

VILLAGE OF BONDUEL
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, APRIL 24, 2024

President Russ Gehm called the meeting to order at 6:00 p.m.

Gehm read the statement regarding the posting of the meeting.

PRESENT: Andrew Court, Russ Gehm, Kay Hottenstine, Tim Kelley, Matt Pleshek, Brenda Staszak and Kay Zuleger.

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

MINUTES: Motion by Kelley, second by Zuleger, to approve the minutes from the Wednesday, March 27, 2024, Committee of the Whole meeting as presented. Motion carried unanimously.

ACKNOWLEDGEMENT OF CITIZENS AND OPEN FORUM: Jesse Rankin, Director of Municipal Operations; Kevin Lynch, Fire Chief; Josh Felhofer, Bonduel Bat and Ball Club; Joy Gruenewald, and Ron Schmidt, Bonduel Broncos; Chris Rank, Bonduel School District; Brian Roemer and Ariana Schmidt, Ehlers.

REPORTS:

Fire Chief. Chief Lynch and Fire Fighters attended the Fire Fighters' Convention held in Indiana this past month. The department reviewed various pieces of equipment, and attended training events. Chief Lynch is working with a couple companies to possibly obtain grants for new fire equipment. Equipment being looked at is a drone system and helmet lighting and scene lighting. The Fire Department has voted to purchase a new UTV and Trailer using money from the Fireman's Fundraising fund account. The Trailer has been purchased from ET&P Repairs, formerly Smitty's, and the UTV from Doc's Full Bore. The department had several calls this past month, including a few fire calls.

Clerk/Treasurer. Baxter the Bear has made his first appearance on the construction site last week. The office is working on scheduling more events with Baxter at area businesses. On Friday he will be at the Red Rooster for a meet and greet event. Have been busy filing several state reports that are due this month. The annual Expenditure Restraint Program report has been filed, which the Village has qualified for again. The annual ARPA compliance report was filed which is due every year by the end of April. All money for ARPA must be allocated by the end of 2024, and spent by the end of 2026. The Tax-Exempt Properties report has been filed; this is done every other year on all properties that are exempt. In addition, with the new Act 12 that was passed, there are few new reports that will need to be filed with the State by July 1. All public safety entities will need to report the Maintenance of Effort Certification (MOE) and the PA-551, a one-time Personal Property report.

Municipal Operations. State reports for lead and copper lines; cross connections and tv jetting have all been filed. The spring clean-up went extremely well this year. The road construction is a little ahead of schedule, the binder course will be put on this week and phase 2 will start next week. There was a double watermain break this week caused by Advance Construction and repairs will be at their expense. One change order with the project at this point for boring costs related to the watermain lines.

NEW BUSINESS

H1. Discussion and possible recommendation on Ball Diamond usage agreements.

Representatives from the area ball clubs and school district were presents to discuss the Village ball diamonds and use of the parks. All the organizations do their part in helping to maintain and improve the fields and the parks. In the past the Village Board has had individual agreements that ranged from 3 to 5 years with each organization to use the park and diamonds. Rankin would like to see this agreement be an annual agreement. With numerous officer and staff changes that can take place, longer agreements the communication tends to break down. Some of the recent concerns are with Cedar Park, the temporary softball fence, locks on the old concession stand, locks on the press box, and cleaning of the new concession stand. Village Park's main issue as of right now is the funding to replace the ball diamond lights.

The temporary softball fence is a regulation fence that shortens the distance for softball and 12U and under youth league teams. The original agreement when it was installed was that the Village would not be responsible to remove the fence to mow the field. It has become a problem, that the fence has not been taken down when not being used and the condition of the fence is less than desirable. Felhofer stated the Bat and Ball Club is working on the appearance of the fence and will take down the fence on Monday nights for the Municipal Operations workers to mow the grass.

The locks on the old concession stand were recently changed without the Village being made aware of it. The Village owns and insures these buildings. All locks and keys should be maintained and issued by the Village. Felhofer stated the locks were discussed last year due to everyone having keys and having various keys. Felhofer thought from the conversation that was had last year that the Village was okay with the Club changing the locks and giving them a key/code once complete. The Village needs to know what is going on prior to it happening, like in this situation, the Village could not access their own building. The new locks work with an application to assign a code, there is also a key. Felhofer will give the application and key to the Village.

A similar situation, last year the Press Box locks were changed without the Village being notified. Once again, the Village owns these buildings and is responsible for these buildings. The clubs need to notify the Village prior to making these changes to ensure it is okay to do.

