

### **#1 Call to Order**

The regular monthly meeting of the Village Board of Trustees of the Village of Shiocton for the month of August 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, Gomm and Dawes. Trustees Winterfeldt, Schmooch and Van Straten were excused. DPW Corny Van Voorhis, Dan Conradt and Dan Nabbefeldt, Gary Bunnell, Glen Bunnell, Sgt. Sara Knapp, Chief George, Marilyn Sausen, Tammy Free, Jackie Neilson-Kerber Rose, Mike Siewart, Anthony Springstroh and Village Clerk Laurie Sweeney.

### **#4. Acceptance of minutes from previous meeting**

Village president Terri James noted that in the library report the word “deter” was spelled detour.

**M/S/P Dawes/Gomm to approve the minutes from July’s meeting minutes with the spelling correction.**

### **#5. Anthony Springstroh-Cemetery Update**

Anthony gave the annual cemetery report with the 2018 financials. Labor is down about \$1,000 from last year and no anticipated projects planned for 2020. Trustee Bunnell asked what the cemetery association will be asking for in donation for 2020 budget. Anthony said it would be the same as 2019 and they will ask for that at a later time.

### **#6. Gary Bunnell- Update on FEMA issues**

Gary asked the Board for an update on his FEMA issues. Village President Terri James stated that the advice of the Village Attorney was that no action can be discussed at this time.

### **#7. Jackie Neilson-Kerber Rose 2018 Audit**

Jackie went over the 2018 audit results. She started by explaining that the Clerk had received some accounting advice from the software company and it caused some issues with balancing. With the help of the Auditors who did the audit and Jackie, they were able to get things corrected and no other issues were found. She suggested that the Village continue to build their back up savings account.

Jackie spoke about the utilities and stated that for several years the auditors suggested a water rate increase. This year it has to be done before the PSC gets involved. She would suggest a full rate increase and Kerber Rose can help with the process. The Clerk had emailed the PSC and asked about it and they said that the utilities would qualify.

### **#8. Mike Siewart- Grant opportunities**

Mike wanted to inform the Board about the Local Road Improvement Program. There is grant money available for street improvements on streets that were not designed for high traffic. Applications are due by November 1<sup>st</sup> and Mike suggested to look at Park Ave. The application

ca be put together in 2-3 weeks and the project can be pushed out for up to two years. The Street Committee will have to discuss the options.

### **#9. Approve/Deny Operator License for Teresa Rapp and Guadalupe Balderas**

**M/S/P Dawes/Bunnell to Approve Operator License for Teresa Rapp and Guadalupe Balderas**

### **#10. Street/Utilities Reports- Director of Public Works Cornelius Van Voorhis**

DPW Van Voorhis reported that on July 16<sup>th</sup> the DNR did a water supply audit and recommended a water rate increase.

There were three items that needed to be addressed: update emergency operations plan, fix an airline and test the auxiliary power once a month and keep a log book on it.

On the 19<sup>th</sup> the stumps at Lake Park were ground.

The 20<sup>th</sup> there was a power outage, the generator for well #2 failed and needs to be fixed so they have a backup. They also need an extra trash pump.

The transformer on the scada system failed and was repaired.

When the sewer on HWY 76 is replaced they may need to shut down the lift station and may need to purchase a sewage pump to do that.

Van Voorhis took a street rating class on the 31<sup>st</sup>. Street ratings help with the state aids. Van Voorhis will be rating the Village streets in the near future. Village president Terri James asked if he would take Dan Conradt with to get him familiar with it before he takes over. Van Voorhis said if there is time.

Chad from the County Streets is waiting for the water to go down a bit so he can inspect the culvert on Elm St. Chad was going to give a list of quotes for the streets but has not yet.

The high flow alarm is being installed this week.

Wednesday the water tower will be cleaned and inspected and the DNR stated the sum- pump needs to be replaced.

### **#11. Shiocton Police Department July Activity Report- Chief George**

Chief George reported that the National Night Out went well.

Trustee Bunnell asked about the report that Chief George gives out each month. The county deputy has crime prevention numbers and he asked what that was. Chief George stated that if the county deputies are in Shiocton, they will start a screen when they are sitting at Lake Park or Bamboo Bend, or the school PSL starts a screen when they check in to school.

### **#12. Range Report**

Chief George reported that things are going well at the range. There is an increase in users and they have more volunteers helping out.

