

VILLAGE OF BONDUEL  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, MAY 22, 2024

President Russ Gehm called the meeting to order at 5:30 p.m.

Gehm read the statement regarding the posting of the meeting.

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

Excused: 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 Court, to approve the minutes from the Wednesday, April 24, 2024 Committee of the Whole Meeting as presented. Motion carried unanimously.

ACKNOWLEDGEMENT OF CITIZENS AND OPEN FORUM: Jesse Rankin, Director of Municipal Operations; Dave Schmidt, Village Assessor; Kevin Wagner, Ruekert-Mielke.

COMMUNICATIONS/PETITIONS/CORRESPONDENCE: Correspondence with the WI DNR regarding the small transfer facility compliance inspection were included for the committee to review.

REPORTS:

Fire Chief. None

Police Chief. None

Clerk/Treasurer. None

Municipal Operations. Rankin has had some inquiries for park donations in memorial of Chloe Zernicke, in the form of trees and benches. The Highway 117 project continues to be on schedule and is moving along.

NEW BUSINESS

H1. Discussion and possible recommendation on Village assessed valuation compliance status.

Dave Schmidt, the Village Assessor, addressed the Committee about the assessed valuation of the Village. The Village needs to be compliant once every five years according to the State of Wisconsin. The Village did a reassessment of the entire Village in 2021 bringing it into compliance. In 2022 and 2023 the Village was out of compliance. The State will begin sending notices of non-compliance in year four and five. In year six, the State will send assessors in to

help the Village become compliant. This is something the Village wants to avoid. Schmidt present the Committee with several options to bring the Village back into compliance prior to 2027. These options ranges from doing a percentage increase on all properties to a full reassessment again in 2026. The Committee discussed the pros and cons of the options and the costs of the options. A decision is not need at this meeting, but will need be determined prior to 2026 to get the Village back into compliance. By consensus the Committee agreed to discuss the agenda item at a later meeting when Schmidt could investigate a few of the options further.

H2. Discussion and possible recommendation to award the bid for Sunrise Court Extension. The bids for the Sunrise Court extension project were opened on May 17, there were nine bids received. PTS Contractors, Inc. was the low bid at \$336,386.00. Ruckert-Mielke has reviewed the bid form and there are no objections with the low bidder or the subcontractors. The Village will need to include a 10 percent contingency to financial plan for the project for any unpredictable increases. Motion by Kelley, second by Court, to recommend to the Board to award the bid for the Sunrise Court extension to PTS Contractors, Inc. for \$336,386.00. Motion carried unanimously.

H3. Discussion and possible recommendation on assessment schedule of polices and standards. The current Village ordinance references an assessment policy and standard document that does not exist. Ruckert-Mielke drafted a proposed special assessment policy based on historical practices from past capital improvement projects in the Village. Kevin Wagner, Fox Valley Manager for Ruckert-Mielke, reviewed the policy document with the Board discussing each section in great length. The Committee discussed capital special assessments on corner lots and various ways to assess these lots. A short-side credit was discussed as a possible option. Special assessments on sidewalks were also discussed. Past practice has been that no credit was given on capital assessments for corner lots. The Committee discussed utility special assessments. Utility assessments have some State rules to follow in regards to credits. The Committee asked that Rankin follow up with the Village Attorney about past practices. Motion by Hottenstine, second by Pleshek, to have Wagner make the noted changes, and bring the recommend special assessment policy to the Board with the Village Attorney's approval. Motion carried unanimously.

