

President Jim Schrubbe called the Board Meeting to order at 7 p.m. on Tuesday, February 14, 2023.

Roll Call – Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn and Schrubbe. Other present were Beth Nicklaus, Kim Plate, Mark Fochs, Joel Thorpe and Doreen Sutilla.

Pledge of Allegiance – The pledge of allegiance was recited by everyone present.

Citizen Questions and Concerns to be acted on at the next Board Meeting – none.

Announcements – Annual Spring Clean Event is tentatively set for Saturday, May 6, 2023. The tentative time for Open Book and Board of Review is in March and May.

Consent Agenda – Action – to approve the Board Meeting Minutes and Fire Department Minutes (there were no 1st Responder Minutes) and place them on file – motion: Nolan; second: Loose; carried. Action – to approve the Village Treasurer's Report, the Fire Department Treasurer's Report and the 1st Responder's Treasurer's Report and place them on file – motion: Loose; second: Krueger; carried. There was no MEG Newsletter or Boardman & Clark Newsletter presented to the Board.

Reports - The report of labor hours and building permits were presented to the Board for their information. The following notices of receipts were presented to the Board for their information: Notice of the 2021 County & Municipal Revenues & Expenditures report was presented to the Board for their information. The Taxes Collected to January 31, 2023 – February Settlement was presented to the Board for their information. The annual payment in lieu of taxes from the DNR in the amount of \$200.99 was presented to the Board for their information.

Plaque to Dennis DuPrey for 31 years 7 months of service – DuPrey was not in attendance to receive the plaque.

Report of Director of Public Works on projects – Plate stated that they are currently no projects happening right now. There was a water main break on 7th/Cedar Street.

Claims – examined and discussed. Nicklaus explained to the Board that there were two invoices – one for chemical feed pumps and the Community Center roof replacement. Both of these were budgeted in 2022. She, however, was not sure how the funds were set aside for these (as far as reserve funds) and was not sure on where the money is supposed to be taken from for the invoices. Schrubbe stated that he would check into this further and will let Nicklaus know how to proceed. Action – to pay all claims presented – motion: Roehrig; second: Nolan; carried.

Unfinished Business –

2022 Projects – nothing new. Change Orders – none. Payment Requests – none.

Recycling/Rubbish – The monthly report was presented to the Board for their information. Discussion and possible action regarding setting the Spring Clean Event for 2023 – Schrubbe stated that he spoke with GFL regarding the set-up for Saturday, May 6th. He explained that it will be the same as previous years as far as lining up and the dumpster, etc. Action – to move ahead with the Spring Clean Event on Saturday, May 6th – motion: Kloehn; second: Krueger; carried.

Police Protection for the Village – The monthly report was presented to the Board for their information.

Fire Department – Chief Loose stated there was 2 fire calls since the last meeting. He stated that the department has a new member that was actually on the department years ago. That is Mike Bolwerk. Kieso reminded Loose to have the new employee information handed into the office once Mike has it completed. Discussion and possible action regarding allowing 6 firemen to attend the WI state firefighter training for \$90 each plus the cost of the hotel stay for 2 nights – The event will be in La Crosse and this has been budgeted. Action – to approve the training as requested – motion: Krueger; second: Kloehn; carried.

TID District #2 – nothing.

Wastewater Treatment Plant – Plate informed the Board that the hauler rates which were suppose to be increased starting December 1st were not. The error was found and starting February 1st the new rates were charged.

Well #4 – Update on Project – nothing new.

Village Meadows Subdivision – Subdivision Improvements – Plate stated that the bid opening will be February 23, 2023 at 10 a.m. Roehrig stated that the planning of the 3rd phase is 60% completed by Robert E. Lee and he now instructed them to stop until further developments can be decided. Krueger asked if we will be charged for the 60% of the completion now? He was told yes. Krueger also asked about the dirt pile in the subdivision. Plate stated that it is starting to get moved. Plate also stated that he will be working on the potholes on Thorn Creek Dr.

Phase II Development – Change Orders – none. Payment Requests – none.

Former Bel Brands Property – Update on the Project – E-mail from consultant regarding the final close out letter – Nicklaus informed the Board that she contacted Renee from Cedar Corporation to check on the status. Renee reached out to their rep at the state again. The rep anticipates that we should have the letter by the end of week. Nicklaus will stay in touch with her to keep the Board updated.