### **#13. Committee Reports**

Marilyn Sausen reported on the library meeting. The Library Board is working on the 2020 budget. OWLS money will be up about \$500 and the projected revenue will be up about \$600.

Computer use is up. The library has a rotation and purchases a new computer every year.

Circulation was up over 200 but patronage down about 300.

The Library will participate in the homecoming event.

Trustee Bunnell reported that the Ordinance Committee went over the range rules and made some changes. They will present it for approval at the September meeting.

Village president Terri James reported that the Personnel Committee had two closed session meetings.

### **#14. Employee wage and benefits proposal for Police Officer**

Village President Terri James presented the benefits for the fulltime police position. The rate of pay will be \$19.00 per hour. Sergeant Knapp will receive one week of vacation and the holiday pay will start after 3 months rather than the normal 6 months. Chief George will give half of her clothing allowance to Sgt. Knapp. Overtime will be based on a 40/hour week.

**M/S/P Dawes/Bunnell to approve the benefits and wages as presented.**

### **#15. Clerk- water rate increase, cell tower letter**

The Clerk went over the budget and what percentages the departments are at currently.

AT&T sent a letter wanting to renegotiate the contract for cell antennas. The Board suggested having the Village Attorney take care of that.

The Clerk reported that the window in the Chief office had to be repaired because it had a crack in it.

### **#16. Village President- Approve/Deny Court Changes**

Village president Terri James reported that there would be changes in the municipal court. Tammy Free has resigned from her duties as the court clerk. President James explained that there has to be separation of court and police so the Board had a closed a session meeting to go over some changes. They discussed using a room at the library for the court office. The library Director had no issues with it so President James and Trustee Bunnell checked to make sure it would work. There were a couple cosmetic things that needed to be done but they feel it will work. The office will be approved by the District Court Administrator. The court will still be held at the Village Hall location every month and being as there is a Shiocton officer present for court the Judge will have access to the Village Hall. Municipal Judge Glen Bunnell stated that there is not a state statute that requires an officer be present for court. Until the move happens, the court office will be in the back room at the Village Hall and the keys for that room have been turned over to Judge Bunnell.

**M/S/P Gomm/Dawes to approve moving the court office to the library.**

### **#17. Court Clerk Wage**

Village president Terri James reported that the Personnel Committee, by the request of Judge Bunnell, set the wage for the new court clerk. The starting wage for part-time employees ranges from \$8.50 for library workers to \$12.92 for law enforcement officers. Tammy Free's wage was based on her years of experience and

other positions. The committee set the part-time court clerk's starting wage at \$12.00/hr. There were questions if the Board can set the wage so President James states that state statute says the Village Board sets the rate. Judge Bunnell stated that the wage is set via the budget that was approved for 2019. President James stated that the Village attorney and District Court Administrator both agreed that the Board has the authority to set the wage. The Court budget is not being adjusted.

**M/S/P Dawes/Gomm to set the part-time court clerk wage at \$12.00/hr**

**#18. Finance Committee examination of bills & voucher**

**M/S/P Dawes/Gomm to appoint Trustee Bunnell to review bills in the absence of Trustee Schmooch.**

**M/S/P Dawes/Gomm to approve the bills as presented.**

**#19. Approve/Deny Picnic License and event application for St Denis Church**

**M/S/P Bunnell/Dawes to Approve Picnic License and event application for St Denis Church**

**#20. Approve/Deny Shine Ceremony for October 12 at Lake Park**

**M/S/P Dawes/Gomm Approve Shine Ceremony for October 12 at Lake Park**

**#21. Public Comment – This is a time for the public to bring up any concerns they would like the Board to address.**

Gary Bunnell mentioned the people tearing up the boat landing on Mill St. Chief George is aware of it.

**#22. Roll Call Vote to go into closed session per WIS STATE STATUTES 19.85(1)(F) for the purpose of Personnel matters**

**Bunnell-aye, Dawes-aye, Gomm-aye, James-aye**

**#23. Motion to adjourn closed session and reconvene in open session**

**M/S/P Bunnell/Gomm to adjourn closed session and reconvene in open session**

**#24. Decisions/motions from closed session discussions**

**None**

**#25. Adjourn**

There being no further business to come before the board the meeting was adjourned at 8:06 p.m.

Posted and dated August 20, 2019

Laurie Sweeney, Village 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.