

VILLAGE OF BONDUEL  
Village Board Meeting  
June 13, 2018

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, Gina Shatters, Renell Bartlett, Kevin Bartlett, Barb Wickman, and Randy Wenstadt

[Wickman arrived 7:03 p.m.]

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

MINUTES: Correction to May 9, 2018 minutes, page 1. Motion by K. Bartlett, second by R. Bartlett, to approve the minutes of the May 9, 2018 and June 1, 2018 meetings with correction. Motion carried unanimously.

ACKNOWLEDGEMENT OF CITIZENS AND OPEN FORUM: Tony Escalante, Police Chief; Robbie Woldt, Fire Chief; Michelle Maroszek, Clerk-Treasurer; Jerry O'Connor, Realtor; Mary Barney, resident; Justin Shatters, Bonduel Civic Association; Shelly Ebert, Bonduel Civic Association.

K7. Ordinance amending zoning code. Mary Barney addressed the Plan Commission about a zoning change for her property at 205 E. Green Bay Street, parcel #107-70050-0640, from C-1 Commercial to R-1 Residential. The Plan Commission is recommending the zoning change which will be subject to further review to meet the comprehensive plan guidelines. After review of all zoning districts and revisions have been made to the permitted and conditional use sections of the ordinances, the plan commission and village board will review the property R-1 Residential zoning to meet comprehensive plan guidelines. The review may change parcel # 107-17130-0010, from R-1 Residential to C-1 Commercial. To ensure the Comprehensive Plan guidelines are met, a conditional use permit would be granted for the said property, which would transfer with the property. Motion by Wickman, second by Shatters, to introduce Ordinance 2018-04 changing the zoning on property 205 E. Green Bay Street from C-1 Commercial to R-1 Residential. Roll call vote was taken. Motion carried unanimously.

K14. Bonduel Civic Association's Fireworks Permit Application. Justin Shatters and Shelly Ebert, members of the Bonduel Civic Association, expressed concern about rumors in the village that the fireworks display was not happening this year. Chief Woldt shared the NFPA 1123 Code for Fireworks Display which provide information on how professional outdoor fireworks displays are to be set up in order to protect both the safety of the workers handling the fireworks and those attending the fireworks display. In the

code it states that all fireworks need to be lit off 500 feet away from any building. The fire department will be working with the property owner and the Bonduel Civic Association to determine the best location to lite this year's fireworks. Woldt also mentioned according to the Village Fireworks User Permit requirements, an overall site plan needs to be provided marking all distances from buildings. Motion by Wickman, second by K. Bartlett, to approve the Bonduel Civic Associations Fireworks User Permit with the condition that a site plan will be submitted before fireworks are being lit. Motion carried. Shatters abstained.

#### REPORTS:

Police Department Report. Report on file. Chief Escalante explained current staffing issues. Police Officer, Eric Krause, has resigned as of July1 and Officer, Hoeft has taken a full-time position with another municipality. Current job description needs to be updated and part-time police officer position needs to be posted again. Chief Escalante would like to see position posted on WILENET this time. Board members questioned coverage for the 4<sup>th</sup> of July events. At this point there will be two officers working the 4<sup>th</sup> of July, may need to request backup from the county for that day.

Public Safety. Committee will meet Friday, June 15 at 4:00 p.m. to review part-time police officer job description and job posting.

Fire Department Report. Report on file. Chief Woldt shared that firefighter Jeremy Des Jarlais will be taking a leave of absence from the department. Once again, during the 4<sup>th</sup> of July parade the firefighters will be walking through doing the MDA Fill the Boot drive. Chief Woldt reminded the board that construction on Highway 29 from Highline Road to the Brown will begin next week. Firefighters who attended FDIC International completed a report of their experiences at the conference which is included in the Fire Department report. The department also received a donation the Farm Strong Team for snow removal assistance on farms during the last snowstorm in April.

K16. 129 N Cecil Street. The building inspector has inspected the property. A letter was sent to Julie Schoenike to address the concerns with the building within 30 days. The building inspector will follow up on concerns. The building is on the list to be inspected by the State Fire Inspector on July 10.

L3. Building 101 E. Green Bay Street. No Updates.

L4. Building 505 W. Green Bay Street. No Updates.

L2. Appointments of Commissions and Committees. No new appointments.

L1. Vacant Village Trustee. No new applicants applied for the trustee position. Board agreed to re-post position and to continue to talk to more village residents who might want to serve. Maroszek will do

another press release to the media, post on the village website and on Facebook. Applications will be due on Monday, July 2.

EMS Report. Report on File

Administrative Committee. Met on Wednesday, May 30. A few items have moved to the village board agenda.

Clerk/Treasurer Report. Report on file. Maroszek received direction from Attorney Tom Martell on the Whitnee Wood Development along with the necessary steps to vacate roads. Maroszek also mentioned that the Computerized Vehicle Registration, CVR, will be charging \$25 per month to cover technological expenses.

Municipal Operations Committee: Met on Thursday, May 31. The CMAR report moved to the board agenda for approval.