Lead Service Lines in the Village – nothing. Change Orders – none. Payment Requests – Payment request #3 (Final) for the 2022 Private LSL Improvements in the amount of \$2,852 to Korff Plumbing. This is the retainer. Action – to approve Payment Request #3 (Final) to Korff Plumbing in the amount of \$2,852 – motion: Krueger; second: Roehrig; carried.

Discussion and possible action regarding the drainage tile on properties along 7th St. between Main St. and Cedar St. – Plate met with another contractor for this project. The contractor stated that he is too busy and he would not be interested. Plate will go back to the original contractor and will continuing

waiting on a quote. Schrubbe stated that maybe try a landscaper. Plate stated that he tried a local landscaper and they were too busy to fit it in.

Discussion and possible action regarding the proposed employee handbook – Schrubbe stated he tried to contact the League about having a lawyer review also and he has never heard back. Schrubbe would like Nicklaus to review it since the process was started before, she was employed with the Village in order to get her opinion on it. This will be tabled.

Discussion and possible action regarding proposals for janitorial services for the community center building and the Village Hall – Loose is recommending Jan Pro Cleaning. The cost is \$425 per month which includes 1-time weekly cleaning at the Community Center and 1-time weekly cleaning at the Village Hall. When there is a weekend where there is back-to-back rentals; the renters will be charge of their own clean-up; which is what is already stated in the contract. They will be reminded of this at key pick-up time and will be provided with the cleaning list. If cleaning is needed more that the 1 time a week that would be an additional charge of \$130 per time. Kloehn asked who is going to take care of it if it's not done between renters? Loose questioned if our own staff could, do it? This would be hard because no one knows what each day is going to bring and no one can guarantee time to do it. Loose stated that she thinks we all need to work together on this. Schrubbe would like to know what their response time is instead of having our employees do it; after all, that's why we pay a cleaning company. Loose stated that a solution needs to be found. Maybe the guys could come in and check? This doesn't work with their weekends off. Keuler stated there may be someone he knows that might be willing to be a back-up for last minute cleanings. Nicklaus was instructed to check with Jan Pro to see if it would be possible to have their 1 time weekly done between 1 a.m. and 8 a.m. on Sunday mornings. The original date and time mentioned was anytime on Mondays. Nicklaus will check into it. Action – to hire Jan Pro Cleaning and sign the 1-year contract with Nicklaus choosing the start date – motion: Roehrig; second: Nolan; carried.

New Business:

Application for Operator's license – none.

Classes/Seminars/Schooling for Employees – none. Reports on schooling/training sessions – Plate stated that he went to the water convention in Wisconsin Dells. They each went one day and spoke to different vendors and collected information from other municipalities.

Discussion and possible action regarding Temporary Class B License – St. Mary's – This request is for the Cheese Derby event being held on June 8th. Action – to approve the Temporary Class B License for St. Mary's as requested – motion: Roehrig; second: Kloehn; carried.

Discussion and possible action regarding Resolution 2023-01 to establish a polling place for the February 21st Spring Primary – This is a mandatory resolution that needs to be done prior to every election – Action – To approve Resolution 2023-01 as presented – motion: Keuler; second: Krueger; Roll Call Vote: yes: Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

Park & Recreation Committee – Action – to accept the minutes presented and place them on file – motion: Roehrig; second: Loose; carried. Discussion and possible action to raise the Community Center daily rental from \$70 to \$85 per day and to allow renters to use the back dumpster for garbage disposal –

The Board agreed with the committee's recommendation that the rental amount should be changed and the dumpster should be made available to the renters. Action – to raise the Community Center daily rental from \$70 to \$85 per day and allow the renters to use the back dumpster for garbage disposal; both effective immediately – motion: Roehrig; second: Krueger; carried. No further action needed. Loose agreed to work on the English/Spanish signs for the Community Center renters to be posted. Kloehn also updated the Board on the information she found out regarding the banners for Main St. She is discussing them with both Zander Press and Printing Express and she contacted New Hope but they are unable to do them. Loose stated that as far at the park bathrooms go the committee is discussing what the best option would be to recommend to the Board; new or remodel? They are also in the process of getting new quotes for the pavilion. The backstop for the practice field is also in discussion yet.

