

Village Board Publication – Campbellsport Village Board – June 11, 2007

Regular Board meeting which was held in the Campbellsport Village Council Room, 177 E. Main Street, Campbellsport.

Item#1 – Meeting called to order by Pres. Twohig at 7:00 P.M.

Item#2 – Pledge of Allegiance recited in unison followed by a Moment of Silence

Item#3 – Meeting notice was given to the Campbellsport News, National Exchange, Post Office, Library and posted at the Village Hall and in compliance with the open meeting law.

Item#4 – Roll Call: Pres. Twohig, Tr.Del Ponte, Tr.Schickert, Tr.Hafemann, Tr.Stoffel, Tr.Schwartz, Tr.Yahr

Others in attendance: Mark Gruber, Chief Lindsley, Chief Karoses, Rick Straub, Henry Straub, Stephanie Remillard, Mary Jo Greene, Bart Welsh, Joann Schrauth, Dave Schellhaass, Pat Rank-Strand Associates, Nick Mueller, Dan Hintz-NEB, Betty Bakken, Don Vilione-Virchow, Krause, Karen Van Beek

Campbellsport News Reporter: Andrea Hansen Abler

Item#5 – **Motion** by Tr.Yahr, seconded by Tr.Schwartz to approve the minutes of the May 14 & May 22nd meetings as presented with corrections as noted. Ayes-7, Noes-0

Pres. Twohig introduced Pat Rank to the Village Board and informed them that he is our engineer representative from Strand Engineers. Pat Rank introduced himself and wanted members to be able to put a face with a name and updated Board on projects progressing in the Village.

Sanitary project is scheduled to do paving on Wed. June 13th; Wellhouse will have an updated schedule later in week.

Stormwater ditch behind Campbellsport Building Supply is being put on hold and look at getting a grant for stormwater management in the entire village. Property lines have been located.

Item# 6 – Police Dept. report: Chief Karoses said everyone under 18 years of age must wear a helmet when riding on a motorcycle. Tr.Schickert asked about need for a sign about Jake braking and Chief Karoses stated he saw no need and has no issues with truck braking.

Motion by Tr.Stoffel, seconded by Tr.Del Ponte to accept the written Police Dept. report for the month of May as presented by Chief Karoses. Motion carried without a negative vote outcome.

6a. **Motion** by Tr.Del Ponte, seconded by Tr.Yahr to grant operator licenses for period of July 1, 2007 to June 30, 2008 to all the individuals listed on sheet presented by Village Clerk and background checks done by the Police Dept. Ayes-7, Noes-0

6b. **Motion** by Tr. Yahr, seconded by Tr. Schickert to accept the Class A Combination Liquor Licenses to Fredon Holdings, LLC – Campbellsport BP and MEP Corp, -Klotz's Piggly Wiggly for July 1, 2007 – June 30, 2008. Ayes -7, Noes-0

Motion by Tr. Stoffel, seconded by Tr.Hafemann to accept the applications for Class B Combination Liquor Licenses for Culley's Bar & Grill, King Pin Lanes, Inc., Campbellsport Inn LLC, C.C. Cody's and Still Syl's Place for July 1, 2007- June 30, 2008. Ayes-7, Noes-0

Motion by Tr.Hafemann, seconded by Tr.Del Ponte to grant Class "B" Picnic Beer & Wine license to Campbellsport Jaycees at Columbus Parc for July 26-29 and the Campbellsport Athletic Association for tournament July 6-8, 2007. Ayes-7, Noes-0

Item#7 – **Motion** by Tr. Schickert, seconded by Tr.Del Ponte to approve the written Fire Dept. for month of May as presented by Chief Lindsley. Motion carried without a negative vote outcome

7a. Chief Lindsley said NIMS training email was sent out and Clerk read dates of Sept. 10, 17, 24 and Oct. 1 for dates of ICS300 Class which will be 4 hr. classes from 6-10PM. All Board Members and employee who have not taken the ICS100, ICS700 must be qualified and take FEMA classes. Fire Dept. Member will be teaching the classes at the fire house sometime this summer in the evening(August). All upper management personnel must take classes.

Item#8 – **Motion** by Tr.Yahr, seconded by Tr.Schwartz to accept the written Library report for the month of May as presented by Librarian Stephanie Remillard. Motion carried without a negative vote outcome.

Tr.Stoffel looked at library parking lot and suggested waiting this year and revisit next year and look at after the winter season. Librarian Stephanie Remillard asked if DPW personnel could move the good wheel stops to the South and the less than desirable ones to the north on parking lot.

Item #9 - Finance Report of the Village and Utilities for 2006. Auditor, Don Vilione, CPA of Virchow Krause & Company passed out an Executive Summary report of the Village for 2006 and explained overall status of village affairs. Financial info is difficult to understand even for skilled CPA's involved in municipal finances. The Village runs approx. a \$2 ½ Million business. Utilities(Water & Sewer) must increase rates this year because of losses in both utilities.

