**#1 Call to Order**

The regular monthly meeting of the Village Board of Trustees of the Village of Shiocton for the month of October 2020 was called to order by Village President Terri James at 6:00p.m, Via phone conference.

**#2. Roll Call**

Roll call was taken and present were Village President Terri James, Trustees Bunnell, Winterfeldt, Dawes, Gomm, and Van Straten. Trustee Schmoock was excused. Also present were Police Chief Amber George, Village Clerk Laurie Sweeney, DPW Dan Nabbefeld, DPW Dan Conradt, Shay Foxenberg, Diane Tyler and Father Michael from St Denis Parish.

President Terri James stated that because the meeting is via phone conference, all decisions will be made by roll call vote.

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

**M/S/P Dawes/Winterfeldt to approve the minutes from last month as presented**

**#5. Approve Resolution 03-20 Authorizing the Chief of Police to Submit Documents for Cost-share Grant from the Wisconsin Department of Natural resources**

Clerk Sweeney read the resolution that stated the Board wishes to appoint the Police Chief to prepare and submit documents for the cost-share grant through the WDNR.

**Aye-Bunnell, Dawes, Gomm, James, Van Straten, Winterfeldt to Approve Resolution 03-20 Authorizing the Chief of Police to Submit Documents for Cost-share Grant from the Wisconsin Department of Natural resources**

**#6. Accept Jamee Slater request to relinquish Class B Liquor license**

**Aye-Bunnell, Dawes, Gomm, James, Van Straten, Winterfeldt to Accept Jamee Slater request to relinquish Class B Liquor license**

**#7. Approve Class B Liquor license for Sarah Heineman**

**Aye-Bunnell, Dawes, Gomm, James, Van Straten, Winterfeldt to Approve Class B Liquor license for Sarah Heineman**

**#8. Approve/Deny Operator License for Dellaine Robinson**

**Aye-Bunnell, Dawes, Gomm, James, Van Straten, Winterfeldt to Approve Operator License for Dellaine Robinson .**

**#9. Street/Utilities Reports- Director of Public Works Dan Conradt**

DPW Conradt reported that some of the smear patching was done on Elm St. and West St.

Dan thought the work at the plant was a no charge but he received a bill for $5,000, he is checking on that.

They received the quote back from Pahlow Masonry for repairs to the bathhouse and once done they say it will last 15-20 years. It will cost about $2,000 and the another $2,000 to fix the pump. The Clerk asked if the Board would like the project on the 2021 budget.

**Aye-Bunnell, Dawes, Gomm, James, Van Straten, Winterfeldt to put $4,000 in the 2021 budget for bathhouse and pump repairs.**

**#10. Approve using Utilities certificate of Deposit for purchase of new Water Meters**

**Aye-Bunnell, Dawes, Gomm, James, Van Straten, Winterfeldt to use 50% of the certificates for new water meters that will be in compliance and the other 50% back into the sewer savings reserve account.**

**#11. Discuss Employee Policy regarding Covid-19**

Clerk Sweeney went over the Families First Coronavirus Response Act. The FFCRA requires an employer to pay wages for specific reasons when a n employee is off work due to Covid-19 related reasons. The Village attorney made a couple suggestions as well. Trustee Bunnell suggested not waiting until the November meeting, he felt that the policy should be in place sooner. The Clerk will mail a copy of the proposed policy to the Board members and they will discuss it again before the November meeting.

**#12. Shiocton Police Department September Activity Report- Chief George**

Chief George reported that they had EVOC training last Saturday. She will have more officers on duty for Halloween. There is an event called “Lean on Me” where police, fire and EMS will be surrounding the hospitals to show support for hospital staff.

Chief George reported the computers were down due to a security issue. Clerk Sweeney explained in more detail. On October 6th the computers were not working so IT was called in to look at them. There was a security situation and IT is working on restoring the computers. Clerk Sweeney has a call into the insurance company to file a claim for the IT fees.

