reduce the price somewhat to get closer to \$200,000. Thorne referenced the DMO report which mentioned a donation from KI and matching funds from the Sikora Fund. Berndt explained these donations are for the potential addition to the pavilion. Thorne said he's not sure how funds would be raised for the addition. The architect's estimate for the structure we're building now is \$175,000 and the addition is \$125,000. We've upgraded the building with insulated block and if we go in a different direction and not with the mindset of having an addition put on, it could be a significant adjustment in this total price. The Committee and the Board would have to decide if that's the direction they want to go. Wussow asked size of building. Thorne stated it is 28 x 40 feet. Berndt stated it is the same as the current building. Thorne stated there is no way the village could put additional funds into an addition with the current street project we have. Berndt commented if you are building and looking at adding on in the future, now is the time to build the concession/rest room area such that it can be heated, as opposed to not doing it and five or ten years from now, if you want to do the addition, having to do all the additional work. If we are to award the bid tonight, Barron is significantly lower than the other three bidders. Thorne asked, if we award this bid tonight, what scale of changes can we make without jeopardizing the bid request? Berndt stated we

could get closer to the \$200,000. Also in the borrowing there are some contingencies. Wussow stated those contingencies are for the street projects which are already being addressed and decided tonight. Berndt stated those costs are probably going to come out of the sewer utility itself rather than the borrowing. Wussow appreciates the KI and Sikora donations, but in the grand scheme of things, when we're looking at building a new public safety building and possibly tying in a village hall, would it not be better to have a meeting room in that building rather than at Cedar Park where access is limited, it is not handicapped accessible and parking is further from the building. By creating a meeting facility at the park and making it accessible, you are taking away features of the park. She feels that, if we're building a new municipal building, we could better utilize the money by putting the year-round meeting room in that building rather than at Cedar Park. Zischka stated we need a rest room at Cedar Park. Our initial thought was a new rest room with the opportunity to make this nice and something that satisfies the village purposes, the clubs, the school, the residents. However, he is concerned that it started at \$40,000 and then increased by 550%. He can't see paying \$221,500 for a rest room and concession stand. Thorne stated the cost is more than we thought but if you look at other bids you can see it is not out of line. Zischka asked if we are asking too much of this building. Is it too big? Thorne does not think it is too big. We are building this building for the future. The Municipal Operations Committee made a decision that made sense based on the information we had from the architect. There are some ways to cut some costs. We need to meet with the contractor and have a Committee meeting to finalize it. Zischka asked what the initial estimated cost for the building was. Thorne responded it was \$175,000. Zischka stated we "swung and missed" \$50,000. Thorne was concerned with how many changes can be made before coming into a conflict with the advertised bid. He stated we need to award this project, then have the Municipal Operations Committee meet with the contractor about ways to reduce that cost. Sibert stated we need to get moving on this because the building is needed for activities that are already getting started. Motion by Thorne to award bid to Barron Construction and to discuss with Barron Construction some possibility of adjustments to the building. Second by Sibert. Luepke stated he still feels it needs to go out on bids. Berndt stated there is a certain percentage of adjustments that can be made to the contract amount. Wussow asked him to check the amount. Zischka was still concerned about cost because, with our new borrowing, we are so close to our debt ceiling. Thorne stated that \$200,000 for this building is already included in that debt. The only option is reconfigure the building to downsize and then rebid it. Discussion having ended, vote was taken. Aye: Wussow, Thorne, Luepke and Sibert. Nay: Kamps and Zischka. Motion carried 4-2.

