

VILLAGE OF BONDUEL
VILLAGE BOARD MEETING
JUNE 8, 2016

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, Mary Barney, Dick Sibert and Luka Zischka.

Absent: Joan Kamps, excused.

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

MINUTES: Motion by Sibert, second by Luepke, to approve minutes of the May 11, 2016 meeting. Motion carried. Thorne abstained.

ACKNOWLEDGEMENT OF CITIZENS: Steve Berndt, Director of Municipal Operations; Fire Chief Robbie Woldt; Police Chief Todd Chaney; Bill and Carrie Kolaske and Mel Wendland representing the Chamber of Commerce; Hallie Jiskra, Lance Olson and Cheryl Ruehle regarding operator's licenses.

K6: Chamber of Commerce Farmers Market. Wussow asked how many participants there would be. Wendland responded about two or three the first year or so. Wussow asked if there would be any problem with parking; Wendland responded if there is a problem, the market would be moved somewhere else. Wendland added that the purpose of the farmers market is to bring business into town so shoppers will hopefully shop at the other stores. Wendland questioned the Board's directive regarding local non-profit organizations that have used the lot in the past. Rusch read excerpts from the minutes of the May 11, 2016 meeting in which she was directed to inform the Chamber that if church youth groups or other non-profit organizations who have used the space in the past wanted to use it again, they should be allowed to do so and have the front location as in the past. She was also directed to confirm the event is a farmers market and not a flea market, and that certain days such as Founders Day or Fourth of July it should be left open. Zischka stated the whole idea was to keep it open for the annual events where it is that group's one fund raiser. Rusch stated there are currently six reservations for the space but none are on Saturdays. Wussow asked if the Chamber would charge local non-profit groups a fee to use their spot. Kolaske responded the Chamber is a non-profit organization. They charge vendors \$25 per year to cover the cost of advertising and signage. Wussow stated that if one of these groups calls the Village Hall, they need to know if they're going to be charged a fee. Kolaske stated there was going to be a Chamber meeting the following Tuesday. He asked if these groups pay the Village to use the lot; Wussow replied they do not, and Rusch added they only use the lot once per summer. Kolaske stated that, not knowing the specifics as to what group, if there is room up there, why not; however if the Village wants a group to have a specific spot, that might be something they would need to discuss. Thorne stated these clubs that normally use that spot are not trying to piggy-back on the farmers market, adding that it would be a good thing for a youth group to have a brat fry when the farmers market is going on. Barney asked if it had been determined whether there was going to be a fee. Thorne stated he would not look at there being a fee for the clubs that normally come up. Kolaske stated if they are coming there one time and it's not a regular thing, that differentiates the two causes. Wussow confirmed we're talking about the one-time fundraisers for local non-profits and again asked if the fee would be waived for those. Kolaske said I would think so since it's not income-driven. Motion by Zischka, second by Barney, to allow the Chamber of Commerce farmers market to set up on the

public parking area on the corner of Green Bay and Cecil Street every Saturday, unless previously scheduled, from Saturday, June 11, through Saturday, October 15. Motion carried.

K9: Waiver of pavilion fees for Chamber of Commerce meetings. Kolaske stated it was a more neutral position for Chamber members if they utilized the park pavilion for meetings. They would use only the bar section, would bring their own refreshments and take responsibility for cleaning up. Wussow stated June 14, August 9 and September 13 are available. Motion by Zischka, second by Luepke, to waive pavilion fees for Chamber of Commerce meetings. Motion carried.

K7: Placement of planters in downtown area. Kolaske stated all paid Chamber members were offered a decorative pot. A 21-year-old citizen of Bonduel came to Chamber and asked if she could help with flowers for beautification of main street. She received \$250 from Thrivent to fund the project. Kolaske felt it was remarkable that someone age 21 would want to be a partner in that project and then go as far as to get funding; we could all take an example from her. Chamber members who desired a pot could place them by their businesses. Zischka asked how many Chamber members there are. Kolaske responded there were 18 last year and all but a few will rejoin, and there are possibly four or five new members. The Chamber wants to work closely with the village in working for Bonduel since it benefits everybody. No action required.