The Village hires his firm to review and test the village accounting system for checks and balances.

Some of the significant deficiencies and material weaknesses: 1)segregation of duties 2)internal control over financial reporting(only one firm/individual looking over financial data 3)Water/Sewer rates must be increased and is not a good procedure to keep the rates flat.

Borrowing capacity ability is approx. \$5.4 million dollars. The Fire Dept. has close to a Million dollars in reserves and is an area that the Board should look at using some funds instead of taxing.

Virchow Krause will work with the Village this summer to change by Resolution the policy on reserves and on increasing water rates with the Public Service Commission and increasing sewer rates.

Motion by Tr.Stoffel, seconded by Tr.Del Ponte to accept the Financial Report for 2006 for the Village of Campbellsport and the Utilities as presented by Don Vilione, CPA from Virchow Krause and Company. Ayes-6, Noes-1(Schwartz) Motion carried.

Item#10 - **Motion** by Tr.Yahr, seconded by Tr.Del Ponte to accept the written Public Works report for the month of May as presented by Mark Gruber, Director of Public Works. Motion carried without a negative vote outcome.

10a. Update on progress of DPW garage - All of the concrete floor has been poured, started putting in the overhead doors today and making significant process for completion.

Update on Wellhouse #4 - hoping to see the well pump installation this week.

10b.- Diane Lemke, Clerk said that Dave Krug from Alliant Energy called and available funds from the energy savings program to the Village is \$96,000 at 2% on a 5yr. note. Schedule of payment will appear on monthly billing statement. This money can be used for energy saving measures built into the DPW garage(waste oil burner, heating and lighting).

Motion by Tr.Stoffel, seconded by Tr.Yahr to start the paper work with Alliant Energy for applying \$96,000 at 2% on a 5yr. note for energy savings measures at the DPW garage. Ayes-7, Noes-0

10c. Mark said there is no report on sidewalk replacement on Wayne Wegenke property because he has not received a diggers hotline for project yet.

10d. – Clerk Diane Lemke reported that she worked with Tom Weis, Mark Gruber and Troy Larsen of Strand on annual CMAR report for the WPDES permit and presented Resolution that needs to be acted upon by the Village Board and sent in with report by June 30, 2007.

Motion by Tr.Yahr, seconded by Tr.Hafemann to adopt Resolution #576 the Compliance Maintenance Annual Report as required by the WPDES permit. Ayes-7, Noes-0

10e. Pres. Twohig presented a letter to Mr. Todd Dorner regarding actions at 319 Windell Ave. and asking for reimbursement from Dorner for expenses. A bill from Don Schmidt Plumbing \$2487.35, possible bill from homeowners plumber and curb & gutter work. Damage occurred 12-18in. from the main

Mark Gruber said he sent a tape of project area that Don Schmidt took with camera to Dorner per their request to review.

Item#11a. **Motion** by Tr.Stoffel, seconded by Tr.Del Ponte to approve the Certified Survey Map (project 701064 for Glen & Vickie Renderman to divide parcel of property along Grandview Ave. into two separate lots(Lot#1 – 1.819 acres and Lot 2- 1.288acres) Ayes-7, Noes-0

11b.- Pres. Twohig announced that Bob Beining's son called him tonight and asked if he could get a variance on the whole thing and leave the trailer court as is. Comment back to son was that he did not think that would be acceptable to the Board and that he needed to make the environment safer down there and get the trailers off the ROW and see movement.

Clerk announced that mobile home owner were to get plat drawing with trailers and structures shown as well as streets and poles and present to Plan Commission on June 26, 2007.

Item#12 – This item was discussed and acted upon in Closed Session last month and for formality should be acted upon in Open Session.

Motion by Tr.Yahr, seconded by Tr.Schickert to accept the resignation letter of Tom Weis effective June 1, 2006 with the Village of Campbellsport. Ayes-7, Noes-0

Item#13 – **Motion** by Tr. Stoffel, seconded by Tr.Yahr to cancel Letter of Engagement status with Brandon Thieme and hire him to a fulltime employee status with the Village of Campbellsport. Ayes-7, Noes-0

Item# 14 – Mark Gruber the plan of action working with the Village of Kewaskum and taking samples both effluent and infullent to them as a registered lab to do testing. We are still responsible for maintenance, overseeing of plant and some internal testing that is done right at the plant. Ryan Koll is doing most of the testing and weekend duty is going along well and smoother transition than first thought. Cost is per sample and will be billed monthly. Approximate cost is \$400 per week. CMAR report needs to be sent out by end of June.