Water & Sewer Committee – Action – to accept the minutes as presented and place them on file – motion: Nolan; second: Kloehn; carried. Discussion and possible action regarding the proposal from

Lane Tank for draining and making repairs to the water tower – the committee is recommending that the Board goes with Lane Tank in the amount of \$5,750. Contractor will provide pressure relief valves, if needed, and assist in draining the tank. They will clean the tank of sediment and debris, inspect interior/exterior and will send the inspection report. Plate explained that this needs to happen every 10 years and it's now year 7 and by doing it a bit early it will help get rid of the biofilm. Action – to approve Lane Tank for draining and making the repairs to the tower as recommended by the committee – motion: Keuler; second: Kloehn; carried. No further action needed. Discussion and possible action on purchasing

a skid loader – Plate presented some options regarding the purchase of a skid steer. Right now there is \$20k to put down but we would need to budget the other \$30k. Plate stated that the skid steer would be used year round in several different departments. He is estimating that approximately 200 hours would be put on it. He has information on the on a demo model that's available now with full warranty. Schrubbe stated that his opinion is that the cost of materials are going down so the cost of the new units may actually decline and will not increase. The Board would like to see costs of other brands such as Bobcat and Gehl. Plate was pricing John Deere and stated that their warranty is excellent. Both Schrubbe and Keuler agreed that the way to go is new. Roehrig stated that he would like more information and is not for going over the budget. He would like to see more reasons why a \$50k skid

steer is needed and information to back that up. Plate will collect more information and will update the Board at the next meeting. No action taken.

Streets Committee – Action – to accept the minutes as presented and place them on file – motion: Loose; second: Krueger; carried. Roehrig gave an update from the committee meeting. He stated that Keith Krepline informed them that no lots have sold and there's not much interest in them as of right now. Krepline has placed a billboard on the North side of the Village. Roehrig then stated that he talked to the postmaster and what she is looking for is a 15 minute parking between hours of 12 p.m. and 4:30 p.m. in front of the post office. This will be on the next Streets Committee agenda. Schrubbe stated that he talked to Beil regarding on the questions on his drainage ditch. Schrubbe stated that the document that the Village had was for an easement and not an actual contract. Beil seemed fine with the explanation. Plate stated that the advertising for the curb & gutter bids went out and will be opened on February 23rd.

Discussion and possible action regarding refinishing the Christmas decorations for \$750 – Action – to approve the refinishing of the 15 brackets at the cost of \$750 as per committee recommendation – motion: Kloehn; second: Loose; carried. Discussion and possible action regarding Ordinance 2023-01 amending the traffic laws 4.01 to include the no parking in front of Sargento – Keuler was wondering what the cost of Robert E. Lee to do the paperwork to the State costs? Plate stated he hasn't seen a bill on that yet. Keuler questioned why we didn't submit it ourselves? Plate stated that he hadn't started the process on it and was just trying to get it finished up. Action – to approve Ordinance 2023-01 amending the traffic laws 4.01 as presented – motion: Roehrig; second: Nolan; carried. Roll Call Vote: yes: Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

Discussion and possible action to give Calumet County permission to move forward with installing the designated sidewalk ramps for the Highway 57 reconstruction project – This is a committee recommendation. There would be no costs to the Village and probably would not occur for a few years. Action – to approve to give Calumet County permission to move forward as requested – motion: Kloehn; second: Krueger; carried. No further action needed. Discussion and possible action regarding purchasing a brush mower – This is a committee recommendation. Plate presented the options. The quote from Iowa Farm Equipment is \$7,851.25; this is the best one for tractor size and life expectancy. There is \$5k in the budget the remainder would be taken from the Streets and Sewer Fund. Action – to approve the purchase of the brush mower in the amount of \$7,851.25 – motion: Krueger; second: Nolan; carried. No further action needed.

