

VILLAGE OF BONDUEL
VILLAGE BOARD MEETING
WEDNESDAY, AUGUST 5, 2020

Following the Pledge of Allegiance and moment of silence, President Russ Gehm called the meeting to order at 5:30p.m.

Gehm read a statement regarding the posting of the meeting.

PRESENT: Russ Gehm, Renell Bartlett, Tim Kelley, Brenda Staszak, Kay Hottenstine, Barb Wickman, and Kay Zuleger.

AGENDA: Motion by Kelley, second by Staszak, to approve agenda as presented and to deviate from the order as necessary. Motion carried unanimously.

MINUTES: Motion by Kelley, second by Staszak, to approve the minutes from the July 8, 2020 Village Board meeting as presented. Motion carried unanimously.

L1. Presentation of 2019 Financial Report. Jon Trautman, Government & Not-for-Profit Team Leader from Clifton Larsen Allen (CLA), presented the Village's 2019 Financial Report via teleconference. Trautman presented the Management Communication document and the Financial Report.

ACKNOWLEDGEMENT OF CITIZENS AND OPEN FORUM: Michelle Maroszek, Clerk; Jesse Rankin, Director of Municipal Operations; Robbie Woldt, Fire Chief; and Jason and Brooke Nikolay, Nikolay Properties.

K2. Nikolay Properties request to change zoning for property located at 104 S. First Street. Nikolay Properties has purchased the property at 104 S First Street. Nikolay would like to renovate the property into a one-bedroom studio apartment. The property is currently zoned C-1 General Commercial and would need to be changed to R-1 Residential. The Plan Commission held a public hearing and is recommending to approve the zoning change to R-1 Residential District. Motion by Bartlett, second by Wickman, introducing Ordinance 2020-05, to approve the zoning change on the property at 104 S. First Street to R-1 Residential District. Roll call vote was taken. Motion carried unanimously.

Public Safety Committee: There are few equipment purchases on agenda for approval. Zuleger shared that there is a rat issue with a home located in the Township of Hartland, that has been affecting a Village property. Public Safety Committee and Rankin are working to resolve the issues.

Police Dept Report. Report on file.

Fire Department Report. Report on file. The joint training facility with Shawano and Keshena, will be located off of Rausch Road in Shawano. The initial cost for Bonduel will be \$4,000, this amount will be split with the Town of Hartland. The department finished up the pump testing. Woldt is continuing to work on selling the two fire trucks that will be replaced by the new truck.

EMS Report. Report on File

Administrative Committee. Minutes on file. A few items have moved to the Board for approval at this meeting.

Clerk/Treasurer Report. Report on File. Continuing to work on submissions for the WEC Cares Grant and Roads to Recovery Grant. Partisan Primary Election went well, turnout was low. Started working on the November 3, General Election. Budget worksheets have been distributed to department heads and will be worked on at the August Committee meetings.

Municipal Operations Committee. Minutes on file. A couple of items have moved to this agenda for approval. The committee has a few projects that are still being discussed for the 2021 budget.

Municipal Operations Department. Report on file. Cedar Park fencing project is complete. The Cedar park lower concession stand was broken into, the Police Department has been notified. The basketball court at Village Park is just about done, there has been an issue with the painting of the lines which will still needs to be resolved. The Bonduel Broncos have donated and planted a few trees at Village Park. TLB completed the chipping at the recycle center, unfortunately since it hadn't been done in over a year there was a lot of brush to chip and the cost went up substantially. Due to the increase in cost to chip, Rankin will re-address the idea of burning. The recycle center hours will be discussed at the next Municipal Operations Committee meeting to possibly reduce the hours.

Plan Commission. Minutes on file. The zoning change requested by Nikolay Properties has moved to this agenda for final approval.

Fire Commission. Minutes will be included in next Board packet.

K1. Amend Ordinance Sec. 115-13 (2)(23) C-2 Highway Commercial District Conditional Uses. Plan Commission is recommending that the same change that was done to C-1 Commercial District and M-1 Industrial District Conditional Uses, be added for the residential homes located in the C-2 Highway Commercial District. Motion by Wickman, second by Bartlett, introducing

Ordinance 2020-06, to amend Sec. 115-13 (2)(23) C-2 Highway Commercial District Conditional uses. Roll call vote was taken. Motion carried unanimously.

K3. Approval of Plan for Hwy 117 Reconstruction. Municipal Operations is recommending that Hwy 117 roadway remain the same with the reconstruction. The current parking lanes would stay the same. The committee will be discussing the sidewalks on the east side of Hwy 117, South of the Citgo and out to Express Way. These sidewalks could possibly be covered by the DOT or a cost share during the reconstruction. The Hwy 117 Project will be completed in 2024. The Village will be responsible for the water work, and the cost share on parking lanes North of Green Bay Street to Park Street and sidewalks. Motion by Wickman, second by Hottenstine, to approve leaving the traffic lanes as they are, leave the parking lanes parallel, and to obtain a quote for the sidewalks. Motion carried unanimously.

