

Village Board Publication – Campbellsport Village Board –September 10, 2012
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. Pat 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(arrived at 7:05), Tr.Schellhaass, Tr.Krebs, Tr. Guenther

Others in attendance: Mark Gruber, Chief Bret Anderson, Betty Bakken, Carrie Gallagher, Pam Willett, Stephanie Remillard, Brian Oestreich, Jim Beck, Bob Beining, Mary Enright, Dean Uelmen

Campbellsport News Reporter: Andrea Hansen Abler

Item#5 - **Motion** by Tr Schickert, seconded by Tr. Del Ponte to approve the minutes of the August 6th board meeting as presented Ayes-6, Noes-0

Item#6 – **Motion** by Tr.Schellhaass, seconded by Tr. Krebs to accept the written Police Dept. report for the month of August as presented by Chief Bret Anderson Motion carried without a negative vote outcome

6a. - **Motion** by Tr.Schickert, seconded by Tr. Krebs to grant operator’s license to Jean M. Berg for BP with background performed and approved by the Police Dept. Ayes- 7, Noes-0

6b. – **Motion** by Tr.Schickert, seconded by Tr.Del Ponte to approve the waiver for sidewalk clearing of snow as reviewed by the Police Chief & Director of Public Works with restrictions as described to Campbellsport Elderly LLC, Dorothy & Peter Gonnering, Marion Karch, Russell Homes, Inc., Chris & Kyle Greene, J. Bartley Properties LLC, National Exchange Bank & Trust and Dustin J. Mueller with letters to be sent to each requestor. Ayes-7, Noes-0

Chief Anderson said he has had requests to post temporary no parking on one side of N. Elm Street during the construction period of N. Helena St. to ease travel. He asked the Board if they wanted him to proceed with posting temporary no parking. Discussion and recommendation was to not post and people will need to be patient and slow down on N. Elm St. Situation should last for approximately 2 weeks yet. Police Chief will monitor situation on N. Elm St.

7. - **Motion** by Tr.Schickert, seconded by Tr. Krebs to accept the written Campbellsport Fire Dept. report for month of August as presented by Assistant Chief Brian Oestreich Motion carried without a negative vote outcome

7a. – Motion by Tr.Schellhaass, seconded by Tr.Hafemann to approve the ambulance write-off’s for July in the amount of \$2,996.48 and for August in the amount of \$7,690.56 as presented on the Credit Summary report. Ayes-7, Noes-0

7b. – Brian Oestreich stated bills are still coming in for the picnic and not finalized yet
The Big Ball Tournament was a busy day and successful. Help was limited and weather was a deterrent one day

Item#8 –**Motion** by Tr. Schickert, seconded Tr. Del Ponte to approve the written Library report for the month of August as submitted and presented by Librarian Stephanie Remillard Motion carried without a negative vote outcome

Busy month with a large amount of adults checking out books this month.

A child was in elevator for a period of time after he was playing with buttons and door and necessitated calling technician to open doors. Village Board directed Librarian to send letter to parents to reimburse for expense related to this activity

Item#9 – **Motion** by Tr. Schickert, seconded by Tr. Krebs to approve the written Public Works report for month of August as presented and questions answered by Mark Gruber, DPW Director. Motion carried without a negative vote outcome.

Brenda Hill has donated a large of amount of plants and did plantings along the nature trail. Tr. Krebs questioned about extending the trail to cross over Hwy Y(New Cassel) Pres. Twohig said extending the trail will be difficult because of the terrain. Trail would need to go north and put some kind of sidewalk crossing to cross over the roadway to the East.

9a. Lift Station update - 1) Everything is up and running (2)some touch up landscaping still remains 3) Meeting set for Sept. 13th at 9Am with newspaper to do visual concept and article for paper to explain to residents the project at the WWTP

9b. – Tr. Guenther said Water/Sewer Committee met to review and make recommendation on filter upgrades at WWTP because of failure of equipment. Options are:1)Manual operation by personnel (3+ hrs. each week) 2) Replace timer with a discontinued part if one could be found with no warranty or guarantee 3)Update filter control with new Allen Bradley PLC & cleanup box 4) Update filter controls with a Scada System.

Mark Gruber presented proposal from Lakeview Electric to install 1400 PLC unit for \$7,000 and add high float(purchased by village) and installed by Lakeview for additional \$300 to alert personnel of flooding conditions

Motion by Tr.Schellhaass, seconded by Tr. Del Ponte to accept the bid proposal from Lakeview Electric and authorize the installation of new PLC unit for cost of \$7,000 and also add installation of the high float with signal light for \$300 with funding from the Replacement Fund account. Ayes-7, Noes-0

9c. Mill Pond project - Dave Boyle sent a short schedule for items to be completed before 12/31/12. Landscaping, signage, LOMR (flood plain map), storm sewer easements and stream bank channel restoration

9d. Mark Gruber stated on N. Helena St. the three lateral have been completed in residences and property owners were satisfied because porches etc. did not need to be disturbed.

Curb & gutter has been removed. Undercutting proceeding and hopefully will improve as the contractor goes south. Storm sewer installed.