Board of Appeals – Action – to accept the minutes as presented and place them on file – motion: Roehrig; second: Nolan; carried. Discussion and possible action regarding the committee recommendation regarding the variance request for at 633 W. Chestnut Street – The variance was requested was for the setback of the rear yard to be 17' instead of the 20' and the setback on the 7th side of 19'6" instead of 25' to allow for the construction of a 28'x28' attached garage. Keuler asked if they proved "hardship"? According to the committee minutes, the committee was informed that a "hardship" could apply because the size of the lot could be argued as not being conducive to put up more than a one car garage. Being how the house is currently placed on the lot and not being in compliant with current code, it could be deemed that this creates unnecessary hardship. Kloehn reminded that the Board that if this is approved then all variances with similar situation would need to be also. Other people would start coming with requests. Roehrig stated that each variance request would have to be taken as case-by-case situation. After much discussion it was decided that the updates would definitely be an improvement to the property and requirements have been met. Action – to approve the variance request recommended by the committee for the 633 W. Chestnut property – motion: Nolan; second: Roehrig; carried by majority vote. No further action needed. Resignation letter from Dennis DuPrey as chairman of the Board of Appeals – This would be effective immediately. Josh Krueger has shown interest in taking he position and this will be addressed at the next Board meeting. Action – to accept the resignation as chairman of the Board of Appeals from Dennis DuPrey – motion: Roehrig; second: Nolan; carried.

Discussion and possible action regarding the removal and ownership of the Pitzen desk – This desk is from when Ernie Pitzen was fire chief. It recently has been being used in the Senior Site but they no longer have the need for it. The Pitzen family is requesting that they take ownership of the desk in memory of Ernie. Action – to donate the desk to the Pitzen family as requested – motion: Kloehn; second: Loose; carried.

Discussion and possible action regarding the purchasing of paint and/or painting of the Senior Site – They are looking to have it repainted the same color. Plate stated that they may have time to do the painting but he can't guarantee it. Schrubbe stated that he could check with Sweere and see if any high school students would be interested in doing it as part of their community time.

Village Board Member Informational Report – Nolan brought up about the new camera and door lock on the clerk's office. Plate explained the camera was \$40 and it adds security to the office. Kieso has had certain incidents and she feels more comfortable having it. Kieso stated that the incidents were nothing to be concerned about but having the camera just in case is fine with her. She prefers it to be there and it is pointing at the door and the front desk in case a situation occurs; especially with the amount of cash taken in during tax collection. Nicklaus still has the privacy in her office when meeting with residents or when conducting business meetings. The Board discussed also adding additional security alarms. The Board was informed that the new lock came into effect because when DuPrey left on his final working day he had Nicklaus sign a document transferring the responsibility of the Village documents over to her. If this was to be the case, then she wanted to make sure they were secure. She wasn't quite sure why

the document had to be signed and the auditors have never seen a document like this before. The lock change was also just added security; along with the camera.

Village Personnel Information Report – nothing.

President's Report – Schrubbe stated that he wanted to remind the everyone to keep privacy in mind and to always have each other's backs. We need to support each other even if we don't always agree with each other. Kloehn asked if she could comment on this. Schrubbe stated yes. Kloehn stated that she made a comment on Facebook in regards to a Kwik Trip. She stated that all she replied was we tried for one and had looked into it. She said that some residents don't think the Board is doing enough because they are not aware of these things. She just wanted to let them know that the Board does have things they are working on. She stated that if she was in the wrong, she then apologizes, but she felt it was good for the public to know that they are trying. If anyone had an issue with it; they could have come to her and said so. Nolan stated that the Kwik Trip information was public knowledge; everyone wants one; and that she doesn't see anything wrong with what Kloehn stated.

Notice is further given, that the Board will convene into closed session to discuss the possibility of pursuing to purchase public property and investing of public funds.

The Village Board then convened into closed session under S.19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercised responsibility – Action – to convene into closed session – motion: Roehrig; second: Krueger; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Roehrig; second: Keuler; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

Discussion and possible action regarding hiring a consultant to assist with training for the Administrator role – Action – to hire a consultant to assist with training for the Administrator role – motion: Roehrig; second: Nolan; carried.

Adjournment – Action – to adjourn – motion: Roehrig; second: Kloehn; carried. The meeting was adjourned at 9:30 p.m.

Missy Kieso

Missy Kieso, Deputy Clerk Treasurer

President Jim Schrubbe called the Board Meeting to order at 5 p.m. on Thursday, February 23, 2023.

Roll Call – Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn and Schrubbe.

Pledge of Allegiance – The pledge of allegiance was recited by everyone present.

Citizen Questions and Concerns to be acted on at the next Board Meeting – none.

Announcements – none.

