

**MEETING MINUTES:  
VILLAGE BOARD**

**MARCH 17, 2020**

**5:30 p.m.**

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Regular meeting of the Village Board was called to order at 5:30 p.m. by President Boucher.  
Roll Call: Clifford, absent; Kubasta, Foster, Mashak, Kies and Boucher; present.

**Pledge of Allegiance** was said in unison.

**Public Participation:**

Lyle Zabel 701 Grant Street – Fishing piers fee – keep hearing the piers will cost a lot to maintain . . . I have built bridges for 30 years; garbage was on old bridge no an extra fee; occasional light bulb; couple of 100 dollars can seal the piers – done every 10 year – do not see a problem with extra maintenance fees; lives across from the dog park . . . see more maintenance there; dog doo; 5 gallon pail of tennis balls; weed around fence – pay to access dog park also.

Would hope board would reconsider acting this fee – think you will get a bushel basket of money . . . may be surprised when they really have to pay. Didn't have a problem spending \$500,000 across the street, buying the little white house, buying the Jordan property – talk to Village residents before you enact a fee.

**Communication: - None**

**Regular Business**

Approve Consent Agenda

February 18, 2020 Minutes

Village and Utility Bills – Accept and Order Paid

Financial Report

Adopt Amended Agenda

MOTION by Kubasta, seconded by Kies, to approve the Consent Agenda and accept and order the Village and Utility bills paid. Roll Call: Kubasta, Foster Mashak, Kies, and Boucher; ayes.

**Administrator's Report**

- Trying to keep up with the covid-19 virus. Regular contact with county health department. Shared with me there are three known cases in Winnebago County – traveled to Egypt or a relative of one of the persons who traveled to Egypt.
- Village is open for business. Active protocols. Staying 6 feet away.
- Emergency Order #5 released a few hours ago from Governor Evers.
  - o Which is why we are seated the way we are
  - o Effective at 5pm all bars and restaurants shall be closed – restaurants may do take out and delivery. Will provide copy to Chamber.  
Enforcement – it is on our ordinance 5-5-6. Sheriff can under state of emergency grant police Chiefs authority.
  - o Want to keep our staff and residents safe while providing as many services as we possibly can. Many libraries have closed – point blank asked county health and said we should not. Follow strict protocols. Winneconne library

remains open. New changes every hour of every day. Proud of our staff for stepping up and being willing to do their work with a smile. Temporarily suspended water meter change-outs.

- Steve Foster – best practice for emergency responders and police officers if the need is to go into private homes. Chief Olson does not feel at this time – we are trying to do everything we can . . .and should be able to make judgments. Suspended 1<sup>st</sup> responders going into sick calls only going to life threatening situations.

### **Committee Reports:**

#### **Beautification -**

**Cemetery** – Did not meet.

**Historic Preservation** – Did not meet.

**Library Board - refer to minutes.**

- Working/cleaning – only library in Winnefox . . . closing doors tomorrow. But will still be open for business. Will provide curb side service. . . . just not allowing not more than 10 in the library at one time.
- Excited about offering new types of online programming . . . extending our wifi to have a stronger signal and have some wifi hotspots – in areas that Charter is not available. Doing what we can.

**Park Committee** – refer to minutes.

**Personnel and Finance** – Did not meet.

**Public Safety** - met with snowmobile club. Work with them to prepare for next season.

- Continuing to trying to hire part-timers.

**Public Works – agenda item.**

### **PUBLIC HEARING**

Discuss and vote to Adopt Ordinance 3.1-2020: An Ordinance to Adopt the comprehensive Plan Update of the Village of Winneconne Wisconsin

Tom Barron – East Central Regional Plan Commission

MOTION by Kubasta, seconded by Foster, to go into a committee of the whole to hold a Public hearing on Ordinance 3.1-2020: An Ordinance to Adopt the Comprehensive Plan Update of the Village of Winneconne Wisconsin. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

1<sup>st</sup> Call: Tom Barron – of East Central Regional Plan Commission gave a brief review

- Village’s original plan adopted in 2008 11 x 17 document.
- Per state statutes comprehensive plan updated every 10 years

- Started working on it in February 2018.
- Had 10 project meetings to date.
- Wild ride – board member changes/pandemic
- Median age in Winneconne slightly higher than the State's.
- Projected 10% population growth which is great news
- Overall, Village is in good shape – roads, parks, in good shape
- Desire to improve marketing for this area
- Plan Commission felt water was so important to this community that added an extra element to address water.
- Summary – very routing update. Carried over a lot of goals and actions; future land use map made minimal changes; hosted intergovernmental meeting – no concerns.
- Implementation element is a great process to identify – add to annual work program.

