

## **January 19, 2016**

Regular meeting of the Village Board was called to order by President Rogers at 6:30 p.m.  
Roll Call: Beiser, Boucher, Hoenecke, Falk, Fischer, Lehr, and Rogers; present.

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

## **Public Participation**

## **Communications**

- Open Book/Board of Review Dates
  - o Open Book – Thursday, April 21, 2016
  - o Board of Review – Tuesday, May 17, 2016 (Board Meeting) or Wednesday, May 25 9 – 11 a.m.

Presentations – Sean Skellie, of IDM Hotel Study

- Sean Skellie of IDM gave a brief presentation/overview of the Hotel StudyNeed for gathering
  - o Determined area needs a meeting and event space. . . a gathering place.
  - o Peak time May thru October would be a regional draw
  - o Greater markets – branded hotels report 60% occupancy at 102\$ average rate
  - o Facility 80 – 85 rooms with event/meeting space.
  - o Financial feasibility ... soft market ... would stabilize in five years to about 68% occupancy.
  - o Did not recommend a pool.
  - o Recommended \$12 million project with estimated 60,000 square feet.
  - o Did not look at any particular site . . . just looked at support a hotel.

6:52 p.m.

## **Regular Business**

### **Approve Minutes – December 15, 2015**

MOTION by Fischer, seconded by Boucher, to approve the December 15, 2015 Village Board minutes as presented. Carried by voice vote.

## **Village and Utility Bills**

- Trustees questioned some of the bills.

MOTION by Beiser, seconded by Lehr, to approve the Village and Utility bills as presented and ordered paid. Roll Call: Hoenecke, Falk, Fischer, Lehr, Beiser, Boucher, and Rogers; ayes.

## **Financial Report**

### **DECEMBER 2015 FINANCIAL REPORT**

### **PREMIER CHECKING**

Balance Forward	\$618,135.22
Alcohol/Operator/Cigarette Licenses	\$339.58
Building Permits/Variance Applications/Conditional Use	\$906.00
Cemetery Lot/Grave Opening Fees/ Marker Permits	\$800.00
Municipal Court/Police Reports/Parking Fines	\$0.00
Clerk Fees/Property Statements/Refunds	\$775.37
Park Shelter Rentals	\$370.00
Park - 2106 Annual Swim Pass (family of 5) Christmas Crusade	\$65.00
Boat Trailer Parking	\$399.90
Interest -Premier/CentTel/WCDA/	\$397.74
CDBG Receipts	\$3,742.24
IDB Receipts	\$7,790.28
Sanitary District #3 CWF Payment/Quarterly fees	\$7,563.00
Chief Waste Treatment	\$1,194.66
Town of Poygan - Road Salt	\$2,889.91
Library Fines/Winnefox Quarterly Payment	\$333.14
PW - invoices/scrap/permits/special assmnts	\$3,443.57
Compost Site Fees	\$170.00
Dog Licenses	\$320.00
State of WI - DOT	\$3,231.00
Cellular Lease Payments	\$2,005.90
CD - Ehlers Investments	\$152,000.00
Winnebago County - IDB - Switchgear Power Systems	\$400,000.00
DECEMBER 2015 Tax Collection	\$1,905,536.20
Restricted Donations - Banners \$700.00/Library \$50.00	\$750.00
TOTAL DECEMBER RECEIPTS	\$2,495,023.49
+ Water and Sewer Receipts/Village w/s receipts	\$5,736.95
Sub-Total	\$3,118,895.66
Less DECEMBER Disbursements:	
DECEMBER Payroll Expense	\$48,145.58
DECEMBER 15th Bills	\$16,874.84
DECEMBER Board Bills approved	\$59,795.81
DECEMBER 30 Bills	\$12,768.75
Federal/State withholdings	\$17,095.41
Health Insurance	\$23,084.30
Kwik Trip	\$1,110.87
Postage/bank fees	\$200.00
Retirement	\$9,960.04
Switchgear Power Systems - IDB Loan	\$400,000.00

Village People - Excess Tax Payments	\$14,164.05
Dogs	\$1,301.50
<b>TOTAL DECEMBER DISBURSEMENTS</b>	<b>\$604,501.15</b>

SUB-TOTAL	\$2,514,394.51
OUTSTANDING CHECKS	\$793,357.71
ENDING BALANCE	\$3,307,752.22

PREMIER CHECKING	\$2,763,556.60
CDBG ACCOUNT	\$389,464.41
FAÇADE	\$149,382.75
SEWER UTILITY	\$5,348.46
ENDING BALANCE	\$3,307,752.22