K1: Liquor license renewal applications. Rusch explained the packet includes all license holders except AMICOS. AMICOS' application was late, so a Special Board Meeting will be required to approve their license. AMICOS will be required to pay the per diems. Bill Kolaske, owner of the new Treasures and Treats, is willing to help AMICOS by sharing the cost of the Special Board Meeting. All other applicants have been approved by the police department. Motion by Zischka, second by Luepke, to approve liquor license applications, except AMICOS, based upon approval of Chief Chaney. Motion carried.

K2. Cigarette and tobacco products licenses. Wussow stated the applicants are Lee's Citgo, Kwik Trip and Dollar General. Motion by Thorne, second by Barney, to approve cigarette and tobacco products licenses for the three applicants presented. Motion carried.

K3. Operator's license applications. Wussow asked Chief Chaney if the two licensees who signed special agreements last year are required to sign a new agreement this year. Chaney responded if they have not violated the agreement, it just stays in place. Motion by Zischka, second by Sibert, to approve operator's license applications contingent upon completion of items noted as incomplete on the applications, with the exception of the last three names listed as disqualified [Hallie Jiskra, Cheryl Ruehle, Dana Wallace]. Motion carried.

Cheryl Ruehle and Lance Olson from Antlers were present to appeal Ruehle's disqualification, and Hallie Jiskra was present to appeal her disqualification. Chaney explained disqualifiers. Chaney followed the procedure in place for determining how an applicant is qualified or disqualified. Ruehle's disqualification is based on traffic violations. Jiskra had traffic violations and one alcohol-related conviction three years ago which will expire in August; there has been no similar activity since. That conviction is a statutory disqualifier because anything that relates to the business, such as alcohol or drugs, can be a disqualifier. He feels the current qualifications are overly restrictive and should be revisited. Chaney recommended that we invite Olson [Antlers owner] and perhaps another bar owner, to meet with the Public Safety Committee to revamp the qualifications process so it follows state statutes but is not overly restrictive. Wussow asked if Ruehle or Jiskra needed a signed agreement. Chaney replied the agreements are used for those with a pattern of alcohol or drug abuse. Chaney asked Olson if he would be willing to sit in on a meeting to make the qualifications a more viable standard that is more reasonable for the businesses, adding that it would be good to have input from a

tavern owner or two. Motion by Zischka, second by Barney, to approve the 2016-17 operator's licenses for Cheryl Ruehle and Hallie Jiskra, based upon recommendation of Chief Chaney. Motion carried.

The third disqualified applicant [Dana Wallace] did not appeal.

COMMUNICATION: A thank-you card was received from the Thayer family on the passing of Robert Thayer

REPORTS:

Public Safety Committee did not meet. Chief Chaney's report on file. Chaney stated KI wants to put lighted crosswalk signs in front of the factory for night shifts. Chaney is getting estimates and will look into shared costs. Zischka asked about lighted signs for the schools. Chaney said LED signs would not be necessary at the elementary school since there is a guard on duty and a staff member can put out a placard. Chaney has monitored St. Paul and has seen very few students crossing the road. They also have a placard that should be used. Chaney suggested putting a lighted crosswalk sign in front of the old school bell tower, make this the official crosswalk, remove other crosswalks and have all students go to the same crossing. Signs are solar powered and self-sustaining. Zischka stated it would be great to have the signage completed before start of new school year and great for the community.

Fire Chief's report on file. Municipal Operations, Fire and Police Departments will work the Fourth of July to create staging for the parade area since Shioc Street will be under construction. Chaney stated road permits have all been done for the parade. Chief Woldt stated the Civic Association has not applied for a fireworks permit.

K8: Approval of fire department officers. This year Woldt asked those who wanted to be an officer submit a resume. The Fire Commission reviewed the resumes and made their recommendations. Woldt and Doug Harland are elected by the members and Woldt chooses his officers. Matt Bunker was replaced as lieutenant. New officers are: Chief Rob Woldt; Assistant Chiefs Tom Westphal and Doug Harland; Captain Chris Gehm; Lieutenants Brent Zuleger and Robbie Woldt III; Training Officer Jerod Kirchner; and Safety Officer appointed per call. Motion by Luepke, second by Thorne, to approve officers as presented by Chief Woldt. Motion carried. Chief Woldt mentioned the Fire Department and EMS will be at the Bonnin Farm on June 26 for Brunch on the Farm. There will be no parking from the buildings to Highline Road.

EMS report on file.