2<sup>nd</sup> Call: No one spoke

3<sup>rd</sup> Call: No one spoke

MOTION by Foster, seconded by Kubasta, to close the public hearing and return to open session. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

MOTION by Kies, seconded by Mashak, to adopt Ordinance 3.1-2020: An Ordinance to Adopt the Comprehensive Plan Update of the Village of Winneconne, Wisconsin. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

### **Old Business:**

#### **Discuss and vote on fee schedule and benefits for the 2020 Winneconne Parks Pins and Day Pass**

- Ages 16 – 65 would need pin or day pass to access the piers.
- Recommended \$20/pin -\$5 day pass midnight – midnight.
- Pin – April 1<sup>st</sup> – March 31<sup>st</sup> 2021.
- Boucher - pins are delayed to the pandemic
- Would like to table for a month or two – economic reasons due to the pandemic
- Feel this is important but not the right time.
- Kies - How can we control numbers to 10.
- If they come available we can sell – but who is going to sell them if the business is closed?
- Tabled – not the right time.

## **Review Draft Ordinance Relative to the 2020 Parks Pin and Day Pass**

- Reviewed by Dave Porter – still in draft format. More next month.

## **New Business:**

### **Discuss and vote to approve Certified Survey Map for Klein Properties, 946 East Main Street**

- Reviewed by Village Administrator David Porter
  - o Klein Ford purchased the former Shopko properties.
  - o Separate outlot with a retention pond.
  - o DNR now frowns on community retention ponds.
  - o Klein would like to combine two lots into one.
  - o Emily has a concern about – we want to confirm that the outlot is included in TID #5 – Dave reviewed the TID documents and it appears to be in TID#5. Waiting for confirmation from Ehlers.
- Recommended by the Village Plan Commission

MOTION by Foster, seconded by Kubasta, to approve the Certified Survey Map for Klein Properties, 946 East Main Street conditioned upon confirmation from Ehlers that combining the two lots into one does not negatively impact TID#5. Roll Call: Kubasta, Foster, Mashak, Kies and Boucher; ayes.

### **Discuss and vote on Municipal Street Standards/Street Reconstruction Policy**

- Reviewed by Village Administrator David Porter
- Emily recommended putting in Ordinance not policy.
- Ok for now – because the Village is doing the work – not a developer.
- Emily – can address ordinance when we adopt the new ordinance
- Presentation by Brad Werner of McMahon – concrete versus asphalt 6:13 p.m. 6:42
- Questions – valley municipalities are primarily concrete.
- Long term value with concrete. Original cost is higher – currently concrete is less.
- Foster – N 6<sup>th</sup> with fire station – go with concrete.
- Dave – would like direction for the ordinances – would you like asphalt or concrete in the ordinance – for street reconstruction – not maintenance;
- Kies – can always amend the ordinance in the future if needed.

### **Discuss the Village Ordinance Governing Construction and Repair of Sidewalks**

- Reviewed by Village Administrator David Porter
- Walkable communities
- Adopt a policy in which we install sidewalks on both sides of the street when there is room to do so; on one side when there is not room for two sidewalks; who pays if only on one side – would special assess cost be shared with homes on both sides of the street.

- Foster - consensus of Public Works Committee to share cost if only put on one side of the road.

**Discuss and Vote to Approve Resolution 3.2-2020 Resolution Declaring Intent to Levy Specials Assessments Under Municipal Police Power Pursuant to 66.0703 Wisconsin Statutes for North 6<sup>th</sup> Street**

- Reviewed by Village Administrator David Porter
- Preliminary Resolution – required before we can award the road contract(not utilities)
- Then a report is generated with estimated assessments; a public hearing is held; and a final resolution is adopted.

MOTION by Mashak, seconded by Foster, to approve Resolution 3.2-2020 Resolution Declaring Intent to Levy Specials Assessments Under Municipal Police Power Pursuant to 66.0703 Wisconsin Statutes for North 6<sup>th</sup> Street. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

**Discuss and Vote to Approve Resolution 3.3-2020 Resolution Relative to Award the 2020 North 6<sup>th</sup> Street Utility Reconstruction Project.**

MOTION by Foster, seconded by Kubasta, to Approve Resolution 3.3-2020 Resolution Relative to Award the 2020 North 6<sup>th</sup> Street Utility Reconstruction Project. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

**Review Insurance Coverage and Deductible Option for the Piers**

- Tabled
- Quote was \$5000 - \$7000 a year with a deductible of \$5000 - \$20000.

**Review and Vote to Adopt COVID-19 Continuity of Operations Plan**

- Reviewed by Village Administrator David Porter
- Infection Control measures – encourage employees that are symptomatic to stay home and use PTO
- Employee Leave and Pay – customize for Village – may use PTO; may temporarily accrue a negative balance;
- Some employees have Reserved Sick Bank – global pandemic will qualify if necessary.
- Continuation of operations as long as it is safe to do so . . . follow the public health professionals. Essential functions will be completed with a skeleton crew.
- County health department has been listing daily updates and can sign up for email updates.
- Contemplated bringing this to you. City of Oshkosh has declared an emergency.
- We do not need to independently declare an emergency as a municipality.

