

**MEETING MINUTES:
VILLAGE BOARD**

April 21, 2020

5:30 p.m.

Regular meeting of the Village Board was called to order by President Boucher at 5:30 p.m.

Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; present.

Absent: Clifford.

Also present: Dana Woods, Brad Werner of McMahon, and Jean Reinke.

Pledge of Allegiance was said in unison.

Old Business - None

Board Organization

Adjourn 2019– 2020 Board Sine Die

MOTION by Foster, seconded by Kubasta, to adjourn the 2019-2020 Board Sine Die and convene the 2020-2021 Village Board. Roll Call: Kubasta, Foster, Mashak, Kies, and Boucher; ayes.

Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; present.

Public Participation - None

Communications – None

Adopt Robert’s Rules of Order – Current Edition

MOTION by Broderick, seconded by Mashak, to adopt Robert’s Rules of Order-Current Edition.

Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Appoint President Pro-Tem

MOTION by Foster, seconded by Mashak, to appoint Brenda Kubasta, as President Pro-Tem.

Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Resolution 4.2-2020 Appointing Village Officials

- Reviewed by David Porter –
 - o Josh Janikowski as our weed commissioner.
 - o Attachment A – committee appointments have not had opportunity to call Everyone to confirm their willingness to continue serving. So it is a work in progress. We will meet again in two weeks – and those gaps will be filled in. Looking for people to fill vacant spots.

MOTION by Kubasta, seconded by Kies, to approve Resolution 4.2-2020 Appointing Village Officials with corrections. Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Resolution 4.3-2020 Approve Official Depositories

MOTION by Foster, seconded by Mashak, to adopt Resolution 4.4-2019 Approving Official Depositories. Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Regular Business:

Approve Consent Agenda and Order Bills Paid

Approve March 19, 2019 Minutes
Village and Utility Bills and Order Paid
Financial Report – please note thru March 15th
Adopt Agenda

MOTION by Mashak, seconded by Kubasta, to approve the Consent Agenda and Order Bills Paid. Roll Call: Kubasta, Foster, Mashak, Kies; ayes; Broderick, Metzsig, abstain; and Boucher ayes.

Administrator Report

- Referred to email sent over the weekend.
- Conference Call earlier today – Andrea Palm was in attendance – cautious optimism. With respect with Village operations-village staff, public works – two teams – different jobs so they do not have contact; Village Hall is closed to the public – still remain quite busy doing normal business and handling phone calls. A lot of requests to open compost site – working with DPW Ruetten, - new order that goes into effect Friday does allow the compost site to open – Open Wednesdays only from 10 – 3; One car at a time. May need to adjust as needed. Stickers will be available at the compost site. New order goes into effect April 24th – will post on Facebook and website and encourage everyone to spread the word. Envelope with water bill – had letter from Village administrator – phenomenal response about 80 so far. Share important information, future surveys, and uplift spirits right now.

Public Hearing

Hear Public Comment regarding Resolution 4.4-2020: Final Resolution Authorizing Public Improvement and Levying Special Assessment Against Benefitted Property in the Village of Winneconne, Wisconsin under Municipal Police Power Pursuant to 66.07-3, WI Statutes.

MOTION by Kies, seconded by Kubasta, to go into a committee of the whole to hold a public hearing regarding Resolution 4.4-2020: Final Resolution Authorizing Public Improvement and Levying Special Assessment Against Benefitted Property in the Village of Winneconne, Wisconsin under Municipal Police Power Pursuant to 66.07-3, WI Statutes. Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher ayes.

1st Call: Jean Reinke, 226 N 6th Street – question is sidewalks. What is the plan. Both sides/one side. DPW Ruetten- about 4 years ago Village approved a sidewalk plan . . .N 6th Street

sidewalk will be on the East side of the road. Village Board voted that the cost of the sidewalks will be shared by property owners on both sides.

Whitney McMullin had contacted DPW Ruetten – did not express any concerns. DPW Ruetten did speak to Ms. McMullin last week and answered a lot of questions she had at that time.

2nd Call: No one spoke. Confirmed people could hear.

3rd Call: No one spoke.

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

New Business

Discuss and Vote to approve Resolution 4.4-2020: Final Resolution Authorizing Public Improvement and Levying Special Assessment Against Benefitted Property in the Village of Winneconne, Wisconsin under Municipal Police Power Pursuant to 66.0703, WI Stats.

