

VILLAGE OF WAUSAUKEE
VILLAGE BOARD MEETING
WEDNESDAY, SEPTEMBER 9TH, 2009
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE

7:00 PM

MINUTES

1. Call to Order – President Townsend called the meeting to order at 7:00 pm. The following Village Board members present were Julie Parkansky, Randy Schmidt, Kellen Stumbris, John Ranallo, Rosalyn Figas and Hilbert Radtke. Also present were Treasurer Sara Pullen, Street Supervisor Darryll Schmidt, part time Water/Sewer Utility employees Pam Aide and Dave Heritsch, residents Ann Hartnell, Don & Sharon Kantner, Jerry Figas, Terri Edlebeck, Carole Zeutzius, Village Building Inspector Peter Kruit, and Village Clerk Toshia Ranallo.
2. Approval of Agenda – President Townsend move agenda item number 13b Discussion/Action – Restoration of the Equipment Replacement Fund under agenda item number 9, Treasurer’s Report. Hilbert Radtke made a motion seconded by Julie Parkansky to approve the agenda with that change made. Motion Carried.
3. Audience to Anyone Wishing to Speak – Teri Edlebeck stated on Saturday, October 3 there will be a Fall Festival held on the east and west side of Main Street extending from the Old Wausaukee Hotel (Graphic Impressions) to the Evergreen Plaza. There will be a farmers market, crafters, vendors, bake sales, etc. Edlebeck asked if there is a direct sellers permit and insurance required. Edelbeck added that she has contacted all the businesses and they all have insurance. Clerk Ranallo stated according to Village ordinance all that is needed from these businesses is a certificate of liability to be sent to the Village office and a fee of \$5.00 for a direct sellers permit. Edlebeck requested the board to waive the sellers permit. Sharon Kantner requested parking signs be placed by the new parking lot on Main Street.
4. Business with Guest – Employee Dave Heritsch requests two items be discussed before the Village Board establishes Water/Sewer Department hours. – Heritsch began by referring to a handout prepared on June 11, 2009 by Clerk Ranallo. The handout consisted of employee hours by department for years 2004-2008 and year to date in 2009. Heritsch explained that the hours for the Water/Sewer Utility Department in 2006, 2007 and 2008 showed more than a full time operator position. He stated that in 2008 the numbers are skewed do to educational training. Heritsch stated that previous Village President Clark Caine had requested himself and Pam Aide to become certified operators. He added that Pat Schmidt had been doing cross connections that year and Heidi Jeske had also attended training. Heritsch gave his opinion and stated that the numbers for 2004 and 2005 are inaccurate. He stated that Pam Aide had 451 hours in 2004 for the Water/Sewer Department but is not listed in the handout. He stated that Darryll Schmidt is also not listed for 2005 and he had 798 hours. Clerk Ranallo asked Heritsch where he got his figures from. Heritsch stated that last year when previous Clark Caine was still President he had given Pam Aide permission to audit the hours. Clerk Ranallo responded the handout that were referring to tonight was not prepared until this spring. Aide added that Caine gave her permission to access the records this past February or March of this year. Later Clerk Ranallo stated that proper procedure to access records is to request through the Village Clerk not the Village President. Clerk Ranallo added that previous President Caine is aware of this procedure and is shocked that he would allow that to happen. Aide stated that she had asked Caine. President Townsend stated legally the Clerk has to be present otherwise records good disappear. Ranallo stated records also could be altered. Dave Heritsch added that back then that policy was not in place. Clerk Ranallo stated this procedure is a state statute and has always been in place. Heritsch stated that the Water/Sewer Department takes approximately 2400 to 2900 hours a year. Heritsch added that he and Pam do not have the benefit of shadowing an experienced operator and have been thrown into the position. He said that they are figuring it out on their own by reading manuals and calling other providers. Heritsch added that just because he has done checks for years or memorized information to pass a test doesn’t mean that he knows the science of wastewater treatment. He said they are doing their best to figure it out. Heritsch stated that they are asking the board to be careful of setting their hours and referred to

a handout he had prepared consisting of daily, weekly, monthly, and annually routines. Heritsch added that he and Pam do not come to work to take as long as they can. He stated that he is a photographer for Sports Illustrated and Pam has other jobs.

Heritsch supplied the board members of multiple pictures he had taken of possible future repairs. He also stated that before the board sets hours for the department these issues should be looked into further.

