

VILLAGE OF BONDUEL
VILLAGE BOARD MEETING
FEBRUARY 14, 2018

President Sharon Wussow called the meeting to order at 7:00 p.m. Wussow asked that, following the Pledge of Allegiance, a moment of silence be held on behalf of the families affected by the recent school shooting in Florida.

Wussow read a statement regarding the posting of the meeting.

Present: Sharon Wussow, Shawn Thorne, Barbara Wickman, Kevin Bartlett, Gina Shatters and Dick Sibert.

Absent: Luka Zischka (excused).

AGENDA: Motion by Shatters, second by Bartlett, to approve the agenda and deviate from the order as necessary. Motion carried unanimously.

MINUTES: Spelling error in January 10 minutes, page 1. Motion by Thorne, second by Wickman, to approve the minutes of the January 10, 2018 meeting with correction. Motion carried unanimously. Correction on January 31 minutes, delete Thorne from members present. Thorne was absent from the January 31 meeting and therefore questioned the revised "terms agreed upon" for the new Clerk-Treasurer. To be discussed later in meeting during closed session. Motion by Wickman, second by Sibert, to approve the minutes of the January 31, 2018 meeting with correction. Motion carried. Thorne abstained.

K1. Closed session. Motion by Wickman to move to closed session for approximately five minutes to meet with legal counsel with respect to litigation, inviting Attorney Streicher, Clerks Rusch and Maroszek to attend. [Pursuant to Wis. State Statutes, Chapter 19, General Duties of Public Officials, subchapter V, 19.85 exemptions (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.) Second by Thorne. Roll call vote was taken. Motion carried unanimously. Board went into closed session at 7:12 p.m.

Motion by Thorne, second by Shatters, to return to open session. Roll call vote was taken. Motion carried unanimously. Board returned to open session at 7:52 p.m.

ACKNOWLEDGEMENT OF CITIZENS AND OPEN FORUM: Tony Escalante, Police Chief; Robbie Woldt, Fire Chief; Rodney Hoppe, EMS President; Willa Rusch, retiring Clerk-Treasurer; Michelle Maroszek, future Clerk-Treasurer; Randy Wenstadt, write-in candidate for Trustee; and Rod Streicher, Attorney with League of Wisconsin Municipalities. Wussow expressed appreciation to retiring Clerk Rusch on behalf of the Board.

COMMUNICATION: None.

REPORTS:

Police Chief's report on file. Chief Escalante reported there are counterfeit \$20 bills being circulated in the village, with approximately seven cases in Shawano County so far. He also described a new credit card scam. Escalante is planning to hire another part-time officer.

Fire Chief's report on file. Two iPads will be purchased by fire department from their funds; a \$25 monthly charge to the cell phone account and will be charged to the village budget. Chief Woldt provided details of donations made by the fire department from their funds toward charitable fund-raising activities.

On behalf of the Public Safety Department, Woldt, Hoppe, and Escalante presented retiring Clerk Rusch with a plaque in appreciation of her years of service with the village.

EMS report on file. Still looking for NWTC classes to train new first responders.

Administrative Committee met several times during the Clerk-Treasurer hiring process. Clerk's report on file. Various items on report were discussed. Also, Rusch presented a report analyzing quarterly per diem payments, as requested by the Board at the previous meeting. Rusch explained those quarters in which there appeared to be a greater number of minutes.

DMO report on file. (DMO Lorbiecki was unable to attend the meeting.) Several handouts were included in packet with his report and will be discussed at the next board meeting.

Shawano County Library Board met on January 29. Shatters was unable to attend. Next meeting February 26, 2018 at the library.

Plan Commission has begun work on the Comprehensive Plan update. Meetings will be held bi-weekly at the start. Completion is targeted for October 2018. Shatters asked for update on the village logo. Thorne reported that the high school students gave presentations to the Commission, and the Commission critiqued them. Going forward, the Commission may invite other local entities [Bonduel Chamber of Commerce and the two schools] to collaborate in creating a new design. Also goals in the new Smart Growth Plan will influence to the new design. Clerk Maroszek will also participate in the process. Wickman stated the April 16 and September 10 public meetings of the Plan Commission should be attended by Village Board members.

Fire Commission minutes are in the Board packet.

K2. Resolution to accept bid for 1996 International Plow Truck. No bids were received. Packer City International has offered trade-in value of \$7,500 when the new truck is purchased. No action required.

K3. Repeal and recreate Ordinance Article V. Boards, Commissions and Committees, §2-110 Establishment and organization. Village president is being added as plan commission member; library board is replaced by verbiage describing Shawano County Library Board; Bonduel area business association deleted. Recommended by Administrative Committee. Wickman introduced Ordinance 2018-01 to repeal and recreate Article V. – Boards, Commissions and Committees, Section 2-10. Second by Shatters. Roll call vote was taken. Motion carried unanimously.

K4. Add Ordinance §30-81 Discharge of Mercury/Amalgam from Dental Clinics. Sponsored by Municipal Operations Committee. Local dentist is aware of new laws and is proactive in compliance. Motion by Thorne to introduce Ordinance 2018-02 creating Article III – Sewer Utilities, §30-81 – Discharge of mercury/amalgam from dental clinics. Second by Sibert. Roll call vote was taken. Motion carried unanimously.

K5. Change Ordinance §103-6 (f) Plot plan required. It was proposed by DMO to amend ordinance to require plot plan and survey. Rusch explained that this particular ordinance applies to buildings, so this language should be added to the ordinances that govern fences. It should also be included on the building permit application. After discussion it was decided to send this back to the Administrative Committee.