*Kelley left the meeting at 6:25 p.m.*

H9. Discussion and possible recommendation on installation of sidewalks from Grant Street to South Street. An issue has come up with the sidewalks that are to be installed from Grant Street to South Street during the Highway 117 project. The project manager who negotiated with the home owners on the payment of the property and trees, made an agreement with the owners

allowing them to keep their trees. The design of the sidewalks will cut back into the slope of the yards, exposing the root system of the trees. Ultimately, the trees will die from this and will not look very nice. The DOT is trying to address this issue, but has not been moving very fast on the situation. The design of the sidewalks should have also included a retaining wall due to the slope of the yards. Rankin would like to know what the Committee would like to do with this situation, being that the sidewalks are scheduled to start this week. Motion by Court, second by Pleshek, to push this back on the WI DOT Engineers to obtain an answer with a plan that is acceptable possibly including a retaining wall for this area. Motion carried unanimously.

H4. Discussion and possible recommendation on 2023 CMAR Compliance Maintenance Annual Report. The DNR Compliance Maintenance Annual Report is an annual report to be filed each year. The report reviews the Village sewage collection system financial information and the actual collection system for the year. The report needs to be approved by the Village Board each year by resolution and submitted to the DNR. Motion by Hottenstine, second by Court, to recommend to the Board to approve the 2023 CMAR Annual report as presented. Motion carried unanimously.

H5. Discussion and possible recommendation on renewal of Village insurance policy through LWMMI. Maroszek presented the 2024-2025 insurance renewal policy. All the numbers have stayed relatively the same as last year. The Crime coverage has gone down a little due to LWMMI now having their own policy and it is no longer an outside company. The overall cost for the year is down \$1,951. Motion by Court, second by Pleshek, to recommend to the Board to renew the Village insurance policy for 2024-2025 with LWMMI. Motion carried unanimously.

H6. Discussion and possible recommendation on 2024-2025 Liquor License application renewals. The 2024-2025 Liquor License application renewals were reviewed. All licenses have passed the background checks. Motion by Court, second by Hottenstine, to recommend to the Board the approval of all liquor license applications for the 2024-2025 renewal. Motion carried unanimously.

H7. Discussion and possible recommendation on Celebrate Bonduel's Firework Permit Application. Celebrate Bonduel has applied for the 4<sup>th</sup> of July Fireworks permit. Chief Lynch has reviewed the application, site plan and letter from the land owner. All have been approved by the Fire Department. The Village still needs the certificates of insurance from Celebrate Bonduel for the event. Motion by Pleshek, second by Court, to recommend to the Board the approval of the Fireworks permit for Celebrate Bonduel's 4<sup>th</sup> of July event with proof of event insurance. Motion carried unanimously.

H8. Discussion and review of Bonduel Municipal Code Sec. 2-83 0 Ethical Standards and Regulations. Gehm reminded the Committee that the Village ethical standards and regulations are reviewed each year. The Committee reviewed the ordinance and did not have any questions.

UNFINISHED BUSINESS

I1. Discussion and possible recommendation to amend Bonduel Municipal Code Sec. 26-7 & Sec. 26-8 Public improvements and assessment. At the last meeting the Committee reviewed the ordinance changes suggested by the Village Attorney. With the creation of the Special Assessment policy by Ruckert-Mielke, this document can be referenced in the ordinance. Motion by Court, second by Hottenstine, to recommend to the Board the changes to municipal code section 26-7 to reference the special assessment policy and section 26-8 to be levied by local ordinance. Motion carried unanimously.

I2. Discussion and possible recommendation on Ball Diamond usage agreements. Rankin has not had time to draft an agreement yet. Rankin has contacted the School District about getting on the agenda for the School Board meeting to address possible funding for lights. The Bonduel Bat and Ball Club has not heard back on the MLB Grant. By consensus the Committee agreed to move the agenda item to the next meeting.

I3. Closed Session. Move to closed session to discuss possible development of Sunrise Court. By consensus the Committee agreed to dismiss the agenda item due to no new information to bring forward.

ANNOUNCEMENTS- Upcoming meetings were discussed.

Motion by Court, second by Hottenstine to adjourn. Motion carried unanimously. Meeting adjourned at 7:44 p.m.

Respectfully submitted,  
Michelle Maroszek, Clerk/Treasurer