The new concession stand at Cedar Park is rented out to individuals, when the clubs are not using it. The Village puts up a calendar in the concession stand with the weekends that the stand is rented by other individuals. The agreement is that the clubs will clean up their belongings prior to the rental. Last year there were several times that Municipal Operations workers had to clean the stand on Friday prior to the rental putting the club's items away. This cleaning should be done by the clubs not Village staff. The Village will put a calendar up once again and communicate with the clubs of upcoming rentals.

The ball diamond lights at Village Park are burning out. The lights are 60-70 years old. The light fixtures are no longer being made and parts can not be found. The lights need to be upgraded. The current bid to replace all the banks of lights is approximately \$75,000. The Village has \$55,000 budgeted for the light. The ball clubs have agreed they are willing to put funds toward the project. The School District has stated they do not have any money available for ball diamond lights and that the school does not use the lights. The Bat and Ball Club is applying for a grant to obtain money for the lights. The Bronco's expressed concern about this year's season and the timeline for light replacement. More lights have burned out since last fall. Felhofer is obtaining a quote from another contractor for the lights, Rankin will reach out to Kallies Electric about repairs and a quote. In addition, Rankin will draft an agreement for the Village and the ball clubs, if possible, for the next Board meeting.

Motion by Kelley, second by Court, to have Rankin create an agreement with the Village and the various ball organizations on usage of the park ball diamonds and facilities. Motion carried unanimously.

Zuleger left meeting 6:55 p.m.

H2. Discussion and possible recommendation on the 2024 General Obligation Note. Brian Roemer and Ariana Schmidt, from Ehlers Finance Advisors presented the preliminary financing plan for Hwy 117 and Sunrise Court projects. The Committee addressed questions with Roemer on annual tax rate increases and projected payment schedule. The next step would be to set the sale of the GO note. Motion by Kelley, second by Hottenstine, to recommend to the Board to set the sale of the general obligation note at the May meeting. Motion carried unanimously.

H3. Discussion and possible recommendation to amend Bonduel Municipal Code Sec.26-7 & Sec. 26-8 Public improvements and assessment. Currently, the Village ordinance on public improvements and assessments references the schedule of polices and standards. As it stands

right now the Village does not have this assessment policy. The Village Attorney had recommended that this be removed from the ordinance. Since that conversation with the Attorney, the Village engineers, Ruckert-Mielke has reviewed the Village ordinance and has agreed to draft the policy based on past practices. Maroszek is asking the Committee to move the agenda item to the next meeting when the policy will be available to review. By consensus the Committee agreed to move the agenda item to the next Committee of the Whole meeting.

UNFINISHED BUSINESS

I1. Discussion and possible recommendation on personnel policy draft from Village Attorney.

The Committee had two items from the last meeting that they wanted the Village Attorney to address before recommending the personnel policy to the Board for approval. In the old policy, there was a section on Leave of Absence with Pay. The Attorney had suggested to remove this section. The Committee agreed, but questioned if the policy should include anything about Administrative Leave and pay that could come with this type of leave. Maroszek spoke with Attorney Lehocky on this. Lehocky stated that if a staff member becomes involved in a situation where administrative leave is being discussed, the Village Attorney will be involved. At that point the Village Attorney will inform the Village on how to handle the situation in regards to compensation. Lehocky felt it was not something that should be spelled out in a policy book. The other item that was to be addressed was the steps in the grievance procedure. In the last draft, some of the steps were incorrect and did not incorporate the Committee of the Whole and still referenced the Police Committee. Attorney Lehocky reviewed the steps and has updated the section. Motion by Court, second by Staszak, to recommend the updated personnel policy as drafted to the Village Board for approval. Motion carried unanimously.

Chief Lynch left meeting at 7:47 pm.

I2. Closed Session. Motion by Kelley, second by Court, to move to closed session for approximately five minutes to discuss possible development of Sunrise Court. Inviting Michelle Maroszek and Jesse Rankin to attend. [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. Court-Aye, Hottenstine-Aye, Kelley-Aye, Pleshek-Aye, Staszak-Aye, Gehm-Aye. Motion carried unanimously. Committee moved to closed session at 7:48 p.m.

Motion by Kelley, second by Pleshek, to return to open session. Roll call vote was taken. Court-Aye, Hottenstine-Aye, Kelley-Aye, Pleshek-Aye, Staszak-Aye, Gehm-Aye. Motion carried unanimously. Committee returned to open session at 7:59 p.m.

No action was taken by the Committee.

ANNOUNCEMENTS- Upcoming meetings were discussed.

Motion by Hottenstine, second by Staszak to adjourn. Motion carried unanimously. Meeting adjourned at 8:00 p.m.

Respectfully submitted,
Michelle Maroszek, Clerk/Treasurer