Administrative Committee did not meet. Clerk's Report on file. Highlights: 1) Open Book session was held this afternoon; this is the opportunity for property owners to talk with the assessor. Board of Review will be held Thursday, June 16 at 4:00 p.m. Board members are Wussow, Rusch and Don Pedersen. 2) Rusch distributed a permission slip for Board members and department heads to complete to either give or withhold their permission for Clerks to include cell phone numbers on the Employee Telephone Listing distributed to Board members and department heads. 3) Following up on instructions given to committee members at a previous Board meeting to do a six-month budget assessment, Rusch explained the monthly Expenditure & Revenues With Comparison To Budget Report and how it can be used to assess departmental performance. Thorne stated that in July every committee should look at their budget so every committee member and department head knows where they're at, where they're going, where they've been. 4) Rusch stated instead of viewing the orientation video for public officials again this year, Dennis Tweedale of the League of WI Municipalities will attend our August 10 Village Board meeting and give a presentation on the topic. 5) Rusch and Deputy Clerk Schroeder participated in a webinar on liquor licensing laws. After the session, Rusch compared state statues with village ordinances and discovered a few discrepancies, which are detailed on the Clerk's Report. One issue was,

for operations that do not sell food, the licensing municipality is responsible for inspecting the applicant's premises to ensure it is in compliance with safety and health requirements. Berndt stated because it is a commercial structure, we would need to use a commercial inspector; in the event of litigation, that individual must have had the required credentials. For the health issues, we can continue to use the Health Department, but be sure whoever is doing the inspection has the proper credentials.

Municipal Operations Committee: Thorne reported the Committee reviewed the 20-Year Capital Plan. He said other committees need to understand the intent behind this document. It is not designed for departments to put money aside each year until a major expenditure comes (i.e., new truck or new building). The Plan keeps a running total of our savings on the bottom portion of the document, and when we can see an expenditure coming, we can ensure we have the appropriate funds. This is accomplished by putting actual expenditures in the actual year they are to be incurred. If there aren't to be any expenditures in a given year, the expenditure amount in the column for that year should be zero. On the vehicle sheet, the purchase of a fire engine in 2020 will cost more than originally planned, but we still have a payment for the current engine. Thorne asked if purchase of the new truck could be pushed back another year so there aren't two truck payments in the same year. Also, if the truck is financed, the annual payment amounts should be placed in each year once those numbers are available, just as we are doing for current truck payments. Every department has a different sized budget - a \$700 expenditure for the library is different from a \$700 expenditure for Municipal Operations. Committees should look at items to be purchased to determine if they can be a budgetary item rather than a capital item. For the proposed new public safety/village hall building, determine when we plan to build this, what it might cost and whether it will be paid for all at once or financed, in which case payments would be broken out into annual expenditures. Our savings comes from the annual capital equipment tax levy. Thorne added that if we have a running total of the available funds, when we get to a big expenditure like a fire truck, we can look to the future savings projection and determine if we are able to make a larger down payment. Berndt added that some of the projected dates for buying an expensive piece of equipment or constructing a building might change depending on the balance in the fund. The intention is that this is a living document - every year we reevaluate it and make changes as we see what funds are available down the road. Thorne stated each committee should work on their section of the document and submit it to the Municipal Operations Committee. The Committee will then review the entire plan and submit it for discussion at a future Board meeting.

Director of Municipal Operations report on file. Berndt stated the Municipal Operations Committee discussed goose problem at the pond. Wildlife Services will remove the geese during the month of June when geese are molting and can't fly. Cost is \$1,500. Wildlife Services guarantees the geese will be removed; if not, there is no charge. Street project will be starting up tomorrow (June 9) on Mill Street with sewer repair and then water main installation on Monday. Thorne asked Berndt to update the Board on issues that have come up, in particular Richter's sidewalk. Berndt stated it's an issue you face anytime you reconstruct a street in an existing area. The street is constructed in a uniform profile or slope to get the correct drainage, but the houses are not level and there are no defined grades, especially in an area like this that is a little older. Each house is at a different level. Making streets and sidewalks to fit and drain and match the house, driveway and carriage walk is a challenge. On Second Street, there is a short distance between houses and it was difficult to fit everything to make the street drain correctly. There are a couple spots where the sidewalk is lower than the curb but it is designed so it would drain down the sidewalk to the next driveway. Richters have one spot where water is standing on the sidewalk every time it rains. After the project starts back up, the contractor is going to check it and see what happened; they'll probably have to take a short section of sidewalk out and redo it so it drains properly. Everything else looks as if it drains properly when it rains. With regard to landscaping, on Park Street there is too much stone in topsoil they used, possibly it wasn't sifted properly. Contractor is to send crew through entire street, rake it out, clean it up, repair and reseed anything that

