

February 16, 2016

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

Roll Call: Beiser,present; Boucher,absent; Hoenecke, Falk, Fischer, Lehr, and Rogers; present.

Pledge of Allegiance was said in unison.

Public Participation

- Mary Harper, Winneconne Historic Preservation Committee gave a presentation about the value of the historic preservation committee and asked the Board for support.

Boucher present at 5:35 p.m.

Communications

- Kathy will be taking minutes next month.

Presentations

- Peggy Larson, Bob Ronk, and Lisa Hughes of the Winneconne Community School District, gave a presentation on the upcoming referendum on the April 5th Ballot pertaining to STEAM project, auditorium and operational expenses.
- STEAM – **S**cience, **T**echnology, **E**ngineering, **A**rt, and **M**ath.
- Will not proceed if both are not passed.

Public Hearing – Winnebago County’s Natural Hazards Mitigation Plan: 2015 - 2019

President Rogers asked if anyone present wanted to speak for or against Winnebago County’s Natural Hazards Mitigation Plan: 2015 – 2019.

- No one present spoke for or against Winnebago County’s Natural Hazards Mitigation Plan: 2015 – 2019.

Regular Business

Approve Minutes – January 18

MOTION by Hoenecke, seconded by Fischer, to approve the January 18, 2016 Village Board Minutes as presented. Carried by voice vote.

Village and Utility Bills

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

Financial Report

JANUARY 2016 FINANCIAL REPORT

PREMIER CHECKING

Balance Forward	\$3,307,752.22
Alcohol/Operator/Cigarette Licenses	\$100.00
Building Permits/Variance Applications/Conditional Use	\$940.05
Cemetery Lot/Grave Opening Fees/ Marker Permits	\$1,600.00

Municipal Court/Police Reports/Parking Fines	\$3,639.80
Clerk Fees/Property Statements/Refunds	\$198.00
Park Shelter Rentals	\$745.00
Boat Trailer Parking	\$195.00
Interest -Premier/CentTel/WCDA/	\$467.86
CDBG Receipts	\$3,366.24
IDB Receipts	\$7,790.28
Sanitary District #3 CWF Payment/Quarterly fees	\$28,831.64
Library Fines A\$178.06/Winnefox Quarterly Payment\$33453.00	\$33,631.06
PW - invoices/scrap/permits/special assmnts	\$0.00
Compost Site Fees	\$115.00
Dog Licenses	\$1,189.56
Credit Cards/Chargeback	\$807.94
Cellular Lease Payments	\$1,890.00
Refunding Bond Proceeds	\$2,109,900.00
Quarterly Transportation Aids	\$42,608.24
JANUARY 2015 Tax Collection	\$1,378,131.51
Restricted Donations - Banners \$700.00/Police \$1000.00	\$1,700.00

TOTAL JANUARY RECEIPTS \$3,617,847.18

+ Water and Sewer Receipts/Village w/s receipts \$172,590.13
Sub-Total \$7,098,189.53

Less JANUARY Disbursements:	
JANUARY Payroll Expense	\$51,160.92
JANUARY 15th Bills	\$69,271.14
JANUARY Board Bills approved	\$96,237.21
JANUARY 30 Bills	\$15,411.76
Federal/State withholdings	\$20,126.47
Health Insurance	\$23,208.41
Kwik Trip	\$1,069.66
Postage/bank fees	\$200.00
Retirement	\$0.00
NSF - tax payments	\$14,788.61
Village People - Excess Tax Payments	\$7,242.47
Wire Transfer - Refinancing bond	\$2,106,003.92
Wire Transfer - Associated Bank	\$398,497.50
TOTAL JANUARY DISBURSEMENTS	\$2,803,218.07

SUB-TOTAL \$4,294,971.46
OUTSTANDING CHECKS -\$1,150,418.70

ENDING BALANCE	\$3,144,552.76
PREMIER CHECKING	\$2,600,267.54
CDBG ACCOUNT	\$389,528.68
FAÇADE	\$149,407.42
SEWER UTILITY	\$5,349.12
ENDING BALANCE	\$3,144,552.76

