

**VILLAGE OF WAUSAUKEE**  
**VILLAGE BOARD MEETING**  
**WEDNESDAY, MAY 14<sup>TH</sup>, 2008**  
**WAUSAUKEE VILLAGE HALL**  
**428 HARRISON AVENUE**

**7:00 PM**

**MINUTES**

1. Call to Order – President Clark Caine called the meeting to order at 7:03 pm. Village Trustees present were Julie Parkansky, Jeff Townsend, Randy Schmidt, Jerry Wojcik, Rosie Figas, and Hilbert Radtke. Also present were Street/Water/Sewer Supervisor Darryll Schmidt, Village Clerk Toshia Ranallo, Village Treasurer Sara Pullen, Deputy Clerk/Treasurer, Water/Sewer Clerk, Humane Officer Heidi Jeske, residents Ann Hartnell, Joellen Simpson, Vicki Gocht, Kurt Stumbris, Joe Schlies, Jim and Pat Brian, Mike Gavigan, Mary Jane Jakups, Dan Pickett from Ranger City Distributors, Ron Lawrence from Coleman Engineering, as well as Shirley Prudhom from the Peshtigo Times.
2. Approval of Agenda – Jerry Wojcik made a motion seconded by Hilbert Radtke to approve agenda. Motion carried.
3. Audience to Anyone Wishing to Speak – Resident Joellen Simpson stated that the Friends of The Library had Mark Merifield come and look at Kenny Gocht’s property on Main Street. Merifield is the Director of Nicolet Federated Library Systems out of Green Bay. Simpson stated that Merifield was impressed with the building, but he would insist on having an engineer come look at the basement to make sure that the floor is strong enough.
4. Business with Guest
  - a. Discussion/Action - Christi Ellis – Rezoning of 102 Cedar Street from residential to commercial (Richard & Irene Kohl – property owners) Ellis was not present.
  - b. Discussion/Action – Loading zone in front of Ranger City Distributors – President Caine stated that Ranger City has attempted to unload on the side, but the curb creates a problem. Dan Pickett stated that when they tried unloading from the side street, there isn’t a lot of room for vehicles to travel up and down the street. Pickett also stated that there is already beverage trucks parked there throughout the day delivering to the Wausaukee Bowl. Pickett stated that another problem occurs because of an incline going into their driveway, and therefore, very difficult for a forklift when carrying a 3000 pound load. Pickett added that there is also a hill there, so if a truck is parked up the hill, they have to hold back a very heavy pallet from rolling off the back end of the truck. Pickett stated it is very inconvenient for them to unload either way their trucks are parked on that side road. Pickett stated that when their trucks unload from the front of the building, all they have to do is pull up in front and unload the pallets. He added that it takes very little time and effort to do it this way. President Caine asked how often the trucks are parked there. Pickett stated that he has been tracking the times on a weekly basis, and in the last 8 weeks they have been averaging 20 trucks per week. Pickett added that the bulk of their shipments come in on Monday and Tuesday mornings and averaging 6 to 7 trucks in a day. He stated that the rest of the week may have 1 to 3 trucks a day. Pickett stated that this past week he had tracked the length of time that the trucks are parked in front of the loading zone, and it averaged anywhere from 10 to 30 minutes. Pickett stated that when the trucks are parked there, they only consume 6 ½ hours on a weekly basis. Trustee Figas asked what time do the trucks unload in the morning. Pickett stated between 7:30 and noon is their busiest delivery time. Trustee Figas stated that she has seen trucks parked there as early as 6. She asked Pickett if there drivers know they shouldn’t park there until 7:30. Figas also asked if Ranger City has plans for when there is no parking on Main Street in 5 years. Pickett responded that it is definitely a concern, but they won’t have a choice to unload on the highway when that time comes. Trustee Radtke stated that if we could eliminate parking on the west side of the highway to prevent future accidents, and have Ranger City park 30 feet south, that could solve safety issues, and also Mr. Stumbris’s concern with trucks blocking his business. Radtke suggested putting a turn right only sign on the road between Ranger City and the Wausaukee Bowl to prevent accidents as well. President Caine stated that parking 30

