**#1 Call to Order**

The regular monthly meeting of the Village Board of Trustees of the Village of Shiocton for the month of February 2021 was called to order by Village Clerk Laurie Sweeney at 6:00p.m.

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

**President James was unable to attend the meeting and there were no objections to Trustee Bunnell filling in for her.**

**#3 Roll Call**

Roll call was taken, Village President Terri James was excused, present were Trustees Bunnell, R. Van Straten, Winterfeldt, Gomm, D. Van Straten and Dawes. Also, present were Sergeant Knapp, Village Clerk Laurie Sweeney, DPW Dan Nabbefeld, DPW Dan Conradt, Tammy Free, Sam Winterfeldt and Library Director Shay Foxenberg.

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

**M/S/P Dawes/Winterfeldt to approve the minutes from the previous meeting**

**#5. Sam Winterfeldt – request to add driveway**

Sam presented the Board with a picture of his property located at the corner of Pine St. and Broad St. The picture also had the measurements to show the distance between his proposed driveway and the neighbors. Currently he has a driveway on Pine St. and because his property is a two family he is planning to put a second driveway on Board St. so he and the tenant each have a driveway. The Clerk explained that the ordinance states a driveway has to be a minimum of 10’ from any other driveway and if there is a sidewalk the apron must be concrete and follow the requirements for that. Sam explained that his plan follows all the requirements and he is just informing the board of his plan to make sure they have no concerns.

The Board had no concerns or questions and agreed the plan follows the requirements.

**#6. Deb Van Straten- Shiocton Steps for Suicide Awareness**

Deb updated the Board on the 2021 event. It will take place on May 1, 2021 and start at the River Rail. She is asking for the Boards approval to hold the walk in the Village and to ask the Police Dept. and/or Fire Dept. for help if needed.

**M/S/P Dawes/Bunnell to approve Deb Van Straten’s request to hold the walk in the Village and to ask the Police Dept. and/or Fire Dept. for help if needed.**

**#7. Approve Building Permit Revisions**

Clerk Sweeney went over the changes that the Housing/Zoning Committee made to the building permits.

The biggest changes were made to the residential remodel and sheds. Remodel is $50 one room, $100 two rooms and $200 full remodel. Shed was broken down into more detail and fees based ion size, plumbing, electrical and cement floor. They are now charging $20 for a zoning/elevation certificate from the DPW. The “do it yourself” projects are explained a little better, stating that even if materials are free they still have a value so a permit is required if the value of your materials and labor are over $1,000.

**M/S/P R. Van Straten/D. Van Straten to approve the revised Building Permit schedule/fees as presented.**

**#8. Discuss requiring a deposit to rent Lake Park pavilion**

Clerk Sweeney explained that in 2020 when Covid first started many municipalities closed their park facilities which brought people from outside the Shiocton area to use the pavilion’s at Lake Park. The Clerk’s office had to turn many requests down because it booked up fast and in the end there were a few who did not show up so the pavilion was left unrented. The Village lost revenue and others lost the ability to rent. Clerk Sweeney suggested requiring people to pay half, $50 up front within ten days of reserving the pavilion. Then if they do not show up they would not get that deposit back.

The Board discussed charging a higher fee to people from out of town, what to do if they do not return the keys and other issues. The Board decided to have the Parks Committee meet to come up with fees and rules.

**#9. Approve Amendments to Title 2 of the Ordinances**

Trustee Bunnell went over the changes that the Ordinance Committee made to Title 2 of the ordinance book. Most of the revisions were grammar and spelling. Trustee Gomm questioned a part that people to speak at a Board meeting. It allows each person five minutes and the presiding officer the ability to allow a certain person more time. Gomm thought that could be an issue in certain circumstances.

**M/S/P Dawes/ D. Van Straten to Approve the revisions made to Title 2 of the Ordinance Book as presented.**

**#10. Approve amendment of the Employee Covid-19 Pay Policy**

Clerk Sweeney explained that the Covid-19 policy was based on the Families First Coronavirus Act and that had expired December 31, 2020. The Personnel Committee met and is suggesting the Board extend it to June 30, 2021 and then it can be looked at again at that time. Some employees have used some or all of the hours given so that would still count with the extension.