K6. Public Participation Plan for the 2018 Comprehensive Plan. Public participation is required in the process of updating the Comprehensive Plan. This resolution was provided by Ken Jaworski [of Martenson and Eisele] who is working with the Plan Commission on the update. Verbiage outlines the purpose, efforts and methods by which the public will be encouraged to become involved the Comprehensive Plan process. Shawn introduced Resolution 2018-03 regarding Public Participation Plan

for the 2018 Comprehensive Plan Update. Second by Wickman. Roll call vote was taken. Motion carried unanimously.

K7. Inter-fund loan between General Fund and Water Fund. Language to be added “*an amount not to exceed One Hundred Seventy Thousand Dollars.*” When the \$315,000 Water System Revenue Bond was issued in 2016, approximately \$24,770 was spent in debt issuance costs and \$213,500 was utilized for the street project, leaving approximately \$76,700 for the water tower project. Approximately \$15,000 of that has already been spent on pre-project engineering costs, which drops the fund balance down to just over \$60,000. Thorne introduced Resolution 2018-04 Inter-Fund Loan Between the “General Fund and Water Fund, with the addition of “not to exceed” verbiage. Second by Wickman. Roll call vote was taken. Motion carried unanimously.

K8. Remove all references to Library from Purchasing Policy. Motion by Shatters, second by Thorne, to remove all references to the library from the Purchasing Policy. Motion carried unanimously.

K9. Remove oversight of Building Inspector from Municipal Operations Committee duties. Motion by Thorn, second by Shatters, to remove oversight of building inspector from Municipal Operations Committee duties. Motion carried unanimously.

K10. Add oversight of Building Inspector to Public Safety Committee duties. Motion by Shatters, second by Bartlett, to add oversight of Building Inspector duties to Public Safety Committee duties. Motion carried unanimously.

K11. Update Personnel Handbook. Wussow described the various deletions and corrections listed in the handout. Additionally, on Page 6, last paragraph under Holidays, correct last sentence to read “Non-exempt, *full time* employees required to work on a legal holiday shall receive 1 ½ times their hourly rate for said worked hours.” Motion by Shatters to approve changes to Personnel Handbook, including new verbiage on page 6 changing employees to full-time employees. Second by Wickman. Motion carried unanimously.

K12. Operator’s license applications. All applicants have passed the police background check. Motion by Shatters to approve operator’s licenses for Alexandra Kimecheck, Marissa Mehlhorn and Taylor Thiex. Second by Bartlett. Motion carried unanimously.

L1. Building 101 E. Green Bay Street. Chief Escalante reported that Keith Block’s court date is tomorrow, February 15, 2018, at 6:00 p.m. Village may be allowed to install deadbolt and charge restitution. Court date is to see if he contests citation. If he doesn’t show up it goes into default as a judgment against him. State building inspector gave March 1 deadline for corrections. Reinspection must then be done. Wussow reported that Carl Frisque from the State Fire Inspection Department had stated that enough improvements have been made that the building value is greater than the cost to raze it. Thorne recommended Wussow be identified as lead person from the Board along with one department head to coordinate activities and follow through with the process and report to the Board monthly in order to get resolution on this issue. Wussow stated Chief Woldt would be the lead department head, and Thorne recommended Woldt be informed that he is the lead and that he will coordinate with other department heads moving forward with this and that he give monthly updates on this issue so we can get resolution.

L2. 505 W. Green Bay Street. Neither Escalante nor community health officer were able to contact the property owner’s power of attorney. Carl Frisque inspected property in November. Escalante will contact property owner. Wussow was identified as lead person from the Board and Escalante would be the lead department head. Wussow will continue to work with Escalante and Woldt to resolve this issue.

L3. Tablets for board members. Postponed by consensus.

L4. Body cameras for police department. Escalante reported that we will make current body cameras suffice for now. Remove from agenda by consensus.

[Thorne left at 9:25 p.m.]

VOUCHERS: Rusch explained additions. Legal fee for William Vande Castle will be adjusted to come from the Business Park Expansion Fund 500. Motion by Wickman, second by Sibert, to approve accounts payable. Motion carried unanimously.

TREASURER'S REPORT: Rusch explained the transfer of an amount of \$9,036.42 from an undocumented Designated Fund to the Undesignated Fund. There was no history or resolution to support the journal entry that created this Designated Fund in 2007, so the auditors recommended combining the balance into the Undesignated Fund Balance. Pending corrections to the Water Fund for the water tower project were discussed. Motion by Wickman, second by Wussow, to approve treasurers report. Motion carried unanimously.

L4 and L5. Closed sessions. Motion by Wickman to combine closed sessions into one. Second by Bartlett. Motion carried unanimously.

Motion by Bartlett, second by Sibert, to move to closed session for approximately five minutes, inviting Clerks Rusch and Maroszek, to discuss personnel issues [Pursuant to Wis. State Statutes, Chapter 19, General Duties of Public Officials, subchapter V, 19.85 exemptions (1)(c): [Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.] and to discuss potential business development [Pursuant to Wis. State Statutes, Chapter 19, General Duties of Public Officials, subchapter V, 19.85 exemptions (1)(e) [Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.] Roll call vote was taken. Motion carried unanimously. Board moved to closed session at 9:42 p.m.

Motion by Shatters, second by Sibert, to return to open session. Roll call vote was taken. Motion carried unanimously. Board returned to open session at 9:48 p.m.

ANNOUNCEMENTS: Next Village Board meeting – March 14, 2018.

Motion by Sibert, second by Shatters, to adjourn. Motion carried unanimously. Meeting adjourned at 9:49 p.m.

Respectfully submitted,

Willa Rusch, Clerk