Clerk informed Board Members that ads for General Laborer position is being advertised for two weeks in the Campbellsport News and Kewaskum Statesman and in the Sunday West Bend Post and Sunday Action Ad. Applications are due in the office by Friday, June 22, 2007 at 4:30PM
The position of WWTF operator is on the website of the WWOA and WRWA and the League and will appear in the Clarifier magazine, Rural Water magazine and the League of Municipal magazine.

Item# 15 - Letter received in March of 2007 from Dan Hintz of National Exchange Bank on behalf of the Village of Cambellsport covering WLM Development project and was asking for a reduction in the letter of credit to cover only the cost of project not completed. Mr. Hintz presented to the Village Board his

reasons and stated that other clients in other communities cover only uncompleted portions of projects or a much lower amount than is stated in the Developer's Agreement between the Village and WLM and not the ordinary or common procedure.

Letter of Credit means at the Bank promises to have money set aside if the Developer does not finish project and Village would be left to complete project or put the land back into a saleable condition.

Pres. Twohig said he spoke some municipalities to verify the conversation he had with Mr. Hintz. 1) John Kapel, City of West Bend Development person and West Bend does not require a LOC other than what work is not completed. 2) Village of Kewaskum and in turn with what West Bend does. 3) Wayne Rollins who is community development person in Fond du Lac and does not require a LOC at all. A different type to structure of how fees are collected. 4) Atty Macy said this type of LOC is common in Milwaukee suburbs.

After a lengthy discussion between Mr. Hintz, the developers and the Village Board a number of scenarios and suggestions were discussed and questioned, but Atty Macy cautioned that a contract was signed and the Village should look at the amount of dollars stated in the letter earlier for completing the project and add 10% or 20% to those numbers because of inflation on cost of goods.

Tr. Schwartz started to make a motion but was not sure what to say or do. Many of the Board Members stated they thought the amount should be lowered, but not sure how to do it.

Bart Welsh said that trust be achieved between Village Board and Developers and must work together. Guidelines are great but must work together. We need teamwork to help curb cost on projects

Tr. Stoffel said no matter how thin you make a pancake there are always two sides to every issue and Atty. Macy is not here to defend himself.

Nick Mueller agreed that the Developer Agreement is good for all parties and gives direction and guidance.

Pres. Twohig said we can table the issue, let it die or take some action.

Village President, Tr. Stoffel and Clerk stated that we must be consistent and do things properly which would be an amendment to the contract and have that document recorded in Fond du Lac. Amendment should be written up by Atty. and Clerk recommended to save cost that Nick Mueller contact his attorney to draw document up and bring back to the Village Board for action.

Item#16 – Pres. Twohig showed proposed language change to fencing ordinance to Building Inspector and she stated she needed better language to enforce ordinance. Beth will get samples from other communities to consider. Samples from the League were not compatible.

Item#17 – Pres. Twohig gave Atty. Przybyla ordinance language on house numbering and he is suggesting that Village have more specific language on size and type of numbers to be able to enforce. Police Chief Karoses stated he would strongly encourage house numbers to be up for safety measures because all agencies and people do not know where persons live personally.

Chief Karoses said the County Sheriff's Dept would come to meeting to support standardized housing numbers systems.

Item#18 – Motion by Tr. Del Ponte, seconded by Tr. Hafemann to adopt Resolution #575 to update records on file with the Local Government Property Insurance Fund under Chapter 605, of the WI State Statutes for Village buildings and other property. Ayes-7, Noes-0

Item#19 – Personnel & Budget Committee set up for Monday June 25, 2007 to interview applicants for the temporary DPW position after staff reviews applications.

Minutes of the DPW Committee were distributed to Board Members

Item#20 - Comments by citizens – Karen Van Beek questioned citizens in village vehicles and the liability. Mark Gruber stated there are many times when contractors or citizens are in vehicles to view situations around the village.

Item#21 – **Motion** by Tr.Yahr, seconded by Tr. Schickert to approve bills as presented and discussed for payment for village, water, sewer, fire dept. and library invoices. Ayes-7, Noes-0

Item#22 – Announcements – 1)Strand & Associates has suggested that the Village apply for a Stormwater Grant for the entire village and employ Strand to help write up the grant. Survey of property lines was completed and ditch line behind CBS and Johnson Bus is all on Johnson Bus property.

This should be budgeted into 2008 and 2009 for writing grant and doing work.

2) Focus on Energy needs for information for needs to insulate the Community Center and Village Hall and if it will be beneficial. Numbers will be forwarded to Building Committee for future use.

3)FEMA is holding meeting in FDL County Wide for Flood Plan updates and informational only.

4)Individual who purchased Leo Lang property is interested in purchasing or deeding property that Village owns to him. A future agenda item.

5)Tr.Stoffel questioned status of union for village employees.

Item#23– **Motion** by Tr.Schwartz, seconded by Tr.Del Ponte to adjourn meeting at 10:37 P.M. Motion carried

Respectfully submitted, Diane Lemke, Clerk/Treasurer CMC

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