**STATE INVESTMENT POOL**

General Fund	\$39,926.21
Cemetery Fund	\$17,153.01
Sewer Equipment Replacement Fund	\$187,652.95
2005 Bond Proceeds	\$10,249.01
Library Donations	\$16,253.42
2009 Bond Proceeds	\$151,411.39
Sewer Utility Debt Service Reserve Account	\$190,282.86
Tower Lease Deposit Account	\$5,308.10
BALANCE	\$618,236.95

DECEMBER Interest Rate	0.19%
NOVEMBER Interest Rate	0.14%

BBE INVESTMENTS (Ehlers) DECEMBER 2015	\$2,282,050.51
Associated Bank CD Balance as of DECEMBER 2015	\$253,862.02
Citizens First Investment DECEMBER 2015	\$255,462.67
Wentzel Escrow Account DECEMBER 2015	\$25,297.95

**DECEMBER 2015 BUILDING PERMITS**

Chris Forer	739 N 7th St	Garage	
Gene Young Customs Homes	160 Twin Harbor Dr	Electrical	\$23,000.00
Yvette Robinson	710 Oak St	Remodel	\$5,680.00
John Broderick	200 Twin Harbor Dr	Roof	\$9,000.00
Jim Dillon	227 Captains Crt	HVAC	\$5,000.00
		Bath Remodel	\$30,000.00

TOTAL VALUE OF DECEMBER BUILDING PERMITS	\$72,680.00
TOTAL VALUE OF YTD BUILDING PERMITS	\$1,410,185.17

DECEMBER 2015 IDB/CDBG LOAN REPORT								
CDBG Loans			Amount Loaned	Starting Balance	Principal	Interest	Ending Balance	Payment Date
Village Pub	2011	\$10,000.00	\$ 188.71	3,226.39	\$176.47	\$11.53	\$ 3,049.92	12/16/2015
Multi Conveyer	2012	\$36,000.00	\$ 662.95	9,731.70	\$631.00	\$31.99	\$ 9,100.70	12/21/2015
Midwest Specialty*	2012	\$267,000.00	\$2,703.25	168,765.19	\$2,129.91	\$573.34	\$ 166,635.28	12/15/2015
*** Due to Technical Difficulties - This report has not been updated.								
AMOUNT AVAILABLE				\$389,464.41				
IDB Loans								
Shallbetter LLC	2009	\$795,000.00		\$314,129.86	\$4,308.17	\$273.68	\$ 309,821.69	12/1/2015
Shallbetter LLC #2	2011	\$600,000.00		\$485,572.27	\$2,785.38	\$423.05	\$ 482,786.89	12/1/2015

MOTION by Fischer, seconded by Lehr, to approve the Financial Report as presented. Roll Call: Hoenecke, Falk, Fischer, Lehr, Beiser, Boucher, and Rogers; ayes.

### Adopt Agenda

- Agenda was not adopted.

### Administrator Report

- Working on adjustments to the Industrial Park Covenants and Ordinance to focus land use on job creating uses.
- Have made contact with two former Winneconne HS graduates looking to start a community garden in the community.
- Working on finalizing forms for recreation baseball/softball as well as the pool programs.
- Plan Commission is back to working hard on making changes to the Land Use Ordinance portion of our Ordinance.
- Several Police Power Ordinance's need to be adjusted to better fit the reality of our situation.
- Working to provide the information requested for the Cemetery Committee.
- A committee has been setup in the region to discuss trails for pedestrians and bicyclists and I have been asked to sit on it. My hope is to create a trail to connect Winneconne to the WIOWASH.
- Will be working on an RFP for a recreation plan for the community for the Park Board.
- Will be presenting to the Winneconne Area Community Foundation on the impact of the inflatables in Marble Park Pool.
- Letter to Keller Structures . . . issues with building since construction.

### Committee Reports

#### Park Board

- Refer to minutes.

#### WCDA

- Did not meet.

#### Cemetery

- Did not meet.
- Plan on meeting next month.

### **Historic Preservation**

- Did not meet.

### **Beautification**

- Did not meet.

### **Plan Commission**

- Met last night.
- Approved temporary limited easement for construction.

### **Industrial Development Board**

- Meeting tomorrow night.

### **Fire Department**

- They did send us a bill.
- Down 10% in calls last year.

### **Library**

- Refer to minutes.
- Process of planning summer reading programs.
- Kindergarten . . . childhood development days.
- Planning makerspace activities for all ages . . . a creating activity gathering place.

### **Police and Fire Committee**

- Minutes not approved at meeting.
- Item on agenda.

### **Public Works**

- Refer to minutes.
- Still working with Omni and DOT.
- February 23 next stakeholder meeting.
- Advanced Disposal contract moving forward.
- Did staff evaluations . . . summary.

### **Personnel and Finance**

- Refer to minutes and agenda.

### **Old Business**

#### **Paid Parental Leave Policy**

- Respectfully request we table this item.
- Working with Mr. Macy to clarify a few things.
- Trustee Falk inquired if we wanted to pursue a Paid Parental Leave Policy? Yes.