Discussion and possible action regarding potential offer for a lot in Village Meadows – Received an offer for lot #22 of Village Meadows. The asking price is \$65,999 and the offer came in for \$50,000. Schrubbe stated that the Village did not take out the amount of wetlands. Nolan asked if we should look at that. Keuler doesn't think the Village can accept an offer of \$50k. Schrubbe agreed. Roehrig said his opinion will be based on Keith's but going from \$65k to \$50k is quite a difference. Schrubbe looked up lots in surrounding municipalities to compare. In Brillion there is a 0.39 acre lot for \$50k, Sherwood a 0.32 acre lot for \$59,900, Stockbridge a 1.04 acre lot for \$81,500, Chilton at Main & Park a 0.64 acre lot for \$40,200 and in the new subdivision in Chilton a lot just under ¼ acre for \$39,900. Schrubbe was concerned with accepting an offer that low. Nolan & Krueger think we should counter offer. Keith called in and asked if there were any questions. Schrubbe asked where we fall in terms of the market and comparing prices around the area. Keith replied that the price is not that far off, but we have wet land. There are lots in Brillion that are comparable that have wetlands; one that is 0.77 acres with asking price of \$65,900. Keith said it takes 1 person to come in. Schrubbe asked if that could potentially cause a domino effect with selling the lots and Keith replied that it could, because it brings attention to the area and people will drive down there to look at the new house. It would draw more interest. The couple who placed the offer bought a lot in Chilton on Field Lane, but they don't want to build there because they don't like the location. Schrubbe asked at what point the customer was interested and Keith replied that at a certain price, but they won't say what that price is. The couple started with Hilbert. Schrubbe said that he fears if they lower the price too much the rest will follow and Keith agreed with that. Schrubbe said people will be seeing action this summer with putting roads in where the 1st ones were established and wondered if this will bring attention. Keith said that it might but a house will bring more. Keith said this is the lot that everyone seems to want so Schrubbe asked then why give it up. Keith replied that the

Village doesn't have to go below \$60k. Keuler said there is a lot in Brillion similar to this one and asked if it gets negotiations there too since it also has some wetland. Keith replied yes because the wetland portion is unusable. There is easier access to the highway here, but Brillion is more remote. \$5k off the price isn't horrifying. There is one that will be going on the market in 2 weeks and there is already competition, but the Village also doesn't want to give away the bank because it's TIF money, but you don't have to sell it for \$50k. His two cents would be to have a solid number of the lowest the Village is willing to go. Nolan said that if one sells then others might want to come in. Keuler said then the next phase should be going west of lot #22. Nolan agreed. Keuler suggested discounting it by \$3k. Schrubbe said that is what he was thinking too. The biggest lot is worth \$67,999 which is lot 23. Krueger stated that he sees a potential problem that no one wants to buy a lot and not be able to use it and still get taxed on it. Roehrig questioned the board if we are even considering lowering it. Krueger stated he thinks the lowest it should go is \$60k and to give our bottom dollar right away. Schrubbe reminded the board that the Village didn't consider less than asking price on the 1st phase. Nolan said that the Village needs to keep in mind how the market has changed and the interest rates. The 1st phase was during a hot market and the lots went crazy and she wants to see them sell. Keuler said discount it \$3k. Loose said yes, Kloehn said yes, and Roehrig thinks we have to drop. Schrubbe agreed with \$3k. Nolan said we should counter at \$61,999. Krueger said we should counter with as low as we will go and we won't need another meeting either to accept or not. Roehrig said a \$15k discount is too much. Keuler said \$61,999. Schrubbe said that is a 7% discount which is not terrible. It's still single digits. Roehrig said he can go either way with \$61k or \$62k. Loose agreed with \$61,999 and \$62k sounds like more. Schrubbe stated that it would be a little above 6% discount. Action - to counter off with \$61,999 – motion: Keuler; second: Roehrig; carried.

The Village Board then convened into closed session under S.19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercised responsibility – Action – to convene into closed session – motion: Nolan; second: Kloehn; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

The Board then reconvened back into open session. Action – to reconvene back into open session – motion: Roehrig; second: Keuler; Roll Call Vote – yes: Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

Discussion and possible action from closed session – to offer the Administrator Clerk Treasurer a \$70k annual salary starting next pay period, 4 weeks total vacation and in July 1st review her progress for a potential \$2k raise – motion: Loose; second: Kloehn; carried.

Adjournment – Action – to adjourn – motion: Roehrig; second: Kloehn; carried. The meeting was adjourned at 6:33 p.m.

Beth Nicklaus

Elizabeth Nicklaus, Administrator Clerk Treasurer