feet south would cause a problem because the tail-gaits would be passed their driveway. Radtke stated that to solve Stumbris's problems, they could put a ramp in and haul it up the sidewalk 15 to 20 feet. Stumbris asked what will happen when the second truck is waiting and parked in front of the bowling alley. Radtke responded that that issue can be worked out with the truckers. Pickett stated that Ranger City has been operating for 31 years and has never had a safety issue. He added that he doesn't understand why there is a problem now. Trustee Townsend stated that there is an increase of traffic, and he has been assessing the situation and has seen the semis parked 14 inches from the curb, resulting in oncoming traffic having to slow down or stop and wait. Townsend added that if we eliminated parking on the west side, and moved the center line, it would create more room to move on the highway. Trustee Parkansky explained her situation that was brought up in last month's meeting concerning a safety issue. President Caine asked Pickett if he would have a problem with eliminating parking on the west side of the highway. Pickett stated that it would not be an issue. President Caine stated that he would be in favor of eliminating parking on the west side of the highway all the way to A & M Heating. Caine stated that no one parks there anyway. Trustee Radtke expressed that Stumbris's main concern is blocking his business for a length of time. Stumbris added that he has had customers unable to see his business because of the trucks blocking the building. Resident Mary Jane Jakups added that she had been at the Bowl 19 ½ years and it wasn't often that they had a problem. She added that there is the same congestion down between the bank and Smith's Market. President Caine agreed. Jakups added that she had never had a problem with Ranger City and always got along with her neighbors. Jakups commented that what we have to do is get along with our neighbors and help the businesses that are here. Trustee Jerry Wojcik stated that he and Trustee Townsend went there one evening and suggested that they knock off the curb and put a ramp up onto the sidewalk. Wojcik stated that it would eliminate Stumbris's concern. President Caine stated that we would have to get the approval from the DOT to knock out the curb. Pickett asked if the village was willing to pay for the ramp. Trustee Wojcik stated it shouldn't be that expensive. Hilbert Radtke made a motion seconded by Jeff Townsend to eliminate parking on the west side of Highway 141 from the south driveway of A & M Heating to the corner of the side street by Ranger City. Motion carried. President Caine stated that at the next meeting we will have estimates of cement and getting approval of knocking out the curb from DOT.

- c. Discussion/Action - Joe Schlies – Review of utility bill — Joe Schlies requested help with his water/sewer bill after having 2 major water leaks. President Caine stated that we are limited on what we can do as far as water because the Village is regulated by the Public Service Commission. President Caine asked Deputy Clerk/Treasurer, Water/Sewer Clerk, and Humane Officer Heidi Jeske if she could elaborate on that issue. Jeske stated that currently the Village of Wausaukee does not have a policy on sewage bill adjustments. Jeske referred to a handout of an example of sewage bill adjustments. Jeske stated that in this policy, Schlies would be eligible to receive 3 quarters of credit only if the water did not go into our sewer system. Jeske stated that she noticed that Schlies's 1<sup>st</sup> quarter bill was high, so she personally went over to the bowling alley to tell Schlies. Jeske stated that Street/Water/Sewer Supervisor Darryll Schmidt had come there and fixed it. Then three months later when the next bill was issued there was another problem. Jeske stated that if the Village wanted to use the example policy, Schlies would be eligible for 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2007 and 1<sup>st</sup> quarter of 2008 based on an average of \$500 usage. Jeske added that an additional part of the policy would be to have a plumber inspect to make sure there are no more leaks or damages and problem is solved. Trustee Townsend asked Schlies if problem is solved. Schlies replied yes. Trustee Figas stated she has no problem helping Schlies out, but is concerned that the Village does not have a policy. Jeske stated that she does have a policy for next month's meeting. Trustee Figas stated that we cannot act on a policy that we do not have. Figas also questioned why no one had read the meter after a month of being fixed. Jeske stated that she and Darryll went in and informed Schlies of the problem, and Schlies said the problem was fixed. Figas suggested that in our policy it should state that there will be a mandatory inspection after 30 days to make sure the problem is fixed, and not assume it is. Trustees Radtke, Schmidt, and Townsend all agreed that it is the owner's responsibility to have a plumber come and inspect and also the Village needs to have a scheduled follow up. After an extended discussion Randy Schmidt made a motion seconded by Jerry Wojcik to give Joe Schlies a \$1204.26 credit adjustment. Motion carried.

