

President Jim Schrubbe called the Board Meeting to order at 7 p.m. on Tuesday, January 10, 2023.

Roll Call – Loose, Krueger, Roehrig, Nolan, Keuler, Kloehn and Schrubbe. Other present were Dennis DuPrey, Beth Nicklaus, Mark Fochs, Mike Loose and Kim Plate.

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 – DuPrey informed the Board that the Spring election that Jim Schrubbe is entering as a write-in, that Anita Loose filed papers to be on the ballot and that Tom Roehrig and Tim Keuler are not seeking re-election.

President's Report – none.

Consent Agenda – Loose stated that she would like the Board Meeting Minutes to change to read “we put a lot of work into this” instead of “I put a lot of work into this” in regards to the employee handbook discussion. Action – to approve the Board Meeting Minutes, the Fire Department Minutes, 1<sup>st</sup> Responder Minutes, the Village Treasurer's Report, the Fire Department Treasurer's Report and the 1<sup>st</sup> Responder's Treasurer's Report with addition to making the change requested and place them on file – motion: Nolan; second: Keuler; carried. The MEG Newsletter was also presented to the Board for their information.

Reports - The report of labor hours and building permits were presented to the Board for their information. Krueger questioned how the cost of the permit is charged? He was informed that it was according to the work being done and not the actual dollar amount spent on the project. The following notices of receipts were presented to the Board for their information: Notice of the Final 2023 Street Aid Calculation in the amount of \$71,644.78. The Notice of Receipt of the Quarterly Street Aid Payment in the amount of \$17,911.19. The Notice of the Report of the 2021 Debit Margin – Department of Revenue. The Village is currently at 39.8% in comparison to other municipalities. Which is a margin of approximately \$2,716,015. DuPrey stated once you get over that 50% mark then it would be considered to be in the danger range. The Taxes Collected to 12/31/2022 – January Settlement. The Village has collected \$617,812.33.

Report of Director of Public Works on projects – Plate informed the Board that there was a water main break on the corner of Main & Lynwood on December 28<sup>th</sup>. It surfaced at approximately 2 p.m. and was repaired and the water turned back on by 8:30 p.m. Plate then mentioned that he was checking into offroad diesel for the trucks but Schrubbe informed him that this could not be done at this point. He said he thought it was great that Plate was thinking outside of the box on this and to keep the suggestions coming. Krueger asked Plate if there was going to be a silk fence on the hill at Village Meadows? Plate stated that is the plan for Spring.

Claims – examined and discussed. Action – to pay all claims presented – motion: Roehrig; second: Nolan; carried.

Unfinished Business –

2022 Projects – nothing new. Change Orders – Change Order #1 was to remove and replace a 10” valve near the Village water tower at the cost of \$6,400. Change Order #2 was to clear and grub an existing pine tree near the drainage way at the culvert on 3<sup>rd</sup> St. at the cost of \$500. Action – to approve the change orders as presented – motion: Nolan; second: Krueger; carried. Payment Requests – Payment Request #1 is to David Tenor Construction for the 2022 Utility and Street Improvements that were done on 2<sup>nd</sup> and 3<sup>rd</sup> Streets and various patching around town. Plate stated that he was happy with the work and there was a small dip on the westside of the street by the Local Lounge that the contractor would come back and fix. Action – to approve the payment request in the amount of \$591,511.14 to David Tenor Construction as presented – motion: Krueger; second: Kloehn; carried.

Recycling/Rubbish – The monthly report was presented to the Board for their information. Schrubbe reminded everyone that Krueger will be the new chair person for the recycling committee and therefore, in charge of the Spring Clean Event the first Saturday in May. All Board members are encouraged to help at this event. Schrubbe will also guide Krueger on how to get ready for the event.

