



SUAMICO VILLAGE BOARD MEETING MINUTES
Municipal Services Center, 12781 Velp Avenue, Suamico WI
MONDAY, January 15, 2018 @ 7 PM

VILLAGE BOARD MEMBERS

President: Laura Nelson

Trustees: Steve Andrews, Michelle Eckert, Dan Roddan, Mike Schneider, Sky VanRossum, Jason Ward

In accordance with WI State Statutes, this meeting agenda was posted at the Municipal Services Center, Fire Stations 1 & 2, the Village of Suamico Web Site and the Suamico Post Office.

1) CALL MEETING TO ORDER

The meeting was called to order at 7:00 PM by President Nelson.

Board members present: President Nelson, Trustee Andrews, Trustee Eckert, Trustee Roddan, Trustee Schneider, Trustee VanRossum and Trustee Ward.

Staff present: Steve Kubacki, Administrator; Steve Dunks, Zoning Administrator/BI; Jessica Legois, Director of Administrative Services; Nikki Hilker, Park & Recreation Director; Dan Drewery, Director of Public Works; Andy Smits, Deputy Director of Public Works and Bonnie Swan, Village Clerk.

2) APPROVE AGENDA

(Note: Approval of the agenda does not prohibit items being taken out of order via motion)

Motion by Schneider to approve the agenda as submitted, second by Roddan, motion carried 7-0.

3) CITIZEN COMMENTS ON AGENDA ITEMS

No one spoke.

4) PUBLIC FORUM

Issues brought before the Board for which no decision shall be made

No one spoke.

5) CONSENT AGENDA

a) Previous Minutes of the Village Board: December 4, 2017

b) Treasurer's Report

c) FD Report

d) Licenses as recommended by Officers Kowalkowski, Pisani and Raska:

i) Operator approvals: None

ii) Operator denials: None

iii) Picnic Licenses: Knights of Columbus (Perch Fry) (Feb. 9, Feb. 23, Mar. 9, Mar. 23, 2018)

Motion by Eckert to approve the consent agenda as presented, second by Ward, motion carried 7-0.

6) ADMINISTRATIVE ITEMS

a) Howard Suamico School District, Radio Antenna Placement Request

Staff Report:

The Village of Suamico has been approached by the HSSD to consider the placement of communication equipment on the VOS's water tower to enable it to have more reliable, effective and efficient communication with its elementary schools within the boundaries of the VOS.

Discussion: The school district will be responsible for the costs.

Motion by Roddan to approve in concept to move forward with an agreement to allow the HSSD to place communication equipment on the VOS's water tower, second by Schneider, motion carried 7-0.

b) Amendment to Liquor License for the Four Way Bar and Grill

Staff Report:

The Four Way Bar and Restaurant is requesting an amendment to their Class B Combination Liquor and Malt Beverage License to serve alcoholic beverages on the second floor of the building located at 1801 Riverside Drive in the Village of Suamico.

Motion by Roddan to approve the liquor license amendment for the Four Way subject to the following condition:

1. The amendment approval is granted for areas as specified on licenses only.
2. Occupancy approval by the Village of Suamico Building Inspector and the Suamico Fire Department has completed their inspections and any violations are corrected as specified by the Inspection Department and/or Suamico Fire Department and are re-inspected prior to issuance of license.

Second by Andrews, motion carried 7-0.

c) Assessor Plat, Riverside Drive, Resolution 18001 a Resolution of the Board of the Village of Suamico ordering an Assessor's Plat, in accordance with §70.27 of the Wisconsin Statutes

Staff Report:

- The map shows multiple properties with buildings across property lines. This is an issue that has existed for many years. The Assessor's Plat is a tool available to correct such issues.
- If the resolution is approved, staff would proceed with an RFP to area surveyors to complete the Plat. Once completed, the owners of the affected properties would be given an opportunity to review the map. If they all agree then it is far less complicated moving forward. The map would require approval from the Dept. of Administration.
- This issue surfaced during a title search for an estate sale. Of course the sale can't be completed until this issue is resolved.
- The legal opinion from Attorney Umentum is also included.

