

#1 Call to Order

The regular monthly meeting of the Village Board of Trustees of the Village of Shiocton for the month of May 2019 was called to order by Village President Terri James at 6:00 p.m.

#2 Pledge of Allegiance to the Flag of the United States of America

#3 Roll Call

Roll call was taken and present were Village President Terri James, Trustees Bunnell, Schmoock, Gomm, Dawes and Van Straten. Also present were Deputy Clerk Tammy Free, DPW Corny Van Voorhis, Dan Conradt, Dan Nabbefeld, Crystal and Josh Winterfeldt, Municipal Judge Glen Bunnell, Dean Steingraber from Outagamie County Highway Dept., Gary Bunnell, Ron Herman, Kevin Conradt, Library Board members Nancy Brownson, Nichole Schweitzer, Karen Kroncke and LouAnn Johnson, Library Director Shay Foxenberg, Bradley Shipps and Bobbie Buchholtz from OWLS, Chelsi Brown, Kevin Conradt, Marilyn Sausen and Larry Berken.

#4 Village Board to appoint Trustee to fill open seat

The Village Board received 4 letters of interest for the open board seat and selected Crystal Winterfeldt to the position.

#5 New Trustee Oath of Office

Deputy Clerk Free administered the Oath of Office to Crystal Winterfeldt.

#6 Acceptance of minutes from the previous meeting

On page 6 under #16 "Earl Conradt reported to Village President James that he attended a meeting at the Library regarding the County HWY 54 project". The meeting was held at the school not the library.

M/S/P by Bunnell/Gomm to approve the minutes from the April 2019 meeting with the correction that the meeting Earl Conradt attended was at the school.

#7 Outagamie County Waupaca Library System – Bradley Shipps OWLS Director

Bradley Shipps and Bobbie Buchholtz from OWLS explained that the Outagamie Waupaca Library System is a federation of the sixteen public libraries in Outagamie and Waupaca counties. Each member library is completely autonomous and funded and governed locally, but contracts with OWLS for the purpose of coordinating and strengthening services. OWLS provides technology services, borrowing privileges, interlibrary loans, delivery, library development, resources and outreach to the member libraries. Shiocton is the 2nd smallest library in the system. Through InfoSoup patrons have access to more than 700,000 titles. The library receives funds to reimburse member libraries for serving area residents who do not have municipal library service. We do pay an annual fee to belong to OWLS.

#8 Marilyn Sausen Poppy Proclamation

Marilyn Sausen presented the board with a Poppy Proclamation designating the month of May to be Poppy Days in the Village of Shiocton.

#9 Kevin Conradt - Shadows on the Wolf, regarding 4 acre parcel on Old 54 Road

Kevin began by referencing a letter Village Clerk Laurie Sweeny gave the board reminding them that the 4 acre parcel on Old 54 Road was given to Shadows on the Wolf who then put in the two parking lots for a cost of approximately \$50,000 and then they donated it to the Village. Shadows on the Wolf has looked at two other properties Ken's Riverside and properties off of Morgan Avenue and is now looking at the property they donated to the Village. They would like the village to turn the lot back over to them so they can build a meeting and education building. The lot could still be used for public parking. They would also build a bridge going to the Veterans memorial to provide a way to get from the parking lot to the memorial. The benefits would be the parcel being placed back on the tax roll and Shadows on the Wolf taking over maintenance of the property. The property could be turned over to them with a quit claim deed. The projected building would be 40 X 50 with bathrooms and a cooking area. Shadows on the Wolf received donated money for the building and annual expenses. There was some discussion on the parcel and building coming back to the village if Shadows on the Wolf decides they no longer need the building. The village attorney was contacted. Things are on hold until we receive guidance from the attorney.

#10 Dean Steingraber, Outagamie County Highway Department – Village Streets

The village has a \$20,000 budget for capital improvements and Dean Steingraber suggested having a 5 year plan and maintenance plan. A meeting will be set up with the streets committee, Dean Steingraber and Chad Johnson from the Outagamie County Highway Department to go over the streets and make a plan. They can meet in summer and have a plan in place in fall for the next year. A pavement evaluation is done every other year which may help in the planning. President James is waiting for a quote from Chad on Elm Street.

County Road A from State Road 47 to Mayflower Road will be done this year and from Mayflower Road to State Road 76 next year. In 2021 they will reconstruct the surface mat.

Weight limits in the village had been discussed. A Class B would allow delivery trucks. We can try to keep trucks off the roads also.