- d. Kellen Stumbris/Wausaukee Baseball Association – Progress report on Ballas Park – Stumbris was not present.
  - e. Discussion/Action – Mike Gavigan - Detour Permit for National Nite Out Tuesday, August 5<sup>th</sup>, 2008. Mike Gavigan stated that the parade will be held at 3:00, and festivities will be held at the Wausaukee School grounds. Jeff Townsend made a motion seconded by Jerry Wojcik to approve the detour permit for National Nite out. Motion carried.
5. Motion to Approve Minutes – Regular Village Board meeting on 5/14/08. Randy Schmidt made a motion seconded by Jeff Townsend to approve minutes as printed. Motion carried.
  6. Motion to Approve Bills – President Caine stated that in the check registry there is a \$92,000 water tower loan payment that always puts the Village in a cash crunch this time of year. Caine added that the payment was all principal and he stated that we still owe \$462,000. Trustee Townsend questioned a new vendor, North Central Laboratories. Caine and Jeske replied that it was supplies for testing. Townsend added that he notices that we are still using Northern Lake Service for testing. He stated that we spend a lot of money on testing with Northern Lake Service. President Caine stated that we spend approximately \$9,000 a year. Jeff Townsend stated that he thought Heidi was going to be doing these tests. Caine stated that Heidi is doing more and more, and said as the year goes on there will be very little tests sent out. Caine added that the Lab is just now getting certified, and we needed 4 qualifications, and he confirmed with Jeske that as of today we are qualified. Caine added that we are primarily qualified to do testing and waiting on the approval from the DNR. Jeske stated that she had put a rush on it and DNR will be here next week and she should be testing by the first week in June. President Caine stated that he should point out that we were at the end of our rope with the DNR, and the DNR was ready to shut us down. Caine stated that now that we have Heidi on board, the DNR is fine with it and working with us. Townsend disagreed that the DNR would come and shut down the Village of Wausaukee. President Caine asked Jeske what the DNR had told her. Jeske stated that the DNR told her that if the Village had not complied and got things in order by filling out applications and permits, that they would have sanctioned The Village of Wausaukee. President Caine added that the DNR would be willing to come and speak with the board if they wanted. Trustee Figas stated that she would like to see the testing fees go down a bit. Jeff Townsend made a motion seconded by Randy Schmidt to approve the bills. Motion carried.
  7. Treasurer's Report – Jeff Townsend made a motion seconded by Rosalyn Figas to approve Treasurer's Report. Motion carried.
  8. Approval of Major Purchases
    - a. North Central Laboratories – Lab equipment – Hilbert Radtke made a motion seconded by Randy Schmidt to approve the purchase of lab equipment. Motion carried.
    - b. Crane Engineering-Brush Assembly at Sewer Plant = \$3,255.00 – Jerry Wojcik made a motion seconded by Jeff Townsend to approve the purchase of the brush assembly. Motion carried.
  9. Committee Reports – none
  10. Village Street and Utility Report – Trustee Wojcik asked if we could change the sand on the volleyball courts in Evergreen Park. Trustee Parkansky asked when the last time we have ordered hydrants. Darryll Schmidt responded last fall. Figas asked if there is a special rate on ordering multiple hydrants. Darryll Schmidt added that we need to order valves as well. Radtke stated that we do have the top of the flag pole from the old village hall. Radtke stated that we have been doing a lot of cleaning on the sewer back up at Southview and asked Schmidt if there are problems. Caine stated that it has been resolved. Schmidt added it is not a village issue, but the issue was what had been flushed into the system. Caine stated that last time there was a mop head flushed and now they have found thick paper toweling. Caine stated that we are looking into replacing the pumps in that station. Hilbert Radtke made a motion seconded by Jeff Townsend to approve street and utility report. Motion carried.
  11. President's Report
    - a. Building Inspector – President Caine stated next meeting he would like to bring up getting a building inspector for the Village. Caine stated that the inspector would process all permits for the Village.