STATE INVESTMENT POOL

General Fund	\$39,937.52
Cemetery Fund	\$17,157.87
Sewer Equipment Replacement Fund	\$187,706.09
2005 Bond Proceeds	\$10,251.91
Library Donations	\$16,258.02
2009 Bond Proceeds	\$151,454.26
Sewer Utility Debt Service Reserve Account	\$190,336.74
Tower Lease Deposit Account	\$5,309.60
BALANCE	\$618,412.01

JANUARY Interest Rate	0.33%
DECEMBER Interest Rate	0.19%

BBE INVESTMENTS (Ehlers) JANUARY 2016	\$2,285,020.96
Associated Bank CD Balance as of JANUARY 2016	\$253,892.12
Citizens First Investment JANUARY 2016	\$255,635.77
Wentzel Escrow Account JANUARY 2016	\$0.00

JANUARY 2016 BUILDING PERMITS

Cam Sayer	416 S 1st Ave	Kitchen/laundry remodel	\$25,000.00
Premier Real Estate	719 E Main St	Remodel	\$13,000.00
Jeff Weber	705 E Main St	Electrical Service	\$500.00
Bill Hinz	203 S 2nd Ave	Electrical Service	\$500.00
Winneconne Historical Society	611 W Main St	Roof	\$4,000.00
Wolf Isle LLC	235 W Main St	Plumbing	\$2,000.00
Tony Leichtfuss	408 S 3rd St	Roofing/Siding	\$2,000.00

TOTAL VALUE OF JANUARY BUILDING PERMITS	\$47,000.00
TOTAL VALUE OF YTD BUILDING PERMITS	\$47,000.00

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

Adopt Agenda

- Agenda was not adopted as presented . . . change in order of agenda items.

Administrator's Report

- Plan Commission Meeting.
- Working with Ehlers to finance projects.
- Working on insurance quotes.

Committee Reports

Park

- Reviewed by Trustee Fischer.

WCDA

- Did no meet.

Cemetery

- Refer to minutes.
- Items on agenda.

Historic Preservation

- Did not meet. Will meet next week.

Beautification

- Did not meet.

Plan Commission

- Will meet in near future.

Industrial Development Board

- Did meet.

Fire Department

Library

- Refer to minutes.
- Holly Selwitchka, Library Director, gave a power point presentation Library . . . Year in Review.

Police

- Refer to minutes.
- Item on agenda.

Public Works

- Refer to minutes.
- Working with Omni and DOT. Next stakeholders meeting on Feb 23 2016.
- Finalizing well plan study. Present to board at March meeting.
- Working on annual PSC report.

Personnel and Finance

- Refer to minutes.

Old Business

Paid Parental Leave Policy

- Recommended by Personnel and Finance . . . thought would bring to the Board to make a decision.
- Benefit – isn't a lot of cost attached to it. Scaled it down to two weeks within the first six weeks of birth.
- Doesn't effect a lot of current staff. May attract future staff.
- Brought forward by Village Administrator – growing trend.

MOTION by Fischer, seconded by Hoenecke, to approve the Paid Parental Leave Policy. Roll Call: Falk,no; Fischer,no; Lehr,no; Beiser,aye; Boucher, aye; Hoenecke,aye; and Rogers; no.

Baseball Recreation Coordinator Position Decision

- Reviewed by Village Administrator Mitch Foster.
- Met with YMCA yesterday about managing pool facility and baseball rec program.
- Caveat: insurance. If that is worked out . . . willing to enter into a contract with the Village.
- If this goes thru . . . no need to fill the baseball recreation coordinator position.
- Gives the program creditability.
- Staff concern about fees. Pool fees will increase slightly. Rec program would be a steep increase. Staff suggested subsidizing the rec fees for village residents in the first year to lesson the blow of the cost for one year.
- Our cost would be maintenance. They would also run concessions for pool and rec.
- Request a percentage of concessions to help with our maintenance costs if the Y makes a profit.
- Will stick with Little League rules.
- It's a plus, plus, plus.

MOTION by Fischer, seconded by Lehr, to move forward with YMCA negotiations to operate the summer rec program and the Marble Park pool facility. Roll Call: Falk, Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

New Business

Resolution 2.1-2016 A Resolution Adopting the Winnebago County's Natural Hazards Mitigation Plan: 2015 – 2019 (5 year update)

MOTION by Boucher, seconded by Beiser, to adopt Resolution 2.1-2016 A Resolution Adopting the Winnebago County Natural Hazards Mitigation Plan: 2015 – 2019. Roll Call: Falk, Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Cemetery Software Purchase

- Recommended by Cemetery Board.