Municipal Operations Department Report. Report on file. Lorbiecki reported that the water tower restoration project will take extra time due to weather. Right now, the fill and pressure tests are scheduled for the week of June 18. Lorbiecki also noted that the road beautification project has started with power washing and marking lines to village right-of-way areas which will continue over the next several weeks. WE Energies has finished the first stage of their work in the village, crews will be back in 4-6 weeks to complete project.

K8. Resolution on 2017 CMAR Compliance Maintenance Annual Report. Lorbiecki highlighted and explained the main points of the CMAR annual report. Motion by Wickman, second by Shatters, to introduce Resolution 2018-07 Wisconsin Department of Natural Resources NR 208-Compliance Maintenance Annual Report - 2017. Roll call vote was taken. Motion carried unanimously.

K9. Comprehensive Plan Survey. The Comprehensive Plan survey results were presented to board.

K10. Community Gardens on South Street. Lorbiecki shared that the gardens would not be happening this year but would like to get contract ready for next spring. Motion by Wickman, second by Shatters, to approve the presented contract, with corrections removing the \$10 fee reimbursement and that fees collected for plats will be deposited into the water fund revenue. Motion carried unanimously.

K6. Ordinance 103-13 Fences and walls. Lorbiecki presented the addition of Plot Plan Required guidelines to the ordinance. This allows the building inspector to request a plot plan and additional items if needed. Motion by K. Bartlett, second by Wickman to Introduced Ordinance 2018-05 to repeal and recreate Chapter 13 Building Code, Article I, Section 103-13 Fences and Walls. Roll Call Vote was taken. Motion carried unanimously.

K12. 2018 Liquor License renewal applications. Chief Escalante discussed the possibility of charging applicants for out of state background checks. After discussion the board decided against an additional charge and would take money out of fees collected for licenses to cover out of state background checks. Motion by K. Bartlett, second by Wenstadt, to approve the liquor license renewals with noted corrections. Motion carried unanimously.

K13. 2018 Operator's License renewal applications. A few operator's license renewal applications were not notarized correctly, and a few had other errors. Maroszek will work with operators to get applications fixed. Motion by K. Bartlett, second by R. Bartlett, to approve the Operator's License renewals with noted corrections. Motion carried unanimously.

K4. Sick Day Policy. Employees have questioned the use of sick time and who time can be used for. Administrative committee reviewed current language and recommends the following statement be added to the personnel policy: "For the purpose of sick time, the Village allows sick time to be used for family members in the employees' immediate care, that does not qualify under FMLA coverage guidelines." Motion by Wickman, second by R. Bartlett, to amend the personnel policy section on sick time. Motion carried unanimously.

K1. Renewal of Village insurance policy with LWMML. The proposed renewal was reviewed by board. Maroszek noted the increase in premium for the Employee Dishonesty Blanket. The blanket coverage replaces the need to have employees bonded individually. Motion by K. Bartlett, second by Shatters, to approve the renew of the 2018-2019 Village Insurance Policy and premium as presented. Motion carried unanimously.

K2. Municipal Code Supplement. The new municipal code supplement number six was handed out to all trustees to update their Bonduel Municipal Code binders.

K3. Resolution on Village Attorney Legal Services Agreement. Administrative Committee reviewed the legal services agreement from Attorney William Vande Castle, with recommendations for board approval. Motion by Shatters, second by R. Bartlett, to introduce Resolution 2018-08 Village Attorney Legal Services Agreement. Roll call vote was taken. Motion carried unanimously.

K5. Village Organizational Chart. Wickman noted some changes that need to be made to the chart. Maroszek will rework organizational chart and bring it back to the July meeting.

K11. Reimbursement of LWM Local Government 101 conference. Wenstadt attended Local Government 101 and reported it was a very good conference with lots of useful information. Discussion on other trustees who would like to attend conference in September will be addressed at the August 2018 meeting. Motion by K. Bartlett, second by Wickman to approve and reimburse Wenstadt for conference cost and mileage. Motion carried. Wenstadt abstained.

K15. LWMMI Workers Compensation Grant. Maroszek explained the deadline for the Workers Compensation equipment grant is June 30, 2018. There are items in a few of the departments that may qualify for the grant. Maroszek asked the board how money should be divided up if grant is awarded. Motion by K. Bartlett, second by Wenstadt, to divide Workers Compensation Grant, if awarded, by percentage of items purchased by each department. Motion carried unanimously.

M. Approval of Payments. Motion by Wickman, second by R. Bartlett, to approve accounts payable as presented. Motion carried unanimously.

N. Treasurer Report. Motion by Shatters, second by Wickman, to approve the treasurers report as presented. Motion carried unanimously.

O. Announcements.

Public Safety Committee Meeting – Friday, June 15, 2018 at 4:00 p.m.

Special Village Board Meeting – Monday, June 18, 2018 at 5:30 p.m.

L17. Closed Session. Motion by Shatters, second by K. Bartlett, to move to closed session for the purpose of discussing 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.] Roll call vote was taken. Motion carried unanimously. Board moved to closed session at 10:19 p.m.

Motion by Shatters, second by K. Bartlett, to return to open session. Roll call vote was taken. Motion carried unanimously. Board returned to open session at 12:14 a.m.

Motion by Wickman, second by R. Bartlett to adjourn. Motion carried unanimously. Meeting adjourned at 12:16 a.m.

Respectfully submitted,  
Michelle Maroszek, Clerk