Caine added that they would do this for 90% of the permit fees. Caine stated that by having an inspector, they would go out and inspect to make sure everything is up to code. Caine stated that as of now the Village doesn't perform these duties. Trustee Radtke asked if this is strictly for building permits, and not licenses. Caine reassured it is only for building permits. Caine stated that we would not see anything to do with the permits and that the inspector would handle everything. Townsend asked if this is something that the Village wants to do. President Caine stated that the board needs to discuss it further. Topic tabled to next meeting on June 11th.

President Caine stated for next meeting he would like to go through the sewer ordinance, and in addition he would also like to increase the sewer rates effective July 1<sup>st</sup>.

## 12. Old Business

- a. Discussion/Action – New furnace warranty – not discussed.
- b. Discussion/Action – New riding lawn mower – Rosalyn Figas made a motion seconded by Randy Schmidt to spend up to \$2000 on a riding lawn mower. Motion carried.
- c. Discussion/Action – Cedar Street proposal – (2013 Bypass for Hwy 141) – President Caine proposed adding a stretch. Caine stated that we would benefit from new pavement in different areas because the state would come in and repave 3 black toppings. Figas stated that last time we talked about this area, it needed to be tested. Figas asked if this area has been tested. President Caine replied no. Caine added that it is wetland and the DNR will restrict on what we can do there. Caine added that we can buy wetland credits and purchase an acre from the DNR for \$20,000. Caine also stated that if you use an acre of wetland, you can develop an acre. Ron Lawrence from Coleman Engineering stated that if we purchase \$20,000 of wetland, the state will designate and build a wetland somewhere in Wisconsin. Caine stated that we would have to remove 6 feet of muck. Trustee Wojcik asked who would pay for the reconstruction through the park. Caine stated that is another option. Townsend stated that we would save \$140,000 in pavement, but we will have already matched that figure by going through the 40. Townsend stated that it is really a wash. Caine agreed. Caine asked the board if they think they could go one way through the park. Radtke stated that's how DOT is setting up the bypass. Caine stated it could work if the park was made a one way. Caine added that were looking at a wash here, but will gain Cedar Street that is fully paved, a street that runs through to accommodate our industrial area, and we can create more development on the south end of the village. Caine also stated that the time is now to do something because if we wait it will be too expensive. Caine stated that another benefit to going through the park would be tourists traveling through who had no idea that the park existed. Townsend expressed concern about safety issues going through the park. Figas stated that she would like more estimates in detail. Ron Lawrence suggested that the board table this matter until he can get some engineers here to answer questions. Tabled to next meeting.
- d. Discussion/Action – Investments vs. debt payoff – President Caine stated that he would like to pay off some of the Village's sewer loans. One loan is \$86,000 at 5%. Second loan is \$72,000 at 4.5%. Third load is \$312,000 at 4.5%. By paying off these loans the Village would save \$7,950 a year. President Caine stated that he would present it to Coggins (Village Attorney) and bring it back to the board for approval. Tabled to next meeting.
- e. Discussion/Action – Dog Ordinance and Sex Offender Ordinance – Deputy Clerk/Treasurer, Water/Sewer Clerk, Humane Officer Heidi Jeske presented an example ordinance concerning animal feces. It states: The owner or person in charge of any dog or other animal shall not permit such animal to deposit solid fecal matter on any street, alley or other public or private property, unless such matter is immediately removed therefrom and disposed of in a sanitary manner by said owner or person in charge. This section shall not apply to a person who is visually or physically handicapped. Any person in violation of any provisions of this ordinance shall, upon conviction, be subject to a fine not to exceed One Hundred Dollars (\$100.00). Trustee Figas asked about the pit bull ordinance. President Caine asked Jeske if she had submitted anything to the attorney yet concerning pit bulls. Jeske responded that the Village already has a vicious dog ordinance. Jeff Townsend made a motion seconded by Julie Parkansky to approve the animal feces ordinance. Motion carried. Jeske stated that we need an official map to finalize the process for the sex offender ordinance. Jeske added that the board has to decide how many feet they want from schools, churches, day cares, etc. Jeske also presented an example sexual offender ordinance. It states: The Village Hall shall maintain an official map showing prohibited locations as defined by the ordinance. The police