- The surveyor would use their best judgment to adjust the lines so all buildings were located correctly on each lot, with the required set-backs, if at all possible. This process would ultimately result in one property owner gaining land while one would lose property. One could argue that this is only an adjustment on paper as each affected property appears to be maintaining an area close to what they believe they own.
- This item was brought to the board in November of 2017. At that time the residents wanted nothing to do with having this completed. After looking into it further a majority of the residents have come forward asking to have this completed.
- SU-314-1 is currently not included in the parcels being considered. This is the northern property adjacent to School Ln. It is under the same ownership as the 1st property. It would likely just be absorbed into that lot if it was included. It is not a buildable lot. There are no concerns by staff with this one but it would make sense to clean this up as well & may actually need to be part of it because the southern line is likely off too.

Dave Chrouser, Mau & Associates was present at the meeting to explain the process and to answer any questions that came up.

Motion by VanRossum to open the floor for discussion, second by Roddan, motion carried 7-0.

Dave Chrouser: This goes back to when the parcels were created. This is in no way the fault of the village or the county. An assessor's plat can only be ordered by the town, village or county. By statutes you put this out for bid and the firm that is awarded the contract to prepare the plat will have a surveyor go out and look to find where the error is. They locate all the structures, stake it and property owners are sent a certified letter to review this information. If they agree they will then send back a certified letter. The plat will then be reviewed by the county and state. It will then come back to the Clerk's office for viewing and to be signed by all property owners.

If the owners do not agree, the surveyor will go out and discuss this with the owners. If there are disagreements, this can go before circuit court and the judge will make the determination. Then it will be sent to the village, county and state and it will come back to be signed.

Jim Stauber, 2217 Riverside Drive: Does not want his parcel and the parcel to the north combined to make one. He would also like to go out and get his own surveyor.

Jean Siebers, 2175 Riverside Drive: Why wasn't this a problem when we purchased our land 30 years ago.

Dave Chrouser: The county did not have the GPS system they have now.

Gary Reschke, 2183 Riverside Drive (Jane Reschke): Please clean this up as fast as possible and finalize this tonight.

What is the consensus of the property owners? To bring the cost of the RFP back or just go ahead.

Motion by Roddan to return to regular session, second by Schneider, motion carried 7-0.

Motion by Roddan to direct staff to go out and send out an RFP for an assessors plat for Parcels SU-319, SU-319-1, SU-319-3, SU319-4, SU-319-5 and SU-319-6 and bring the cost for the assessor's plat back to the Village Board for consideration, second by Ward, motion carried 7-0.

d) Discussion/Action on Insurance Claim

i) American Family Insurance, Claim # WM000050380058 for Brooke C Pahl

Staff Report:

The VOS received a request from AFI for Brooke C Pahl on August 2, 2017 to pay damages due to an accident that occurred in the Village of Suamico. Staff filed a claim with Statewide Services, Inc., the VOS's insurance company. They have done an investigation and that investigation revealed no negligence on behalf of the Village. The Village did not have prior actual or constructive notice of the tree condition which allegedly caused this accident. They are recommending denial of this request.

Motion by VanRossum to deny the claim submitted by American Family Insurance on behalf of Brooke Pahl, Claim WM000050380058, second by Schneider, motion carried 6-0-1 abstention by Andrews. (abstaining because he knows the complainant personally)

e) Creation of the Village Cemetery Committee, Ordinance 2018-01 an Ordinance Amending Chapter 2 General Government, Creating the Cemetery Committee (first reading)

Staff Report:

This ordinance sets in motion the wheels by which the Suamico Cemetery Association turns over the operations, financing and management of the Suamico Cemetery on Riverside Drive to the Village of Suamico under the jurisdiction of the newly created Suamico Cemetery Committee.

No motion at this time, first reading.

f) Fire Station #1 Proposals Space Needs Study – Recommendation – Approval Process

Staff Report:

Village administration has received 6 formal proposals to conduct a space needs study for the new fire station #1 facility. Staff is recommending that the Fires Station #1 Review Committee be tasked with the responsibility of screening the proposals, interviewing the selected consultant firms and ultimately recommending the selected firm to the VB for approval.