#11 Chelsi Brown, Shiocton Summer Sports – shed at Lake Park

Summer Sports put money into the fields this year. Currently they rent a storage shed to store equipment as they do not have enough room on site. Summer Sports is asking to construct a 12 X 28 shed where the dumpster use to be. The shed would be metal with the colors matching the existing buildings with heavy duty flooring. There would be no windows, side door or electricity, but it would have 2 doors for access. They would store the lawnmower and buggy and all the equipment and supplies would on site. They received a donation from Sportsmans for the building. With the shed being off the parking lot it would not interfere with parking.

M/S/P by Gomm/Van Straten to allow Shiocton Summer Sports to construct a 12 X 28 shed at Shiocton Lake Park.

#12 Board to Approve or Deny Utility Inventory Software

Workhorse, the software the village already uses, did a demonstration of Utility Inventory Software for utility billing and inventory. It will also allow GPS coordinates to be entered for help in locating mains, curb stops and other things to be documented. The handheld reader for taking meter readings is getting old and would be at least \$8000 to replace. The new software would allow a tablet to be used at a much lower cost. The software is \$3000 with an annual maintenance fee of \$500.

M/S/P by Bunnell/Schmoock to approve the purchase of the Utility Inventory Software from Workhorse.

#13 Approve/Deny Operator License – Wyatt Erickson, Kendra Truckey and Samantha Wagner

M/S/p by Dawes/Bunnell to approve operators licenses for Wyatt Erickson, Kendra Truckey and Samantha Wagner.

#14 Approve/Deny picnic license for Shiocton Summer Sports

M/S/P by Gomm/Dawes to approve the picnic license for Shiocton Summer Sports.

#15 Street/Utilities Reports – Director of Public Works Cornelius Van Voorhis

Ann Shears asked Director of Public Works Van Voorhis about what can be done to the duplex next to Muddy Waters concerning the high water. It is a small lot. The situation is being looked at.

Van Voorhis received a quote from a company for getting us GPS coordinates, but it was very pricey. Rural Water has a tool which would get us within 2 feet.

Tim Rank from the DOT sent a letter about the sidewalk handicap access at State Road 54 and 187. There are some questions the board has before the approval letter is signed to include who pays and how this change would affect village property in that area. The board would like Van Voorhis to set up a meeting with the streets committee and Tim Rank.

Van Voorhis has been working on the cross connection plan. **M/S/P by Bunnell/Dawes to approve the Cross Connection Control Plan.**

Every ten years maintenance needs to be done on the wells. This year well #1 is being maintained. The roof needs to be pulled off the building and the well will be examined and repaired. Unknown what the cost will be at this time, but if all is good the minimum cost will be \$6500. The well will be televised 250-260 feet deep. Well #2 will be inspected in 5 years.

This fall the water tower will be drained and cleaned by Lane Tank. Approximate cost in 2014 was \$4000.

Van Voorhis made an inventory sheet for the board. There is a lot of ductile iron and clay pipes in the ground in the village which corrodes and gets brittle. Something to look at when redoing streets.

A curb stop was replaced in the Mobile Home Park as well as Oak Street. In some areas the acidic soil is eating away bolts and pipes.

A sewer pipe break was repaired on State Road 54.

On Park Avenue by the post office there has been a sewer back up. There clay tile going into the clay main had a break by the main. Immel Excavating would be doing the excavating. That area of Park Avenue will be closed on Tuesday, May 14th.

Van Voorhis reported that they had to bypass the plant when the water was extremely high. All the proper paperwork was filed with the state.

It cost \$6000 to fix the flow meter when the water got into the basement.

10 recycling cans were ordered for the ball diamonds and were delivered today.

President James received a quote of \$325 for a snow blower to be used at the village hall and maybe the fire hall and library. The village's big snow blower does not fit between the handicap rails on the front walk. This will be revisited as needed.

#16 Shiocton Police Department April Activity Report – Chief George

Chief George is on vacation, but wrote something up. Saturday, April 13th the Shiocton Police Department co-hosted with the Shiocton Public Library an egg hunt at the school. They handed out a total of 70 goodie bags and had a great turn out at the library for treats and refreshments afterwards. They are hoped to make this an annual event. More goodie bags will definitely be needed next year.

Officer Matthew Howell resigned. He accepted a full-time offer with Horicon PD in Dodge County.

Sgt. Sara Knapp interviewed for the police school liaison spot at the school on Tuesday, May 7th. With the Shiocton Police Department going into the Shiocton Schools it would have helped bridge the gap between the Village PD and the PSL and saved the school district \$11,000. Today we found out Sara did not receive the position that Marvin from the Outagamie County Sheriff's Department received it. He is bi-lingual and has more "life experience".