department shall update the map at least annually to reflect any changes in the location of prohibited zones. These shall be designated on the map as child safety zones. The map is to be displayed in the office of the Wausaukee Village Clerk. Heidi Jeske stated that she will create the map. Trustee Townsend made a motion seconded by Rosalyn Figas to create a map that prohibits sex offenders 2500 feet from designated areas. Motion carried.

- f. Discussion/Action – Approval for bidding the warehouse project and Survey – President Caine stated that the warehouse plans are ready to go. Caine added that the plans are 176 feet in length, 65 feet in width, and a 20 feet side elevation with a cathedral ceiling. Caine stated that if we were to go with an 18 foot side, the Village can save \$15,000 to \$20,000. Caine stated that Wausaukee Composites would like to reduce the size of the Village’s usage. Street/Water/Sewer Supervisor Darryll Schmidt commented that we should stick to what we have originally planned. Trustee Townsend commented that we would gain more rental area. Caine stated that we do not have the state approval for the plans yet, and we also need it surveyed. Jeff Townsend made a motion seconded by Randy Schmidt to have the area surveyed and bidding of the project. Motion carried.

### 13. Approval of Permits/Licenses

- a. Temporary Retailer’s License – Wausaukee Fire Department/Memorial Day – Jeff Townsend made a motion seconded by Jerry Wojcik to approve temporary retailer’s license. Motion carried.
- b. Temporary Retailer’s License – Wausaukee Baseball Association – Jerry Wojcik made a motion seconded by Julie Parkansky to approve temporary retailer’s license. Motion carried.
- c. Temporary Operator’s License – Harry Tischendorf/Memorial Day – Julie Parkansky made a motion seconded by Jeff Townsend to approve temporary operator’s license. Motion carried.
- d. Operator’s License – Tammy Zahorik/BP – Jeff Townsend made a motion seconded by Hilbert Radtke to approve operator’s license. Motion carried.
- e. Operator’s License – Megan Delaet/Exxon – Jeff Townsend made a motion seconded by Randy Schmidt to approve operator’s license. Motion carried.
- f. Building Permit – Helga Kelly/Storage shed – Julie Parkansky made a motion seconded by Jerry Wojcik to approve building permit. Motion carried.
- g. Building Permit – Chuck Edlebeck/Wrecking – commercial – Jeff Townsend made a motion seconded by Hilbert Radtke to approve building permit. Motion carried.
- h. Building Permit – Toshia Ranallo/Pool and deck – Rosalyn Figas made a motion seconded by Julie Parkansky to approve building permit. Motion carried.
- i. Building Permit – David and Beth Oginski/Addition /residential – Julie Parkansky made a motion seconded by Hilbert Radtke to approve building permit. Motion carried.

### 14. New Business

- a. Discussion/Action – Detour permit for July 4<sup>th</sup> parade on July 5<sup>th</sup>, 2008 – Jeff Townsend made a motion seconded by Julie Parkansky to approve detour permit for the July 4<sup>th</sup> parade. Motion carried.
- b. Discussion/Action – Southview rezoning – Trustee Figas made a motion seconded by Julie Parkansky that we move forward on rezoning Southview. Caine opposed. Motion carried.
- c. Discussion/Action – Crack-sealing the streets – Jeff Townsend made a motion seconded by Randy Schmidt that we crack seal Harrison Ave, Fairgrounds Rd, Cedar St, Park, First St and Division Street. Motion carried.
- d. Discussion/Action – Tent rentals for 4<sup>th</sup> of July/Jim Brien – Jim Brian requested that the village take care of barricades and picnic tables for the 4<sup>th</sup> of July Celebration. Brian stated that this year we have a 40 member band reserved. Brian also requested that the village give a donation for the tent rental to hold this band. Jeff Townsend made a motion seconded by Julie Parkansky to give donation. Motion carried.
- e. Discussion/Action – Donation for Wausaukee School Summer Swimming Program - \$250. Randy Schmidt made a motion seconded by Jerry Wojcik to give Wausaukee School Summer Swimming Program a donation of \$250. Motion carried.
- f. Discussion/Action – Donation for Wausaukee Youth Baseball - \$500. Jerry Wojcik made a motion seconded by Jeff Townsend to give Wausaukee Youth Baseball a donation of \$500.00. Motion carried.