needs to be fixed. They did it once on Second Street, but it wasn't done to Berndt's satisfaction so crews are going to go back over both streets and do the landscaping again. Sibert asked if they are going to set curb boxes down. Berndt - yes. Thorne's biggest concern relative to the sidewalks is that some are sitting lower than the curb and are tilted down toward the curb; the portion closer to the road collects water when it rains and would cause ice in winter. Thorne asked if there is a one-year warranty on project. Berndt - yes.

Centennial Committee: Wussow stated they are concerned about getting people to help on the Fourth of July and at the County Fair.

Zoning Board of Appeals: No meeting.

Library Board: No meeting. Head Librarian's report on file.

Plan Commission: No meeting.

Fire Commission met, approved officers. Wussow reported Robert Cowles and Gary Tauchen will attend the June 22 meeting to discuss concerns about the amount of training volunteer firefighters are required to take. We'll be asking if they can help get changes to qualifications. Training requirements were increased again for firefighters from 120 to 170 hours. This makes it difficult to get volunteers.

NEW BUSINESS:

K4: Resolution for 2015 Compliance Maintenance Annual Report for wastewater collection system. Berndt explained we must submit this report to the DNR each year to provide a synopsis of the financial, maintenance and operational aspects of the sewer utility. The report has a grading system and the letter grade at the end of the report tells if DNR standards are met. The utility graded out with an A on financial and collection, and we received the maximum number of points, which is 16. Our GPA is 4.00, and all established standards and parameters have been met. The DNR requires this resolution to officially state that the Village Board has reviewed and approved the report. The report is then submitted to the DNR. Thorne introduced Resolution 2016-10, approving the WI Department of Natural Resources NR208 - Compliance Maintenance Annual Report for 2015. Second by Sibert. Roll call vote was taken. Motion carried unanimously.

K5: Agreement with school district to place antenna on water tower. Thorne stated the antenna is being requested to provide better reception for bus communication. Agreement is similar to that with Bertram Wireless. It is a ten-year lease. We will not charge the school district to locate their antenna on the water tower. When the agreement comes due in ten years, unless one party gives notice of termination, it will automatically renew. Zischka expressed comments and concerns: This was a huge headache for him. The school contacted someone in mid- to late December but communication didn't happen to get this moving. Some school personnel were disappointed and stopped contacting Berndt, which resulted in multiple people contacting him. Somewhere the cooperation broke apart. Zischka received multiple calls interrupting him during his classes, and his name kept getting brought up at the school although he knows very little about the contract. He was taken out of his classroom to answer questions about this over and over again for a day or two. Wussow had three different people contacting her; too many people were sending requests. Zischka stated according to contacts he had, emails and correspondence were sent to Berndt, and because they didn't get a timely response they passed it on to someone else. The earliest was December 23, but we're now in June. Berndt stated the first he heard about it is when Wussow forwarded an email she received. He then contacted the school to learn the details of the project; specifically he needed to know the technical specifications of antenna so we could evaluate it to ensure it would not cause problems with our automated meter system and Bertram's internet antenna. That was in January. He was then off work for a few weeks. He stated it