MOTION by Kubasta, seconded by Kies, to adopt the COVID-19 Continuity of Operations Plan. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

### **Discuss and Vote to Approve application for the Wolf River Rendezvous & Encampment**

- Reviewed by Village Administrator David Porter
- Reviewed and recommended by the Park Committee
- Foster – were there any legal problems. No.
- Kies – may want to think about doing during Sovereign State Days in the future.

MOTION by Foster, seconded by Mashak, to approve the application for the Wolf River Rendezvous and Encampment. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

### **Discuss draft of Village Administrator's Column in the *Winneconne News***

- Haven't yet written it . . . what topic . . . thinking about Covid-19 . . . weekly newspaper is a problem. Working with John Bartow – schools closed until April 13<sup>th</sup>; online instruction component starting March 30<sup>th</sup>; some of the school district does not have access to the internet. Install high power wifi routers to the wifi signal will extend out into the parking lots on both sides of the building. Also contact Spectrum and see if they will increase our speed . . . free high speed internet available.
- Thoughts? No additional cost to Village. Winhaven lending equipment to be able to do this.
- Mashak – likes the idea. Great gesture. Not sure how many will take advantage of it in a car. Park would be nice.
- Kies – Covid 19 – a moving mark changes every hour – unchartered territory. Good idea.
- Emily – yes . . . great idea.
- Consensus to move forward.

### **Set date for Special Meeting to Discuss and Adopt Amendment to the Code of Ordinances**

- **Emily** – zoning requires a public hearing. A week before the meeting.
- April 2<sup>nd</sup> would be the earliest.
- Park committee at 5 on April 7<sup>th</sup> Plan Commission on the 8<sup>th</sup>; Library on the 6<sup>th</sup>
- 5:30 on April 9<sup>th</sup>.
- Also include joint municipal court; Biggar alcohol license; and zoning

### **Discuss and Vote on Application for class B Liquor License by Michael Kurtz for Landing on the Wolf LLC**

- Reviewed by Village Administrator David Porter
- Update given by Village Attorney Emily Dunham.
- Liquor license is available – in the past the board has kept it for possible development. We currently have 7 alcohol licenses; and one reserve license.
- Original alcohol licenses- statutes are much broader. Once given it is locked in . . . very hard to revoke.
- Don't like to make a motion in the negative usually. Need to express reason – written notice of denial and why. Cannot die for a lack of a motion.

- Foster – application for liquor. Yes. Do statutes require restrooms inside establishment. No.
- Boucher – purchase of property across the street – would tie our hands with development. May not be needed . . .but may be. First spring it is vacant. More attractive now that bridge is built.
- Kubasta – approval of applications – no license shall be issued unless the building code. Marty – needs to be upgraded. Our ordinance – class B,. Emily would need to look into that further.,
- Foster - Chief did not sign appointment of agent because he has two convictions he did not put on application.
- Emily can deny based on falsification of application. Offense has to be substantially related to the alcohol license. LLC could appoint another agent.

MOTION by Kies, seconded by Foster, to deny the Class B Liquor for Landing on the Wolf LLC. Roll Call: Kubasta – aye; does not meet ordinance; Foster – aye – inappropriate premise given other options the village may have; Mashak aye – based upon inaccurate information on the application; Kies aye – based on inaccurate information and does not meet ordinance; and Boucher; aye – do not want to limit development on property across the street.

**Accept and Order Published the Class B Liquor License Application by Jennifer and Jeffrey Schmitz for Biggar’s Supper Club**

MOTION by Foster, seconded by Kubasta, to accept and Order Published the Class B Alcohol License Application by Jennifer and Jeffrey Schmitz for Biggar’s Supper Club. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

**Discuss and Vote to Approve Appointment of Agent application for Kwik Trip**

- Reviewed by David Porter
- Chief Olson – original application omitted something; submitted new application corrected – which Chief approved.

MOTION by Mashak, seconded by Kies, to approve the Appointment of Agent Application for Kwik Trip for Nicole L. Sabel. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

**Discuss and Vote to Approve Operator License Applications**

MOTION by Foster, seconded by Mashak, to grant Operator License Applications to: Emily Sarah Friederick; Paige Marie Meyer, and Michael Kurtz. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

MOTION by Kubasta, seconded by Mashak, to adjourn top April 9<sup>th</sup> at 5:30 p.m. Carried by voice vote.

Jacquín Stelzner  
Village Clerk Treasurer

TIME: 7:47 p.m.

