**#1 Call to Order**

The regular monthly meeting of the Village Board of Trustees of the Village of Shiocton for the September 12, 2022 meeting was called to order by Village President Terri James at 6:00p.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 Dawes, Gomm, D. Van Straten, Bunnell and R. Van Straten. Also, present were Police Chief Sara Knapp, Village Clerk Laurie Sweeney, DPW Dan Conradt, Gary Bunnell, DPW Dan Nabbefeld and Jenny Schmoock.

**#4. Approve Minutes from August Meeting**

**M/S/P Bunnell/Dawes to Approve the minutes from the August meeting**

**#5. Read Letters of Interest and Vote on Open Trustee Seat**

President James read the three letters of interest for the open trustee seat. Diane Tyler, who is a longtime Shiocton resident and is a member of the Fire and EMS. Gary Bunnell, who has experience being on the Board in the Village of Black Creek and Jenny Schmoock, who was previously on the Shiocton Village Board.

Trustee Gomm stated that all three were good candidates. Trustee D. Van Straten stated she agreed but Jenny Schmoock was previously on the Board and would be the best fit at this time. Trustee Dawes agreed that Jenny Schmoock would be a good choice. President James stated that although Gary would be a good fit, this might not be the right time for Gary Bunnell to be a member of the Board and that Jenny Schmoock would be her choice.

**Roll call vote: Trustee Bunnell abstained, Trustees Gomm, Dawes, D, Van Straten, R. Van Straten aye, Village President James-aye.**

**#6. Trick or Treat Hours**

Chief Knapp said last year the hours were 4-6pm and that worked well. The board agreed to keep the same hours.

**#7. Approve Resolution 01-22 Budget Amendment**

Clerk Sweeney went over the changes made, moving funds from accounts that are under to accounts that are over.

**M/S/P Dawes/D. Van Straten to Approve Resolution 01-22 Budget Amendment**

**#8. Approve/Deny Operator License for Hailey Mercier and Holly Patza**

**M/S/P Dawes/Bunnell Approve Operator License for Hailey Mercier and Holly Patza**

**#9. Approve Amendments to Title 7 Licensing & Regulation**

Trustee Bunnell reported that the committee did not make any many changes just fixed spelling errors.

**M/S/P Bunnell/Dawes to Approve Amendments to Title 7 Licensing & Regulation**

**#10. Clerk Sweeney- Board approval to revise sewer credit process**

Clerk Sweeney reported that sewer credits are getting out of hand. The Clerk has to keep track of the credits given and it takes some time to do that. Credits under 1,000 gallons are less than the time it takes to credit the account. The utility is not required to give sewer credits unless it is an error or issue on the utility end. Currently credits are given for pool fills, watering gardens, pipe/toilet leaks etc.

Clerk Sweeney explained that other utilities do not guarantee a credit. The resident has to complete a form that has the date of the usage and an explanation of what happened. They sign the form and it is reviewed by the Clerk and DPW supervisor to be approved or denied for credit. That way creates a paper trail for the auditors and helps keep track of the multiple credits given to one account. Example, the utility may give a credit for a broken pipe but the resident needs to fix the pipe rather than get a credit every quarter.

The Board agreed that sewer credits should be monitored closer and a form would be a good idea.

**#11. Chief Knapp – Request to roll over some of 2022 Vacation time**

Chief Knapp explained that she has three weeks to use before the end of the year and she requested to roll some over to use next year rather than lose it.

The Board agreed to allow Chief Knapp roll over her vacation if needed.

**#12. Police Committee report on meeting about open officer position**

Trustee Bunnell reported that Chief Knapp met with the committee to go over the applicants and ask if she could negotiate the benefits for the position.

The Committee stated that the Chief has authority to hire, fire and negotiate officer positions. As long as she stays within her budget and reports her decisions to the Board.

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

Visu Sewer project is done and under budget.

Generators will be installed soon

The water tower was scheduled to be power washed but they never showed up, Dan Conradt is looking into it.

They are getting quotes on a new mower. Hoping they can lease and make payments.