- Reviewed by DPW Ruetten – any questions? 7 equal payments with 4% interest beginning year 2021 – 2028.

MOTION by Broderick, seconded by Foster, to adopt Resolution 4.4.2020 Final Resolution Authorizing Public Improvement and Levying Special Assessment Against Benefitted Property in the Village of Winneconne, Wisconsin under Municipal Police Power Pursuant to 66.0703, WI Stats .Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Discuss and vote to approve Resolution 4.5 – 2020: Resolution Relative to Award 2020 North 6th Street Reconstruction Project

- Reviewed by DPW Ruetten. Slightly different than years past . . . did utilities separate than the road. Better bids. Concrete streets and still under budget. Two separate contracts.
- Broderick – required to go with low bid? No – the one we have most confidence.
- Some bidders were disqualified if we did not feel they could meet our requirements.
- Sidewalks are split between the two sides of the street.
- Street Assessment policy is 1/3 for one side; 1/3 Village; 1/3 other side of street.
- DPW Ruetten reviewed the bidding process – open bidding process; used Quest to upload specs and any contractor can go to website and download requests.
- Typically PW Committee also reviews the bids. Sidewalks are currently 100% on the property owner. The Board can address the policy if they so choose.

MOTION by Foster, seconded by Kies, to adopt Resolution 4.5-2020: Resolution Relative to Award 2020 North 6th Street Reconstruction Project. Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Discuss Draft of Village Administrator's column in the *Winneconne News*

- Received a draft notice.
- Lead with the good news – compost site open.
- Consensus to approve.

Foster – basically thanking the citizens of Winneconne for quarantining and we can see the light at the end of the tunnel – it is a light and not a train – we can get through this together.

- Mashak – anything about social distancing. Included.
- Library will resume curbside service starting next week.

Discuss and Vote to Approve Operator Licenses Applications

MOTION by Foster, seconded by Kubasta, to grant operator licenses to: Dustin Wayne Chellow, Lilianna Kellie Fox, and Sean Daniel McGinnis. Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Discuss and vote to approve job description for Police Secretary, Municipal Court Clerk, and Customer Service Representative

- Reviewed by Village Administrator David Porter.
- Currently hiring a police secretary/court clerk.
- Optimal time to update job description while looking for a candidate.
- Added some duties of Customer Service Representative – current CSR has expressed a desire to retire by the end of the year.
- Shifting some of the duties – we will see how well it works. Worth a try. Hopefully free up some funds to hire a new police officer if needed.
- Broderick – Facebook and social media? Can add it. Might discover that some of the responsibilities listed is not reasonable . . . a little bit of trial and error. Perfectly appropriate to add Facebook and social media under knowledge and skills.
- Kies – how busy was past secretary. 70% courts/30% police.. . depends on courts.
- Foster – adding Town of Clayton add more. Unknown at this time.
- Chief Olson – new software will also help with duties.

MOTION by Mashak, seconded by Kubasta, to approve the job description for Police Secretary, Municipal Court Clerk, and Customer Service Representative as amended. Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Vote to enter in Closed Session pursuant to WI State Statute 19.85(1) (c) to consider the employment of a public employee over which the governmental body has jurisdiction or exercises responsibility.

MOTION by Foster, seconded by Kies, to move into Closed Session pursuant to WI State Statute 10\9.85(1) (c) to consider the employment of a public employee over which the governmental body has jurisdiction or exercises responsibility. Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Closed Session was explained by Village Attorney Emily Dunham.

Discussed Candidate for Police Secretary, and Customer Service Representative

Vote to return to Open Session

MOTION by Mashak, seconded by Broderick, to return to open session. Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Vote to hire Police Secretary and Customer Service Representative

- Reminder: Municipal Court Clerk is appointed by the Municipal Judge

MOTION by Foster, seconded by Kies, to hire Laura Hulbert as Police Secretary and Customer Service Representative effective upon acceptance. Roll Call: Kubasta, Foster, Mashak, Kies, Broderick, Metzsig, and Boucher; ayes.

Village Administrator - committees during COVID 19 – will hold two board meetings during this time.

Adjourn

MOTION by Broderick, seconded by Kubasta, to adjourn to 5:30 p.m. on Thursday, May 7, 2020. Carried by voice vote.

TIME: 6:28

Jacquie Stelzner
Clerk-Treasurer
Village of Winneconne