K4: Weather warning siren. Wussow stated this is National Severe Weather Awareness Week and our siren does not work. It is beyond repair. The Public Safety Committee received pricing from Emergency Communication Systems and met with their representative Rick Van Dyn Hoven. They discussed mounting it at the main intersection at the right height. Berndt said someone else wants to put a communications tower there. He discussed it with the representative from Emergency Communication Systems and it was determined it would not be practical because the communication tower being proposed is not structurally designed to handle a siren. It requires a larger tower and the cost is quite a bit more significant, so typically they don't place sirens on this type of tower. Berndt therefore felt that option is not something we should pursue. Wussow stated we would then be going with what was planned by the Public Safety Committee. Berndt stated they will be putting in a bigger electrical panel so there will be sufficient power for volunteer groups who use the corner for brat fries, etc. Wussow

stated that since we did have a siren and we no longer have one, it is a liability issue. The structure would be tall enough so sound would go over all buildings. They would also remove the old one. We would use the capital from the pickup truck and the amount saved on the lawn mower to purchase the siren. Zischka commented on annual maintenance cost of \$200 for batteries. That amount would be added to the annual fire department budget. Wussow stated batteries last three to five years and cost \$125 each. All four would be replaced at the same time, costing roughly \$500. Chief Woldt stated the siren operates on batteries so in case of power failure, the siren will still function. He added that a siren built by this company is located in Shawano at Dearco. Wussow stated it takes eight weeks to get the siren, but with the Committee approving it that night, Van Dyn Hoven was going to get started on it so we could possibly get it within four weeks. Motion by Wussow, second by Kamps, to purchase a weather warning siren from Emergency Communication Systems for \$14,884.87, plus installation charges of \$5,200.00, for a total of \$20,084.87, with Emergency Communication Systems removing the old siren, and using capital funds and unused funds from the purchase of the lawn mower. Motion carried.

K5: Operator's license applications. Both Eric Gruenewald's and Traci VanDenPlas' applications passed the police background check. Motion by Kamps, second by Zischka, to approve operator's licenses for Eric Gruenewald and Traci VanDanPlas. Motion carried.

K6: IT services provider. Two vendors provided quotes and gave presentations to the Administrative Committee, Corporate Network Solutions (CNS) and Connecting Point. An itemized cost comparison for both new vendors and the current vendor, Maplebreeze LLC, is included with the Board packet. Thorne reported that the Committee recommends we contract with Corporate Network Solutions, selecting their 50-hour service block. We would like to go in a different direction than Maplebreeze. We've spoken with other communities who contract with CNS; e.g., Black Creek purchased the 50-hour block in October 2014 and have not yet used all the hours. We are currently paying for a lot of services with Maplebreeze that would be included as part of the program with CNS. Committee was very impressed with the presentation CNS gave and the legwork they did at no charge such as an inventory and information on warranties. We did not have this information before. We learned that some of the warranties have expired, and we had not been informed of it. Currently Maplebreeze help desk charges will include time they spend on research on things they should already know or be doing rather than charging us for service. With CNS, when a help desk call is made, there is a fifteen-minute grace period to solve the issue over the phone, and if they are unable to do so, we will be informed that to go further will incur charges. A decision can then be made at that point to determine whether it is something that needs to be fixed immediately or not. It seemed like a much better program, and the service we would be getting not only will reduce some frustration we currently have but also in the long run will probably improve efficiencies because we won't be dealing with the issues we have now. From what we're hearing it sounds like we are spending way too much time trying to work through issues with Maplebreeze, and it seems as though CNS would be a good fit and in the long run provide a nice cost savings. The cost savings is more than just the bills we're paying but also includes efficiencies and being able to do the things necessary to resolve problems in a timely manner. Zischka asked if our agreement with Maplebreeze is concluded. Thorne stated it is a month-to-month service. Wussow stated we discussed a 50-hour block at \$6,000, which would have to be paid up front. Rusch explained the figures on the handout which showed current help desk costs with

Maplebreeze. These costs include time they spend on research and also for repeated calls for the same issues that often do not get resolved. Also included in their costs are four to eight hours per month in maintenance fees, which may be more than what is necessary. She added that she would like to hear from other department heads to ensure they are all comfortable with the change. Wussow stated she is not comfortable paying Maplebreeze for research time done for us and then other customers get the benefit of what we paid for. Chaney felt there would be more efficiencies having a team available rather than just one person. Rusch stated she discussed this with former clerk Barb Wickman, because she was the one who initially worked with Jeff Roberts of Maplebreeze to set up our server. Specifically, some of the comments she had received from Roberts did not seem right so she checked them with Barb to hear from her what was actually going on. Barb felt perhaps it was time to go out for bids. Berndt stated he no longer works with Maplebreeze, adding that when Maplebreeze first came on board, they took the automated meter reading system off the stand-alone computer and put it on the server, which proved to be a nightmare for us. The system was subsequently separated back out and has been perfect ever since. The SCADA system is totally independent and is dealt with by a different company. Motion by Zischka, second by Sibert, to accept IT service provider Corporate Network Solutions and purchase a block of 50 hours of service/support at a total cost of \$6,000 effective as soon as possible. Motion carried.