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 is already starting to plan for the Cheese Derby and 4<sup>th</sup> of July Fundraisers. There is also a training that is happening that 8 firemen are attending. Clarification of 2022 Fire Department Annual Compensation – Schrubbe stated that the hours for the firemen's yearly paychecks are still incorrect. The original numbers were given to DuPrey and a check was cut. Then, additional time was added that was not put on the original information and another check was cut. Now, there is another correction. DuPrey stated, however, he spoke with Schrubbe and Schrubbe stated that these numbers are not accurate. DuPrey isn't going to cut another check until the numbers are verified and signed off by the Village President. Schrubbe stated that the firemen who are listed to be at one fire call is not correct and also the length of time attending to the fire is not correct. Schrubbe wants to know where these numbers are coming from and why they are not accurate. Chief Loose stated that he has a phone, e-mail, etc. and someone could have contacted him regarding these concerns. Schrubbe informed Chief Loose that he did text him and asked to talk with him but never received a response back. Chief Loose stated that he would like to get together with Schrubbe and go over all the documents and get everything sorted out. It was also stated that there needs to be a plan for the future regarding these issues so we are not having the same problems next year. No action taken.

TID District(s) – nothing.

Wastewater Treatment Plant – Plate stated that the new employee, Joel Thorpe, is doing an excellent job at the wastewater facility. He is being cautious and learning and is also not afraid to ask questions. All positives.

Well #4 – Update on Project – nothing new.

Village Meadows Subdivision – Subdivision Improvements – nothing new.

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

Fochs Trails Subdivision – nothing new.

Former Bel Brands Property – Update on the Project – E-mail from consultant regarding the final close out letter - DuPrey explained that they consultants are doing one final last check on the project and then a completion letter will be sent to the Village. Possibly, by the end of next week. DuPrey will keep following up on it.

Lead Service Lines in the Village – nothing. Change Orders – none. Payment Requests – none.

Discussion and possible action regarding the drainage tile on properties along 7<sup>th</sup> St. between Main St. and Cedar St. – Plate stated that there is no update.

Discussion and possible action regarding the proposed employee handbook – DuPrey explained that he still did not receive a response from the Village's insurance representative regarding who to submit the new employee handbook to in order to have it reviewed. Schrubbe stated that he would get in contact with the insurance representative to see if he can get any information in order to get the trail of communication open. Loose stated that she also would like to go over and review it to confirm it's ready to be looked over. Schrubbe suggested getting a copy of the proposed handbook to both Beth and Joel and see what their thoughts are or if they have any questions/concerns. Sometimes having a fresh set of eyes is helpful.

Park & Recreation Committee – Action – to accept the minutes as presented and place them on file – motion: Roehrig; second: Krueger; carried. Committee recommendation setting minimum hours of compensation for any current employee each time they assist with cleaning the community center – The discussion involved whether an employee should get paid a minimum of 1 or 2 hours when they have to come in to clean the community center. Right now, Betty Ruppenthal is helping by doing the cleaning until a service is hired. The Public Works Department employees receive 1 hour minimum when they get called in for anything after hours. It was decided that should apply for the cleaning also. The recommendation from the committee was actually for a 2-hour minimum. Nolan stated she felt that it was worth it especially considering some of the hours when the community center needs to be checked. Fochs stated that Bruce from L & B informed him that the usual time for cleaning if the renter cleans up is 1.25 hours for touch-up and to do the bathrooms, etc. If he mops that jumps it to 3 hours. Action – to deny the committee's recommendation of a minimum of 2-hours of pay regarding any employees that are providing the cleaning services at the community center – motion: Roehrig; second: Keuler; carried. Action – to approve a minimum of 1-hour of pay regarding any employees that are providing the cleaning services at the community center – motion: Loose; second: Krueger; carried – Discussion and possible action regarding proposals for janitorial services for the community center building and the Village Hall – The Board reviewed the quote information from Cleaning Solution Services. It stated that the price would be \$82.50 per day with a minimum of 5 days a month putting the total cost at \$400. To include the hall that price would raise to \$450. They would require a week's notice at minimum for dates of cleaning. The company has been serving the City of De Pere and also Scheels. Loose stated that they seemed very professional and organized. The Board wants clarification on what the cost would be if we go over the 5 days a month. Action – to conditionally approve hiring Cleaning Solution Services based on reviewing the terms of the contract – motion: Loose; second: Krueger; carried.