#17 Range Report

The range closed on March 15th due to flooding. It was reopened Wednesday, May 8th after clean up and the DPW did some grading and fixing of the roads.

#18 Trustee/Bunnell – Warning Siren

Currently Outagamie County is the owner of the outdoor warning siren and planning to transition the ownership and maintenance to the village effective January 1, 2020. They need to know by August 15, 2019 the village's decision on whether to accept the ownership or not. At this time Seymour did let theirs go. There was a failed motion by Van Straten to let the siren go. There are other ways to notify the public besides just the sirens. Smart phones, land lines, weather radios television are just a few. The board has questions before they make a decision.
M/S/P by Bunnell/Schmoock to table the decision for ownership and maintenance of the waring siren to the next meeting so they can get more information.

#19 Approve amended Bond Schedule

The judge had some questions. President James is waiting on clarification. This item will be tabled until the next board meeting.

#20 Approve Amended Ordinance 10-5-8 Unlicensed, Junked Vehicles and Appliances on Private Property.

The Ordinance Committee clarified that the property owner would be notified “in writing” that they have “ten (10)” days to remove the vehicle or appliance. Also added “A citation may be issued each day until the violation has been corrected”.

M/S/P by Gomm/Dawes to approve Ordinance 10-5-8 Unlicensed, Junked Vehicles and Appliances on Private Property revision as read.

#21 Committee Reports

There had been closed sessions April 25, 29 and May 2 for employee evaluations, evaluation follow ups and consideration of employee contract.

The fire department is selling a one owner 1984 fire truck on sealed bids.

#22 Village President Terri James – Utility Committee and Misc.

A new Utility/Public Works Committee was created to help with spending guidelines, plant maintenance and things concerning the public works to consist of Tom Dawes, Rodney Van Straten and Dave Gomm.

The village received a letter from WE Energies concerning changing street lights to LED. There would be a payback in 10 years. This is something the village has discussed in the past.

Van Voorhis contacted President James about some issues at the cemetery. The issues have been taken care of.

With the Jesse Smith claim it has not been proven that the village is at fault.

In April a jogger tripped on one of the village sidewalks that had been torn up for maintenance. A claim has been turned into the insurance company.

There were a few issues this year with the audit with accounts balancing and a few errors that have been corrected. The balancing issues occurred with the software set up when the village switched banks. Once the audit is fully complete the issue will be corrected. There is NO money missing.

A Proclamation was read for May 5-11 being Professional Municipal Clerks Week.

#23 Committee Appointments

President James informed the board of the committee appointments for 2019-2020.

#24 Finance Committee examination of bills & vouchers

M/S/P by Dawes/Schmoock to approve the bills as presented.

#25 Forthcoming Events

There were no forthcoming events.

#26 Public Comment – This is the time for the public to bring up any concerns they would like the board to address

Gary Bunnell said he was unable to get into the Village Website.

Van Voorhis stated that there is a split rail fence on the north side of the Shiocton Lake Park that is crooked and rotted and he asked if the Parks Committee could investigate. Also there is a light pole near the guard shack that is in mud and leaning, which may be a concern. It was questioned if it was even needed since there is a light on the guard shack. President James suggested removing it if it isn't needed and a danger.

#27 Village President – Terri James to read letter from Gary Bunnell

President James read a letter received from Gary and Kim Bunnell seeking a status and/or time frame as to when the regulatory floodway violation will be remedied.

#28 Roll Call vote to go into closed session per WIS STATE STATUTES 19.85(1)(G) for the purpose of discussing attorney advice.

Aye – Gomm, Dawes, Schmoock, Van Straten, Bunnell, Winterfeldt and James.

Trustee Bunnell recused himself from the discussion. The board discussed what action would be taken.

#29 Motion to adjourn closed session and convene into regular meeting

M/S/P by Dawes/Gomm to adjourn closed session and convene into regular meeting.

#30 Recommendation from closed session

At this time the village would stay the course per the insurance attorney.

M/S/P by Schmoock/Dawes to mail out the recommendation of our attorney for N5550 Mill Street.

#31 Adjourn

There being no further business to come before the board the meeting was adjourned at 8:30 p.m.

Posted and dated May 17, 2019

Tammy Free, Village Deputy Clerk/Treasurer

These minutes are a condensed version of all of the conversations that took place at the meeting. These minutes are a draft and will not be approved until the next regular Board meeting.