took three months to get the information he needed. At one point he called Dan Hintz asking him how to proceed with this. Hintz was the one who finally gave Berndt the contact people at Baycom so he could get the technical specs. He then passed the information to Badger Meter and Bertram Wireless to evaluate if the antenna was compatible with their systems. By this time it was late March or early April. The next step was to have the attorney draft the agreement. Berndt was frustrated because there was never a single contact person at the school. Zischka stated one of the reasons there were multiple contacts is they felt the communication wasn't there. The process should have been done much quicker, but it took half a year. Berndt said it took three months to get the technical information he needed to evaluate the project. Zischka has six emails from Ken Banker and a photo of a letter he sent. Berndt stated he never received a letter. Zischka stated letter was sent to Baycom on April 1 and the email states "this is what I sent to Steve Berndt" and it includes the specs. Zischka talked to the superintendent and told him that some lines of communication were not appropriate, and the meeting that day failed [the day they wanted to install the antenna]. The message Berndt received the day before was that the school needed to get into the tower; there was no comment that they wanted to mount the antenna; they just needed to get into the tower. If they had said they wanted to mount the antenna, the issue could have been discussed then and there. Next morning the truck and equipment were there to put up the antenna. Thorne asked if Berndt give them permission to get into the tower when they called. Berndt replied he did not but that he would meet them there in the morning. Zischka asked how did that morning go? Berndt stated he drove up there and talked to a company called Nsight which apparently is a subcontractor of Baycom. They said they were supposed to meet Baycom there to mount the antenna. He then called Wussow who indicated until we have the agreement in place we're not going to allow them to put up the antenna. He went back an hour later and Baycom still wasn't there so Nsight left. Zischka stated the school was frustrated because Baycom charged them to come on that day. Barney's concern is that communication needs to be improved and suggested that requests from the school be put in writing, mailed to the village hall and stamped with a date received. Thorne asked if Zischka had a suggestion on how to move forward because it is definitely something that needs to be addressed. If we need to talk to the school, we'll talk to the school to get it resolved. There is no reason we can't make a phone call and operate as professionals and get things done appropriately. Zischka will meet with superintendent. They are combining the municipality and transportation director so going forward there will be one contact person. We will never again see the individual who met with Berndt at the water tower.

Thorne asked if school has seen the agreement. Berndt replied, No. Zischka stated there is a School Board meeting in two weeks. Wussow asked Zischka to get it on agenda. Motion by Thorne, second by Zischka, to approve the agreement with Bonduel Public School District to locate an antenna on the village-owned water tower. If the school wants to change something in the agreement, they can change it at their meeting and we can put it on the agenda for the special board meeting being held later this month. Motion carried.

UNFINISHED BUSINESS:

L1: Building at 101 E. Green Bay Street. Chaney reported that Village Attorney Tim Schmid has not heard from Block or the Denmark State Bank, so it is up to the Village how they want to proceed. Time limit is up so we can force the razing of the building. Chaney learned this is the same pattern Block used in Shawano. He ignored the issue continually until he was forced to deal with it. Ben Rotter was going to contact Block because he has another individual who is interested in the building with the possibility of refurbishing it, but he is having difficulty getting Block to respond. Zischka asked if the village will be held liable for the structure that shares the wall with it if we raze the building. Chaney responded if we were to damage the building there would be liability, however the contractor would be bonded. Zischka suggested getting a quote for razing the building. Barney commented that even if we raze the building

the property is still Block's and asked whether the bank would show interest if they saw pictures of the condition of the building. Chaney stated the bank has been notified and we haven't heard a word from them; as long as Block is making his payments, it doesn't matter to them. Berndt stated you can get an estimate from any contractor, but we need to be careful what kind of material is inside the building. Be sure to get an estimate from someone who knows how to remove and dispose of any hazardous material appropriately and that it is reflected in the price. Thorne will have Jeff Grunewald call Chaney to discuss a quote.

L2: Appointments to Boards and Commissions. Postponed by consensus.

L3: Building at 505 W. Green Bay Street. Owner sent letter to the village and the County Health Department indicating she is willing to bring the building into compliance. The Health Department issued a response today giving recommendations and stating that all abatement activities must be completed by December 31, 2016. No action is needed at this point since the issue is in the hands of the Health Department.

One additional operator's license application was inadvertently not included on the list of applications but is ready to be approved. Motion by Zischka, second by Thorne, to approve the operator's license for Aaron Retzlaff for the Batting for the Battle Softball Tournament, based upon approval of Chief Chaney. Motion carried. Motion carried.

APPROVAL OF PAYMENTS: Rusch explained addition of invoices received since the Board packet was prepared. Motion by Sibert, second by Zischka, to approve payment of vouchers. Motion carried.

TREASURER'S REPORT: Motion by Zischka, second by Luepke, to approve the Treasurer's Report. Motion carried.

ANNOUNCEMENTS:

Tuesday, June 21	Special Board Meeting	4:30 pm
Wednesday, June 22	Fire Commission	6:30 pm
Wednesday, July 6	Public Safety Committee	4:30 pm
Tuesday, July 19	Administrative Committee	4:00 pm

Motion by Luepke, second by Thorne, to adjourn. Motion carried. Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Willa Rusch