- Currently kept on 3 x 5 cards.
- Compatible with our current GIS software.
- A lot of credit to Kathy Grace for all her hard work.

MOTION by Beiser, seconded by Hoenecke, to approve the purchase of Pontem Cemetery Software and mapping. Roll Call: Falk, Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Resolution 2.2-2016 Resolution Confirming Creation of Cemetery Care Fund and Control by Cemetery Board

- Reviewed by Village Administrator Mitch Foster.
- Reviewed by Village Attorney Emily Dunham.
 - o Cemetery Care Fund is created by statute. How it is allocated and invested is up to the community. Separate line item. Sense that was designated for cemetery. . . need to make it official.
 - o Cemetery Board manages funds placed at their discretion. However, the Village Board always retains the power to use funds as long as it promises to care for the cemetery. Advantage of cemetery funds are easier to invest with Cemetery Board versus Village Board for better returns.
- Discussion held on whether the Cemetery Board or the Village Board should have control of the funds. .
- Village Board has control . . . can sell the property and put in village funds . . . does not need cemetery board approval.
- Voting on giving the control of the funds to the cemetery board.
- Board would like Cemetery Board to come back with a plan on how those funds will be used by the cemetery. Define parameters.
- All the funds would be spent in the cemetery.
- Please come back with a plan.

MOTION by Hoenecke, seconded by Fischer, to approve Resolution 2.2-2016 Resolution Confirming Creation of Cemetery Care Fund and Control by Cemetery Board. Roll Call: Falk, Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

South Fifth Avenue Village Property (Cemetery Expansion Site) Request for Proposal (RFP)

- Reviewed by Village Administrator Mitch Foster.
- Two acres on Fifth Avenue located in the Town of Winneconne.
- Recommended by Cemetery Board.
- Ordinance does not require the Plan Commission review sale of property . . . Village Board can do it or refer it to the Plan Commission. It is at the Board's discretion.
- The funds go to the Cemetery Care Fund . . .the Village Board reviews the RFP.

MOTION by Beiser, seconded by Fischer, to approve the South Fifth Avenue Village Property Request for Proposal . Roll Call: Falk ,no; Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Amendment to Ordinance 11-1-1: Offenses Against State Laws Subject to Forfeiture

- Reviewed by LT. Olson.

- Popular trend is kids sending inappropriate pictures to one another . . . hopefully curtail this as it has become a problem.
- Allows Winneconne to prosecute rather than send to County which does not prosecute.

MOTION by Boucher, seconded by Lehr, approve the amendment to Ordinance 11-1-1: Offenses Against State Laws Subject to Forfeiture by adding State Statute 948.12. Roll Call: Falk, Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Future Village Board Meeting Times and Days – Setting of Both

MOTION by Beiser, seconded by Falk, to change the regularly scheduled board meeting to be at 5:30 p.m. on the third Tuesday of every month. Roll Call: Falk, Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Personnel Handbook Amendments

- Reviewed by Village Administrator Mitch Foster.
- Define dependent. Minor children, spouse, parent or parent-in law;
- Step child;
- Paid time off PTO. Fairness.
- Allowed three days of funeral per year at your discretion . . bring obituary.
- Table for clarification for next month.

MOTION by _____, seconded by _____, to approve the personnel handbook amendments

Public Works Facilities Manager Job Description

- Reviewed by Director of Public Works Kirk Ruetten.
- Fair Labor Standards act changed.
- Hourly versus salary.
- Hoenecke . . . opens door to fully integrated Public Works Department versus a Public Works Department and a Parks Department.

MOTION by Beiser, seconded by Boucher, to approve the Public Works Facilities Manager Job Description effective as of today with wage effective as of February 15, 2016. Roll Call: Falk, Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Operators Licenses

- Nicholas James Kulick, Shopko

MOTION by Beiser, seconded by Fisher, to grant an operator license to Nicholas James Kulick. Roll Call: Falk, Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Adjourn to next meeting date. . . . subject to call.

MOTION by Boucher, seconded by Hoenecke, to adjourn subject to call. Carried by voice vote.

7:49 p.m.

Jacquie Stelzner
Clerk-Treasurer

Village of Winneconne