K4. 2020 Crack and Seal Project. 2020 crack and seal expense will be \$7,200. Rankin is working with contractor to schedule work to be completed. Motion by Bartlett, second by Zuleger, to approve the 2020 crack and seal expense of \$7,200. Motion carried unanimously.

K5. Purchase of additional Police Department Portable Radio. The Police Department is requesting the purchase of an additional portable radio. Currently, the department has two radios. At Village events, it is hard to communicate with multiple officers with only the two units. Public Safety is recommending the purchase of the additional radio for \$3,859. Motion by Bartlett, second by Hottenstine, to approve the purchase of an additional portable radio from Motorola Solutions for \$3,859. Motion carried unanimously.

K6. Purchase of new Police Department body cameras and system. The Police Department body cameras and current system are outdated. One of the current body cameras is in a failure mode and is no longer supported. Krause would like to move to a new body camera and program. The program would be the same program that is currently in the squads. Public Safety is recommending the purchase of cameras and programming. Motion by Hottenstine, second by Staszak, to purchase three new body cameras and the programming from Digital-Ally for a total of \$3,450. Motion carried unanimously.

K7. Additional users on Village credit card. Additional Village credit cards have been requested by the department heads. Maroszek has checked with the credit card company, the Village can add additional users to the current card. Wickman would like these cards to only be used in emergency situation, all other normal purchases should go through the Clerk and Village Hall to make sure the vendors are legit. All purchases made on the credit card by the department heads need to be relayed to the Clerk and receipts turned in. Motion by Bartlett, second by Kelley, to approve additional credit cards for department heads, Eric Krause and Jesse Rankin,

with purchases on the new cards to be used for emergency use only. Motion carried unanimously.

K8. Village Animal Control Officer Agreement. Public Safety has reviewed the applicants for the Animal Control Officer and is recommending to hire and contract with Carla Lynch. Motion by Bartlett, second by Hottenstine, introducing Resolution 2020-15, approving the Animal Control Officer Agreement with Carla Lynch. Roll call vote was taken. Motion carried unanimously.

K9. Village Personnel Policy. The Administrative Committee is recommending updates to the Village Personnel Policy to reflect the Union Contract changes and the Wisconsin Retirement System. Motion by Wickman, second by Bartlett, to approve the changes to the Village Personnel Policy, amending the retirement program, the extra week of vacation for employees working 20+ years, and time and half for Municipal Operations employees working on legal holidays. Motion carried unanimously.

K10. Covid-19 Leave Policy. With the Covid-19 pandemic, the Administrative Committee has drafted a Covid-19 Leave Policy. Employee leave options, include the Federal Families First Coronavirus Response Act (FFCRA) and additional village options, for employees who contract the virus, are exposed to the virus, or need to care for someone with the virus. Motion by Bartlett, second by Zuleger, to approve the Covid-19 Leave Policy as presented and for all questions about the leave policy to go through the Village Clerk. Motion carried unanimously.

K11. Covid-19 Hazard Pay. During the Covid-19 Pandemic shut down, employees worked a reduces schedule to prevent exposure to the virus. During that shutdown time a few of the employees worked their regular full-time hours. The Administrative Committee is recommending giving those employees an additional three days of vacation time to use. Motion by Wickman, second by Hottenstine, to give an extra three days of vacation time to the employees who continued to work full-time hours during the pandemic shut down, and to allow hours to be used through December 31, 2021. Motion carried unanimously.

K12. 2021 Budget schedule and guidelines. The Administrative Committee discussed the budget schedule and the increase guidelines. The committee is recommending all departments stay within a two percent increase. Motion by Bartlett, second by Zuleger, to approve the final 2021 Budget schedule and the recommendation that all departments stay withing the two percent increase. Motion carried unanimously.

K13. Ordinance Sec. 2-21 Meetings to include remote attendance. During the State of Emergency, Board, Committee and Commission members were allowed to attend meetings remotely. With the Covid-19 still present and possible exposure, the Administrative Committee

would like to see the current Ordinance on meetings to include the option for remote attendance. The Village attorney has reviewed the ordinance and has made the recommend changes to be in compliance with state open meeting laws. Motion by Hottenstine, second by Bartlett, introducing Ordinance 2020-07, to amend Sec. 2-21 Meetings, to include remote attendance. Roll call vote was taken. Motion carried unanimously.

M. Approval of Payments. Motion by Wickman, second by Bartlett, to have President Gehm approve the August accounts payable and to include the August accounts payable in the September packets. Motion carried unanimously.

N. Treasurer's Report. Motion by Bartlett, second by Staszak, to approve the July Treasurer's report as presented. Motion carried unanimously.

O. Announcements. Maroszek reminded Board of upcoming budget dates.

Motion to Kelley, second by Zuleger, to adjourn. Motion carried unanimously. Meeting adjourned at 7:00 p.m.

Respectfully submitted,
Michelle Maroszek, Clerk/Treasurer