President Townsend stated the board is setting out to be fiscally responsible to the taxpayers and water/sewer customers in our Village. He added that it is also important to make sure that setting proper hours will run our facility. Townsend asked if Heritsch had gotten quotes to fix these issues shown in the photos. Heritsch explained the pictures are mostly of corroded gauges, pumps, pipes and railings that need to be cleaned and painted.

5. Motion to Approve Minutes

- a. Regular Village Board meeting – 8/10/09 – Kellen Stumbris made a motion seconded by Julie Parkansky to approve minutes. Motion carried.
- b. Special Village Board meeting – 8/17/09 & 8/25/09 – Rosalyn Figas made a motion seconded by Kellen Stumbris to approve minutes. Motion carried.
- c. Streets & Sanitation Committee meeting – 8/17/09 – Hilbert Radtke made a motion seconded by Randy Schmidt to approve minutes. Motion carried.
- d. Water & Sewer Utility Committee meeting – 8/25/09 – Rosalyn Figas made a motion seconded by Kellen Stumbris to approve minutes. Motion carried.
- e. Health Welfare & Personnel meeting – 8/31/09 & 9/3/09 – Julie Parkansky made a motion seconded by Kellen Stumbris to approve the minutes subject to “portable” changed to “potable”. Motion carried.

6. Committee Reports

- a. Discussion/Possible Action – Water & Sewer Utility Committee Recommendations – Trustee Figas stated that the committee recommends a regular employee schedule. Employee shifts from 7am to 11am and 11am to 3pm resulting in 20 hours per week per employee. Weekend checks and after hour emergencies are not included in the 20 hours. Figas made a comment based on information provided by Heritsch. She stated that earlier Heritsch stated the Water/Sewer Department will take approximately 2400 to 2900 hours a year. She said that 2400 is 46 hours a week and 2900 is 55 hours a week. Figas said if you add up the 40 hours for regular employees, weekend checks and the 7 to 8 hours a week Daryyll spends in the department, the end result is nearly 52 hours a week which is right in-between the recommendation from Heritsch. After a lengthy and difficult discussion Hilbert Radtke made a motion seconded by John Ranallo to overlap the hours a half an hour from 7:00am to 11:30 and 11:00am to 3:00pm beginning Monday, September 19, 2009 on a trial basis till the regular board meeting in January 2010. Motion carried. Townsend was the only one to oppose. Townsend disagreed and stated that he thinks there needs to be more time during the overlap.
- b. Discussion/Possible Action – Health, Welfare & Personnel – Employee Handbook – Townsend stated that he would like a copy of the handbook forwarded to Attorney Coggins for review before the board approves it. Tabled until the October monthly meeting.
- c. Discussion/Possible Action – Streets & Sanitation Committee – Hilbert Radtke stated that Street Supervisor Darryll Schmidt will perform a PASER evaluation of the streets. He informed the board that street signs will need to be replaced by 2018. Schmidt will obtain quotes for signs for the next regular board meeting. Radtke made a suggestion for rerouting traffic during construction of Highway 141. Both ways of traffic starting near Exxon Station to the intersection by Jerry’s Market. Then north bound traffic would go across Hwy 141 and turn left through the alley behind Newingham’s out to Fairgrounds Road, and back out to the Highway. One lane traveling north from the BP Station and construction of the other lane. South bound traffic would be as planned. Figas pointed out traffic traveling both ways on First Street could become a hazard due to funeral homes and churches. Radtke stated that if there is no traffic on 141 whatsoever, the DOT can finish the job much faster.