K7: American Legion ball diamond fees. Luepke stated the team only plays six games here and the Legion is paying over \$500. Last year the fees were waived. Motion by Zischka to waive the ball diamond fees for our local veterans. Second by Kamps. Motion carried. Luepke, who is a member of the American Legion, thanked the Board.

K8: Pickup truck for Fire Department. Robbie felt weather warning siren was more important than a pickup truck, so his capital budget is being used for the siren. However, Highway 29 Auto informed him they had found a truck, a 2005 Chevrolet, four-door, half-ton truck for \$12,000. The Town of Hartland Monday night voted to pay for the truck in full, not to exceed the \$15,000 budget, with the Village reimbursing their half by the end of the year. The Fire Department last night also agreed to contribute \$2,700 of their funds for the lights, siren and radio for this truck. The only other cost would be for lettering. The truck will be used as a utility truck so firefighters will not have to use their personal vehicles to tow the light tower or haul dirty hoses back to the station after a call. Also, we will not be pulling the UTV with it. We would need a letter of commitment to Hartland confirming that we would be reimbursing them. Motion by Zischka, second by Kamps, to purchase a pickup truck for the Fire Department with a letter of agreement with the Town of Hartland for reimbursement of their contribution. Motion carried.

K9: 2016 Capital Project – Change Order #1. Berndt reported that on Second Street all the sanitary laterals are in very poor condition from the main to the property line. As opposed to leaving them in the condition they are in, since we're building a new street, we need to change those. This Change Order would allow that to happen. Estimated cost is \$31,334.50. Funds would come out of sewer utility reserve funds. This is a result of the project 16 years ago with Midwest Contractor, when we ran into problems with some of the work they had done. One of the agreements we had with the bond company that took over when we settled is they made a cash payment to the village. Those funds were set aside in the sewer utility reserves specifically for things we might run into. This is one of those things we're running into all these years later. We will not have to use any of the funds that were borrowed. We recommend that we replace

the laterals to the property line. We have televised everything already and we've looked at private laterals, and if we see any that might have a problem, we will talk to the property owner so they can address that issue too. This change directive would address this issue, as opposed to putting in a new street and having to dig it up a few years down the road because someone is having problems with their lateral. Wussow asked how much is in the reserve fund. Berndt stated we were given \$50,000 and we've spent less than \$10,000. A number of things were repaired or corrected at the time of the project and paid by the bond company. The following year some laterals needed to be replaced, and these funds were used. Motion by Thorne, second by Zischka, to approve 2016 Capital Project Change Order #1. Motion carried.

UNFINISHED BUSINESS:

L1: Building at 101 E. Green Bay Street. Wussow reported the 60-day repair or raze order is still in effect. No action.

APPROVAL OF PAYMENTS AND TREASURER'S REPORT: Rusch explained addition of vouchers for invoices that arrived since Board packets were prepared; i.e., Menards, Staples, Schenck and Cellcom. The Treasurer's Report shows fund balances remain stable. Potential payment schedule of project payments was received from Ruckert-Mielke. Motion by Kamps, second by Luepke, to approve payments and Treasurer's Report as presented. Motion carried.

ANNOUNCEMENTS:

Municipal Operations Committee	April 20, 2016	4:00 p.m.
Library Board (at Library)	April 25, 2016	7:00 p.m.
Special Village Board	April 27, 2016	4:15 p.m.
Public Safety Committee	May 2, 2016	4:00 p.m.
Village Board	May 11, 2016	7:00 p.m.

Motion by Luepke, second by Zischka, to adjourn. Motion carried. Meeting adjourned at 8:58 p.m.

Respectfully submitted,

Willa Rusch, Clerk