### **New Business**

#### **Approve Hiring of Dana Woods for Baseball Recreation Coordinator Position**

- Attorney reminded board that it was in open session.
- Trustee Hoenecke asked where are we going with this position?
- Job description would take care of all baseball needs of park . . . not interested in pool.

- Boucher – only one application, amount of money . . . would need more applications . . . did we advertise the pay? No. Two people would consider it at \$6500.00. may get more qualified applications.
- Mitch – do not have to be tied to the school. Still in talks with the YMCA as they run Oshkosh baseball/softball program and hope to hear back next week.
- Falk – can we wait until hear back from YMCA.

MOTION by Lehr, seconded by Fischer, to approve the hiring of Dana Woods for Baseball Recreation Coordinator Position.

Lehr and Fischer rescinded motion.

Job will be posted again with pay.

### **Closure of Parking Section on 3<sup>rd</sup> Avenue at Pleasant (Decision)**

- Reviewed by Chris Boucher. . . want to open area for buses making it easier for traffic flow.
- Make a section of South 3<sup>rd</sup> Avenue a “No Parking” area. . . approximately four parking stalls . . . currently not marked.
- Lisa Hughes, Elementary School Principal, working with East Central Planning for traffic flow . . . their recommendation was to keep the stalls . . . defines it as three lanes. . . have not heard anything from bus drivers.
- Mike Meunier, Dean of Students at elementary school . . . what is the driving force behind eliminating these parking spaces. No adult supervision in the morning. Student crossing guards.
- Mike Meunier does not see any visibility problems, parents would still pull in there to drop kids off and then kids crossing street . . . good buffer zone.
- Chris Boucher – not a drop off point . . . concern is about visibility.
- Further discussion pertaining to the closure of a Parking Section on S 3<sup>rd</sup> Avenue was held.

### **Wire Transfer Agreement – First Merit Bank**

- Reviewed by Village Administrator. Standard.
- Clerk-Treasurer and Village Administrator would be the responsible parties.

MOTION by Boucher, seconded by Hoenecke, to approve the Wire Transfer Agreement – First Merit Bank. Roll Call: Hoenecke, Falk, Fischer, Lehr, Beiser, Boucher, and Rogers; ayes.

### **Library Allocations Procedure Policy**

- Reviewed by Mitch. Directed by Library Board to put together allocation policy.

MOTION by Hoenecke, seconded by Beiser, to approve the Library Allocations Procedure Policy. Roll Call: Hoenecke, Falk, Fischer, Lehr, Beiser, Boucher, and Rogers; ayes.

### **Salaried Employee Agreements**

- Attorney reminded we are in open session.
- Reviewed by Village Administrator.

- Pull Grounds and facilities caretaker employment agreement. . . labor standard laws are changing and this will need to be addressed.

MOTION by Fischer, seconded by Lehr, to approve the salaried employee agreements of the Village Administrator, Police Chief, Police Lt., Director of Public Works and Clerk-Treasurer. Roll Call: Hoenecke, aye; Falk, abstain; Fischer, Lehr, Beiser, Boucher, and Rogers; ayes.

**Brat Fry Date Setting**

- Would like to include in newsletter.
- Wednesday, August 10, 2016. 5:00 p.m. – 7:00 p.m.

**February Meeting Change of Time**

- Clerk informed the Board that there will be an election on the February meeting date.
- Requested time of Village Board meeting be changed to 5:30 p.m. on February 16, 2016.

MOTION by Fischer, seconded by Boucher, to move the February Village Board meeting to 5:30 p.m. Carried by voice vote.

**Temporary Class B License – St. Mary’s Church 2/12, 2/26, and 3/11**

- Smelt Fry’s

MOTION by Beiser, seconded by Fischer, to grant a Temporary Class B License to St. Mary’s Church for February 12, 2016, February 26, 2016 and March 11, 2016. Roll Call: Hoenecke, Falk, Fischer, Lehr, Beiser, Boucher, and Rogers; ayes.

**Operator Licenses**

- Alyxandra Schiedermayer      Talk of the Town
- Jake W. Clifford                Wolf Isle
- Hunter Thomas Blank        Wolf Isle
- Tami Lynn Kurtz                The Landing on the Wolf

MOTION by Beiser, seconded by Hoenecke, to grant operator licenses as presented. Roll Call: Hoenecke, Falk, Fischer, Lehr, Beiser, Boucher, and Rogers; ayes.

Adjourn to next meeting date.

MOTION by Fischer, seconded by Boucher, to adjourn to 5:30 on February 16, 2016.

7:40 p.m.

Jacquie Stelzner  
Clerk-Treasurer  
Village of Winneconne