9e. - **Motion** by Tr. Krebs, seconded by Tr. Del Ponte to adopt Resolution #635 as the Preliminary Resolution for the Village pursuant to section 66.0703 to apply special assessments and charges to properties along the construction site on N. Helena St. Ayes-7, Noes-0

Item #10- Pam Willett and Carrie Gallagher of Busy Beez explained they made out their personal property form for the business in 2011 incorrectly after speaking with the assessor the following year in 2012. Personal property applications for 2011 & 2012 and tax statement for 2011 were presented by the clerk along with a copy from Kids Club house to show a comparison. Clerk, Diane Lemke took a survey of clerks as instructed by the Village Board at the Aug. meeting. Results showed that the owner is responsible for the application and other communities did not reimburse taxes. The tax year is closed and payments made to the other jurisdictions per clerk, Diane Lemke.

Tr. Schellhaass read aloud from the responses of the other communities and sympathized, but feel it was a learning experience. Owners said they called the village office and was told how to fill out application. Clerk stated she did not tell them how to fill out the application and would have referred them to call the assessor.

Tr. Del Ponte and Pres. Twohig said they would like to find a way to reimburse some of the monies and directed Clerk to call assessor again and investigate issue further for a solution and bring back at the Oct. meeting.

Item#11 – Clerk submitted letter of engagement from Baker Tilly for services of auditing financial statements of the Village of Campbellsport for the years ending Dec. 31, 2012-2014. Also included will be supplying financial statements and supplemental information as required for filed reports with the State of WI and PSC.

Motion by Tr.Hafemann, seconded by Tr. Schellhaass to renew engagement letter with Baker Tilly for audit services and preparation of financial statements & reports for years ending Dec. 31, 2012-2014.

Ayes-6, Noes-1(Guenther)

Item#12 - Bob Beining asked if he had the approval of the Village to rent out trailer #8 which was vacated in August. Mr. Beining's concern was that he did not think tenant in trailer #9 would be moving out by the end of Sept. and that trailer #9 is the trailer that would be removed.

Village Board and Chief Anderson said that according to the eviction letter presented to tenant in trailer #9 that she needs to vacate trailer no later than Oct. 1, 2012 and that Mr. Beining has no restrictions on renting trailer #8.

Item#13 – Diane Lemke and Mark Gruber explained that Rural Water is advocating the value of the persons running the water & sewer operations in communities and feels they are professionals and should be acknowledged as operations specialists.

Motion by Tr. Del Ponte, seconded by tr. Krebs to acknowledge Proclamation of WI Rural Water Association advocating value of Professional Careers in Water and Wastewater and that positions of operations personnel should be referred to as Water System & Wastewater Systems operations specialists.

Ayes-7, Noes-0

Item#14 – Minutes of the CAA July meeting and bank reconciliation were presented for informational purposes. Tr. Hafemann said the CAA committee is thinking of installing cameras at Columbus Parc concession stand & garage because of increased vandalism this year. Cost varies with cameras and access viewing by internet service. CAA Committee may come to the Village for cost sharing

Item#15 - Budget & Finance Committee set up meeting with the Fire Dept. and Library for Tues. Sept. 18th at 6PM

Item#16 - Tr. Krebs said he has done some investigate work and spoke with the League of Municipalities and brought up idea of repealing Ordinance #308 regarding how the Village of Campbellsport needs to proceed if creating the position of Village Administrator. After a lengthy discussion it was decided to table to a future agenda so the public knows item is going to be on the agenda for discussion and action

Motion by Tr. Schellhaass, seconded by Tr.Del Ponte to table any action on repealing Ordinance #308 on procedure that Village Board needs to follow if a position of Village Administrator is created.

Ayes-6, Noes-1(Krebs)

Item#17 - **Motion** by Tr. Schickert, seconded by Tr. Hafemann to set Trick-or-Treat hours in the Village of Campbellsport on Sat. Oct. 27th from 2-4PM. Ayes-7, Noes-0

Item#18 – Comments by citizens: Pres. Twohig explained he received a phone call from resident that he has too big of lip between the roadway and driveway. Mark Gruber said he spoke with crack filling contractor and cost will be approx.. \$600-700 and not guaranteed to last. Comment was asked about putting cold patch on crack and was told that snow plows will rip out during plowing season.

It was decided that DPW Committee should review issues and bring back recommendation to Village Board.

Concern of residents adjacent to the construction zone area on the amount of vehicles parked on the side streets along Helena & Main Streets.

Tomlinson house on E. Main Street was discussed and how to find help or assistance to rectify retaining walls next to the sidewalk prior to the winter season

Item#19 - **Motion** by Tr. Schellhaass, seconded by Tr.Hafemann to approve the invoices as presented and discussed for payment for the village, library & utilities for \$192,362.97, fire dept. bills for \$9,655.80 and additional bills on sheet dated Sept. 10, 2012 as listed \$1841.32, 2430.00, 8980.00 \$231.99 Ayes-7, Noes-0

Item#20 - **Motion** by Tr. Hafemann, seconded by Tr.Del Ponte to acknowledge the receipt of the monthly financial statement for July 2012 and the journal entries for the month of Aug. 2012 Ayes-7, Noes-0

Item#21 – Announcements /Correspondence– 1) Drug Drop scheduled for Sept., 29 2) Blood Drive on Sept. 11th at Firehouse instead of Library because of road construction 3)Card from WMCA President thanking Clerk Diane Lemke for service to organization in teaching and committees

Item#22– **Motion** by Tr.Hafemann, seconded by Tr.Schickert to adjourn meeting at 9:37 P.M. Motion carried

Respectfully submitted, Diane Lemke, Clerk/Treasurer CMC, WCPC
MinSept.102012