**#14. Shiocton Police Department Activity Report- Chief Knapp**

Calls for August:

 VEHICLE LOCKOUT 3

 ACCIDENT 1

 DAMAGE 1

 BUSINESS CHECK 12

|  |  |  |
| --- | --- | --- |
| SUSPIOUS INCIDENT | 2 |  |
| ASSIST |  5 |  |
| ANIMAL CALL | 2 |  |
| ORDINANCE | 5 |  |
| 911 MISDIAL | 3 |  |
| WELFARE CHECK | 1 |  |
| TRAFFIC SAFETY | 8 |  |
| SCHOOL SAFETY |  2 |  |
| PARKING  | 4 |  |
| FRAUD | 2 |  |
| DRUGLOST AND FOUND |  3  |  |
| DRUGS | 1 |  |
|  THEFT | 2 |  |
| CRIME PREVENTION | 5 |  |
| WARRANT | 1 |  |
| TRAFFIC STOPRECKLESS DRIVER | 413 |  |
|  | 112 |  |

Chief Knapp reported that she received six applications for the full-time patrol officer position and

interviewed the three with experience.

Officers Charles is leaving for a full-time position somewhere else

The school extended an invitation to Shiocton PD to attend their active shooter training.

Knapp has been talking to the school about traffic near the school

Trustee Gomm commented that recently there was an ambulance call at the school and Gold Cross had

to be called to cover it and it took 30 minutes to arrive. The school will be contacting the EMS regarding

how they can help with recruitment.

**#15. Range update**

Chief Knapp reported that the range is getting busier for the hunting season.

She is applying for a DNR grant to rebuild the archery tower

**#16. Committee Reports**

Shay reported that the summer reading is done and they had 37 children attend.

The Library received a donation from Shiocton Steps for Suicide Awareness and it was used to purchase

a reading loft.

Trustee Bunnell reported on a fire commission meeting. They discussed the ambulance situation. EMS

 is having troubles staffing the ambulance for calls. The Chief met with Black Creek Rescue and Gold Cross

and they are having the same issues. Gold Cross is not interested in taking it over. They are looking at flex

staffing. That would allow a crew without an AEMT. They could also use a first responder as part of the crew.

One issue is that there are only five advanced EMT’s. Coverage during the day is a problem as well.

They are looking at trying to get enough interest to hold a first responder class in Shiocton. RN’s can join

 and waive most of the schooling and serve under the medical director so their RN license is not at stake.

The Fire Commission would like to meet quarterly now so the set dates may be easier for everyone to

 schedule and more people may be able to attend.

Trustee Bunnell reported on the Ordinance Committee meeting. They went over Title 10 and cleaned things up.

**#17. Village President-Discuss Zoning Committee to meet about Liquor Licensing**

Village President Terri James stated that she would like to change the Zoning Committee to include Licensing.

Clerk Sweeney took a class at the Clerk’s Conference on liquor licensing and reported what she learned

 to the Board. James feels it would be a good idea to have a committee review the Village licenses and also

consider making changes to how the Village issues operator’s licenses. James would like to see the Zoning

and licensing Committee meet soon to talk about the current licensing laws and then once a year upon

 licensing renewal to review the applications.

**#18. Clerk Misc.- cell leases, ordinance codification-digital, Budget updates, residents with flooding issues**

Clerk Sweeney asked the Board if they were interested in looking at an email regarding selling the tower leases.

The Board said not interested.

Clerk Sweeney asked the Board if they were interested in getting a quote to have a company look over the

Ordinance book and update the parts that refer to state statutes and provide a digital copy. The Board is interested

And asked if the representative can attend the next Ordinance meeting.

Clerk Sweeney gave the Board a copy of the Budget as of September 12, 2022.

Clerk Sweeney reported that two residents have recently complained about their neighbors doing work

that is flooding their yards. The Village board stated they won’t get involved without something in writing.

The Village can’t get involved unless a property owner does unpermitted work to cause the flooding. Some

Properties have been that way since the home was build years ago and there is nothing the Village can do.

**#19. Agree to Participate in the Outagamie County-wide All Hazard Mitigation Plan Update**

**M/S/P Dawes/Gomm to Agree to Participate in the Outagamie County-wide All Hazard Mitigation**

**Plan Update**

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

**M/S/P Schmoock/Dawes to Approve the bills as presented**

**#21. Forthcoming Events**

None reported

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

 **to address.**

None

**#23. Adjourn**

**With no further business to come before the Board meeting adjourned at 7:40 p.m.**

Posted and dated September 14, 2022

Laurie Sweeney, Village Clerk/Treasurer

The Shiocton Village Hall is accessible to the physically disadvantaged. If special accommodations for visually or hearing-impaired individuals are needed, please contact the Shiocton Clerk/Treasurer at 920-986-3415