**#13. Range Report- Chief George**

The range is picking up, there were 600 users last week. There is a new person interested in volunteering. The archery targets were replaced and the old ones will be donated to the Honor and Valor Foundation for disabled Vets.

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

Clerk Sweeney will mail a report of the bills paid to the finance committee so they can review it and approve them at the November meeting.

**#15. Village President-Closing Village Hall, Misc.**

Village president Terri James reported that she approved the Village Hall closing to the public because there were a couple employees who had been tested for Covid-19 (results were negative) and with the elections coming the Clerk requested to close the office to the public. It is important that the Clerk and Deputy Clerk stay healthy for the election. The election must take place and the poll workers, Clerk and Deputy Clerk are all certified to run the election. If they fall ill there would be no certified personnel to run the election. The utility payments can be mailed or dropped in the mail slot, the vehicle registrations have been busier due to the DMV being closed so that is bringing more out of town traffic in. The Clerk suggested the office be closed at least until the election. They have to offer in-person voting starting October 20th but that is all they would be open for. The Clerk and Deputy Clerk will still be there every day to answer phones and do their work. President James asked the Boards thoughts.

Trustee Bunnell stated he agrees with keeping the Hall closed to the public and allowing the Clerk to open when she sees fit.

Trustee Dawes agrees the hall should be closed at least until the election

Trustee Gomm agrees with Trustee Bunnell

Trustee Van Straten feels the hours should be what the Clerk thinks is necessary

Trustee Winterfeldt agrees to close to the public at the Clerk’s discretion

The Clerk stated she will remain closed at least until the election with limited hours for in-person voting and revisit it after the election.

**Aye-Bunnell, Dawes, Gomm, James, Van Straten, Winterfeldt to close the Village Hall at least until the election and leave it up to the Clerk when to reopen.**

President James mentioned that some Trustees are not using their Village email and suggested they start using it for Village business and communication.

President James relayed a message from the Dee Kettner Family. They are thankful for the help they received from the EMS crew to bring Dee home from the hospital. Fire Chief Bunnell stated that the EMS was able to do that because it was a mutual aid request through Gold Cross.

**#16. Clerk- Computer issues, Election update, upcoming meeting dates, Routes to Recovery grant**

The Clerk updated that there are many absentee ballot requests coming in. The Clerk has an emergency plan in place if the election site has to be moved. There are enough poll workers for the election.

The paperwork submitted for the Routes to recovery Grant was approved and the funds were issued. The total received was $15,058 for Covid-19 related expenses. The Personnel Committee will meet October 19th at 4:30pm to go over wage negotiations and reviews for two of the employees.

**#17. Committee Reports-**

Shay Foxenberg reported on the library. The new guidelines remain in effect. They are open normal hours using the 6’ social distancing, masks and sanitizing. They have no toys out and are leaving incoming materials sit for four days before they are restocked. They are still offering curbside pickup. Shay is having her staff come in half hour early to restock before they open to the public so they are out of the public space before the doors open.

The budget will be ready after next week Wednesday’s meeting.

Trustee Bunnell reported on the Fire Commission meeting. The budget passed with a $75 increase. The contracts with the Towns were signed.

Trustee Dawes reported on the Utilities Committee meeting. They discussed the 5year plan and the upcoming phosphorous plan.

**#18. Father Michael Thiel- St Denis Signs**

Father Michael explained that the sign the church has on HWY 54 across from Riverside Pump N Munch is covered by the overgrown trees. The DOT and County will not let them bring the sign closer to the road so they are asking if they can place the updated sign by the Shiocton sign at the parking lot by the fishing pier near Bamboo Bend.

**Aye-Bunnell, Dawes, Gomm, Van Straten, Winterfeldt to allow St Denis to place their sign by the Shiocton sign by the parking lot near the fishing pier.**

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

 **to address**

**#20. Adjourn**

There being no further business to come before the board the meeting was adjourned at 7:18p.m.

Posted and dated October 15, 2020

Laurie Sweeney, Village Clerk/Treasurer

These minutes are a condensed version of all the conversations that took place at the meeting.