New Business:

Application for Operator's license – Action – to approve the operator's license to Sage Cummings – motion: Roehrig; second: Nolan; carried.

Classes/Seminars/Schooling for Employees – none. Reports on schooling/training sessions – Plate stated that he did some testing last week and Thorpe will be in the process of taking some tests in the near future. Chief Loose explained that he will be providing the Board with the information for the Fire Chiefs meeting at the next Board meeting.

Discussion and possible action regarding Temporary Class B License – St. Mary's – This request is for St. Mary's All for Love fundraising event which is held at the community center. Action – to approve the Temporary Class B License for St. Mary's as requested – motion: Nolan; second: Kloehn; carried.

Discussion and possible action to allow a snowmobile trail in the park to connect to businesses – Schrubbe stated that Dan Woelfel got a hold of him and the snowmobile club is asking to have a trail by the ballfield that would let riders up to the 57 Saloon. They wanted to get the signs up before the ground gets too hard. Schrubbe told him that it had to go before the Board but if they wanted to put the signs up for now, they could but it ultimately depends on the Board's approval of the request. If not approved, then the signs would need to come down. Action- to approve the snowmobile trail in the park to help connect to the local businesses – motion: Keuler; second: Kloehn; carried.

Discussion and possible action regarding request to limit parking in front of the post office – Action – DuPrey explained that we had a written request from the postal worker that is requesting a sign stating a time limit for parking in front of the post office. She stated that people who are visiting other businesses are parking in the front of the building; which is hard for the elderly people who stop to get their mail.

Years ago, DuPrey stated that there used to be a 15-minute parking ban in place. It was decided to table this and send it to the Street Committee to address and see if they decide to do a recommendation to the Board. No action taken.

2022 Tax Incremental district number 2 annual report from auditors – DuPrey informed the Board about the report. He stated that this audit needs to be done in the interim and also one at the end. Everything is up-to-date and looks good and the Village received a passing score.

Discussion and possible action regarding request to sandblast and powder coat the Christmas Decoration Frames – Plate stated that the Christmas Decorations are getting pretty rough looking. He stated that they purchased new lights. To redo all the frames the cost would be \$750. They are 3/8" rods. Schrubbe stated that another quote should be presented to compare costs. This will be tabled until Plate gets another quote. No action taken.

Village Board Member Informational Report – Roehrig stated that he called J&E Construction to see if they would like to bid on the dirt pile in Village Meadows Subdivision. He never received a call back.

Village Personnel Information Report – DuPrey stated that Beth is doing great. He explained that she now has a mentor from a different municipality which she can bounce questions off of also. Fochs stated that as far as the community center is concerned, they should look at getting a sink in the maintenance room since the otherwise the only access to water to fill the mop bucket is the Fire Department. Since we are looking for a cleaning service, we do not want them to have access that area.

President's Report – Schrubbe asked if there was any information regarding the banners on Main Street. Kloehn stated that she is looking into it. Plate stated that he may have an old banner that he could give to her so she could see the size of the current ones that would need replacing.

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)(e): Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Action – to convene into closed session – motion: Kloehn; second: Nolan; 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: Kloehn; second: Keuler; Roll Call Vote – yes: Loose, Krueger; Roehrig, Nolan, Keuler, Kloehn, Schrubbe; carried.

Discussion and possible action regarding the purchase of public property, investing public funds and other directly related items of business – Action – to approve the offer of purchase Cullen Real Estate, LLC for the corner property located at the intersection of Hwy 114 and Hwy 57/32 – motion: Kloehn; second: Loose; carried.

Adjournment – Action – to adjourn – motion: Kloehn; second: Krueger; carried. The meeting was adjourned at 8:30 p.m.

*Missy Kieso*

---

Missy Kieso, Deputy Clerk Treasurer