They also added a section at the end stating that the policy will now read:

*AMENDMENT 2-8-2021*

*This Policy will be extended through June 30, 2021 for Covid-19 related time off.*

*The Village of Shiocton Board of Trustees also amend this policy to include any/all federally declared pandemic’s. In the case of a pandemic the policy will follow the recommendations of the Federal Government or any Acts that are placed into effect.*

**M/S/P Dawes/Winterfeldt to approve the amended Covid-19 Policy as presented**

**#11. Department of Public Works January report- Dan Conradt**

\*Dan reported that they are having a tank repaired.

\*The plow truck insbroken and is in for repair. They are not sure what the issue is and are waiting for a quote. The plow truck has had over $10,000 in repairs since it was purchased used. Dan Nabbefeld asked how much the Board wants to stick into it. Some of the Trustees would like to see the current plow truck repaired and the tractor replaced because that is over 10 years old and leaking oil again. The Public Works equipment was not regularly maintained or taken care of in the past. Dan N. said he will get a list of the DPW equipment, the age, condition and money spent on repairs. Once the quote comes in for the plow truck the Clerk will set up a Board meeting so they can take the time to discuss DPW equipment and the sewer projects.

\*The DPW purchased a power washer so they can keep the equipment clean from mud and salt.

**#12. Shiocton Police Department January Activity Report- Sergeant Knapp**

Calls for January:

BUSINESS CHECK 2

|  |  |
| --- | --- |
| 911 MISDIAL | 4 |
| ASSIST | 3 |
| ANIMAL | 1 |
| RECKLESS DRIVER | 1 |
| TRESPASSING | 2 |
| LOST AND FOUND | 1 |
| CIVIL MATTER | 3 |
| ACCIDENT | 1 |
| VEHICLE LOCKOUT | 2 |
| WARRANT | 2 |
| FINGERPRINT | 1 |
| DAMAGE | 1 |
| ORDINANCE | 5 |
| PARKING COMPLAINT | 2 |
| TRAFFIC STOP | 31 |
| TOTAL | 61 |
|  |  |

Sergeant Knapp informed the Board that the Police Dept. is planning the Easter Egg Hunt with the Library.

The PD was involved with a State Patrol detail recently. They set up Highway 54 and the troopers alert our officer of speeding cars.

The PD was involved with taser training with Black Creek PD.

The grant was approved and they are working on ordering the MDC’s for the squads.

Chief is at conference this week so some of the evening hours will not be covered due to Sgt. Knapp covering day shifts.

Sgt. Knapp has been looking at information for replacing the Chief’s squad.

Trustee D. Van Straten asked about lowering the speed limit by Bamboo Bend coming into the Village.

**#13. Range Update –Sergeant Knapp**

Sgt. Knapp reported that the range is slow because of the cold temps. Range users have been giving positive comments on the plowing at the range. They are in the process of looking for steel to update the targets. Trustee Gomm will get a quote from SI Metals.

Trustee Bunnell asked about the status of the cameras. He has been asking for over a year about the cameras being streamed on the internet so the public can view the range and has not heard anything about it being checked into.

**#14. Committee Report**

Shay reported that she is working on the annual state report for the Library. They are also working on the shelving project. Shay is very pleased with the support she has been receiving from the employees and Library Board.

Trustee D. Van Straten reported on the Personnel Committee meeting with DPW Ingrid Alanis and Sergeant Knapp for their reviews. Both are doing a good job.

**#15. Municipal Judge Resignation due to Job Relocation**

Clerk Sweeney read Judge Schreiter’s resignation to the Board. She is stepping down because she and her family are relocating to Madison for her job. The Board asked the Clerk to post the position and they will review letters of interest at the March meeting.

**M/S/P D. Van Straten/Gomm to accept the resignation letter from Judge Schreiter.**

**#16. Clerk Misc.-**

Clerk Sweeney reminded the Board that there is an election on Tuesday Feb. 16th and the auditors will be here Feb. 16, 17 and 18th.

Clerk Sweeney also let the Board know that the DPW has been shoveling sidewalks for the residents’ who are not keeping up on their shoveling. If the Village has an ordinance and they do not do anything to enforce it, they become liable for private residents not maintaining their sidewalks. Several people had received a $50 fee for the service and contacted the Clerk about it. The Clerk let the Board know that she told residents they are welcome to attend a Board meeting and voice their concerns to the Board.

**#17. Finance Committee examination of bills & vouchers**

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

**#18. Forthcoming Events**

**#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 7:10p.m.

Posted and dated February 10, 2021

Laurie Sweeney, Village Clerk/Treasurer

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