- g. Discussion/Action – Humane Officer appointment – President Caine stated that the state is producing new rules regarding Humane Officers. Heidi Jeske stated by next year we will need a certified Humane Officer and stated that the board needs to appoint her. Caine stated that the cost involved would be a week away of training in September. Trustee Figas asked if the state was going to mandate this. Jeske replied that was what she was told by Madison. Trustee Townsend added he would like to see it in writing. Jeske stated that the board can appoint her and then in September when she gets further information she will present it to the board. Trustee Parkansky made a motion seconded by Trustee Figas to appoint Heidi Jeske as Humane Officer. Motion carried.
- h. Discussion/Action – Tourism Representative Appointment – Jim Brien – Jeff Townsend made a motion seconded by Hilbert Radtke to appoint Jim Brian Wausaukee’s Tourism Representative. Motion carried.
- i. Discussion/Action – Approval for bidding the Orlando Drive project – Townsend made a motion seconded by Randy Schmidt to get bids for the Orlando Drive Project with a gravel shoulder. Figas opposed. Motion carried.
- j. Discussion/Action – Clarification of Employee PTO (personal time off) – Caine presented a handout on personal time off to all board members. Trustee Townsend stated that it states that an employee must be employed full time for one year before taking vacation. Caine added that we need clarification on two items. Caine stated the items in question are: when are you eligible, and can you take vacation in hour increments. Figas made a motion seconded by Parkansky that personal days will be increments of 4 hours. Motion carried. Townsend made a motion seconded by Trustee Schmidt to rewrite the handbook to say the effective day of receiving vacation time will be after one year of full time employment. Motion carried. Caine asked Deputy Clerk/Treasurer, Water/Sewer Clerk and Humane Officer Heidi Jeske how many hours she applied to vacation time already. Jeske replied she did not know. Caine stated that on Heidi’s behalf they were unclear of the effective date because previous employee Josh Thyme had received vacation time right away. Caine asked the board if Jeske should repay the wages she was given for vacation time. Trustee Townsend stated that there is no reason to be brutal about it, because Jeske said she did not know. Townsend added that she should work off a little bit at a time. Caine stated that is what we will do. President Caine added he would take care of it so there is no need for a motion.
- k. Discussion/Action – Approval of Cable company placing 3’x 6’x 4’high box behind Florence Bank on Butternut Street. – Jeff Townsend made a motion seconded by Randy Schmidt to approve the cable company putting a box behind Florence Bank. Motion carried.

#### 15. Additional Business

- a. Discussion/Action – Convene to closed session per Sec. 19.85(1) (e), Wis Stats, disposition of Jerry’s Market and property on Hwy 180. – Caine stated that there is no need to convene to closed session. Caine stated that Jerry proposed leasing the building for only two years, and everything will stay the same. Caine stated that the attorney had approved this proposal. Jeff Townsend made a motion seconded by Randy Schmidt to approve. Motion carried. Caine stated that someone has approached him on 6 acres of land behind Hwy 180 and is willing to sell it to The Village for \$24,000. Caine suggested that the board keep this in mind.

16. Adjourn – Hilbert Radtke made a motion seconded by Randy Schmidt to adjourn meeting at 10:17pm. Motion carried.

Posted on 5/28/08  
At 11:00 am by (TR)

PLEASE NOTE: UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, PLEASE CONTACT THE VILLAGE CLERK WITHIN TWO BUSINESS DAYS
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