- d. Discussion/Possible Action – Parks & Beaches Committee – Stumbris stated that the committee suggests new trail signs for the park. Townsend asked Schmidt to gather quotes. Stumbris stated that the committee also discussed having a Fall Clean up Day. Parkansky stated that her son Matthew teaches a community service based class. Stumbris stated that the kids could receive credit by sweeping streets, picking up trash, etc. John Ranallo suggested volunteers to pick up the trash. Stumbris stated that a tentative date is Saturday, October 24th.
7. Village Street and Utility Report – The board would like thank you letters sent to Kurt Stumbris and Dave Schlies for use of equipment in addition to time and effort for helping with the walking trails. Hilbert Radtke made a motion seconded by Kellen Stumbris to approve the reports. Motion carried.
8. Motion to Approve Bills – Kellen Stumbris made a motion seconded by Julie Parkansky to approve the bills. Motion carried.
9. Treasurer’s Report – Kellen Stumbris made a motion seconded by Rosalyn Figas to approve the Treasurer’s Report. Motion carried.
 - (13b) Discussion/Action – Restoration of the Equipment Replacement Fund – Townsend stated that the previous board had unknowingly paid debt with a fund that was not supposed to be touched. This is a violation of the loan agreement. Therefore the Village has until October 1, 2009 to report to the DNR on what action the village will take. Treasurer Pullen stated that the CD totaled \$291,631.41. Pullen added that the Water/Sewer portion of that CD was \$217,884.21. However, according to auditor Joel Rennie the replacement fund must be the least of three items. The reserve requirement as of 12/31/08 was \$18,300 and the other two is the maximum annual debt service which is over \$110,000 or 125% of debt service which is \$140,000. Pullen stated the Village needs to put \$18,300 in a CD and call it the Replacement Fund. Townsend stated that the problem is that we don’t have reserves. Radtke stated that previous President Clark Caine always stated that if the Village ever needed money we could borrow. Hilbert Radtke made a motion seconded by John Ranallo to have Treasurer Pullen open a CD for the Replacement Fund. Motion carried. The Finance Committee will discuss this fund at their next meeting.
10. President’s Report
 - a. Discussion/Action – Appoint Grievance Committee – President Townsend appointed Julie Parkansky, Rosalyn Figas and John Ranallo to a grievance committee. Parkansky will be Chairman.
11. Unfinished Business
 - a. Discussion/Action – Library Contract – Randy Schmidt made a motion seconded by Hilbert Radtke to approve the library Contract. Motion carried.
 - b. Discussion/Possible Action – 2009-11 Resolution for Site Assessment Grant – Hilbert Radtke made a motion seconded by Julie Parkansky to approve the resolution. Motion carried.
12. Approval of Permits/Licenses
 - a. Discussion/Action – Operator’s License– Tonya Geib/BP – Kellen Stumbris made a motion seconded by Julie Parkansky to approve the operator’s license. Motion carried.
13. New Business
 - a. Discussion/Action – Village of Wausaukee Comprehensive Plan Resolution 2009-13 – Kellen Stumbris made a motion seconded by Rosalyn Figas to accept and approve the Village of Wausaukee Comprehensive Plan Resolution 2009-13. Motion carried.
 - b. Discussion/Action – Blacktop in shed – Townsend stated the DOT is telling us that we need to put our salt and sand in the shed therefore we should blacktop. Randy Schmidt made a motion seconded by Julie Parkansky to purchase the blacktop using the open line of credit at Bank North. Motion carried.

- c. Discussion/Action – Texas Blocks – Schmidt stated that we need 50 blocks at \$30 each. Rosalyn Figas made a motion seconded by John Ranallo to purchase the blocks using the open line of credit at Bank North. Motion carried.
- d. Discussion/Action – Seasonal employee ending dates – The board agreed that seasonal employees Kerra Stumbris and Mike Gavigan will have an ending date of October 30, 2009. It was decided that Jenny Aide will be a fill in employee for the Water/Sewer Department and the Village office. Julie Parkansky made a motion seconded by Kellen Stumbris to approve the ending date. Motion carried.
- e. Discussion/Action – Resolution No 2009-9 Mileage Reimbursement – Matter Tabled to next meeting.
- f. Discussion/Action – Resolution 2009-10 Meal Reimbursement – Kellen Stumbris made a motion seconded by Rosalyn Figas to approve resolution 2009-9. Motion carried. The resolution now states the following meal reimbursements: \$6 for breakfast, \$7 for lunch, and \$10 for dinner.
- g. Discussion/Action – Judith Engelmann / The Ice Cream Station / 315 Main Street – Applying for Façade Improvement Program Grant – Julie Parkansky made a motion seconded by Kellen Stumbris to grant Judith Engelmann \$500 for participating in the Façade Improvement Program. Motion carried.
- h. Discussion/Action – October 3rd Fall Festival – Randy Schmidt made a motion seconded by Rosalyn Figas to suspend the direct seller fees. Motion carried.

14. Additional Business

- a. Discussion/Action – Set Water/Sewer Utility Committee Meeting – Budget – A meeting was set for Monday, September 23 at 6:00pm.

15. Adjourn – Kellen Stumbris made a motion seconded by Julie Parkansky to adjourn the meeting at 10:10pm. Motion carried.

Posted on 9/4/09
At 2:00 pm 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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