Discussion was held.

Eckert: Does not feel that it is necessary to spend the money on this.

Motion by Schneider to approve the tasking of the Fire Station #1 Review Committee with the task of completing screening the proposals, interviewing the selected consultant firms and ultimately recommending the selected firm to the VB for approval, second by Ward, motion carried 6-1, nay by Eckert.

- g) Administrator's Report
 - i) Village of Suamico Development Checklist – Informational Purposes
 - ii) 2018 Project/Work Efforts – Informational Purposes

7) UTILITY & PUBLIC WORKS ITEMS

- a) Resolution 18002 a Resolution for Pittsfield Road Construction for 2018

Staff Report:

For 9 out of the last 10 years, the Village of Suamico has worked cooperatively with the Town of Pittsfield for capital roadway reconstruction projects. They have requested that we once again include pulverizing, paving and shouldering. This agreement has historically provided costs savings to both the Town of Pittsfield and the Village of Suamico for annual capital projects.

Motion by Roddan to approve Resolution #18002 providing cooperative agreement with the Town of Pittsfield for 2018 roadway reconstruction, second by Andrews, motion carried 7-0.

- b) Well #3 Evaluation Recommendation – Approval to Proceed

Staff Report:

Over the past few meetings this commission has been discussing the water utility system and a proactive schedule to planning out improvements. The committee planned and recommended to the Village Board for approval to test pump well #3 in 2018. Staff and Cedar Corp believes this should be the first well that should be test pumped and rehabbed due to the size of the well casing, well house and flirting radium levels with DNR limitations. The plan is to test pump well #3 and enhance its pumping rate to a hopeful rate of 1,000 GPM.

Discussion was held.

Motion by Roddan to approve the testing of well 3 in 2018 in cooperation with Cedar Corp at a cost of \$60,000.00 and that the source is coming from impact fees, second by Schneider, motion carried 7-0.

8) PLANNING/ZONING ITEMS

- a) Request by WMJR Family LLC & Chambers Land & Trust for preliminary plat approval for Chambers Hill Farm 1st Addition, as prepared by Soletski Surveying. Parcels SU-627, SU-628, SU-629, SU-630, SU-631, SU-632, SU-647, SU-657-2, & SU-657. Located on the east side of Velp Avenue south of Wood Lane, & north of Rancho Road, zoned Residential Sewer.

Staff Report:

- 70 proposed lots with one of those, far east on plat, left for future condo type use. Staff believes the applicant should consider gaining the conditional use approval for this prior to or along with the final plat. Approvals will be easier before the subdivision is built up. As long as the count and type of units are approved, a final site plan could always come back at a later date.
- The street names were considered by the Suamico Historical Preservation Commission. They recommend just the main entrance be named Chambers Trail, recognizing the family contributions to this community over the years.
- It has been questioned as to whether a second access point should be provided at time of construction. The approved ADP does show 2 additional access points, one to Velp and one to Mulligan Way. To require either one of these at this time would add a substantial cost to the project as the second Velp access would be down near White Pine.
- All of the lots would be served by public water & sewer.
- Road design is being reviewed by Public Works & Utility and Health & Safety.
- A trail is being considered along the sanitary sewer easement.
- The Developer does have the option of declaring up to 7 Duplex lots, per our code. They have declined that option at this time.
- Lot 108 appears to have an existing home on the property. Staff would like to see that shown on the plat or as an attachment verifying all set-backs are met. There is also a cell tower on lot 110. The access for that tower is from Velp Ave. Staff expects that lot to remain vacant for now, but we do believe it will remain a buildable lot on the plat.
- The storm water is being designed/reviewed by a Village consultant.
- The plat includes one outlet. It does not appear that any storm water will be with-in this lot as it is showing as all wetlands. The ownership of this lot needs to be determined.
- There are some lot line issues from previous land divisions that staff has discussed with the surveyor. These do not affect the current plat as drawn, but should be corrected. Not sure if this has been fully corrected yet or not. The surveyor has been in discussion with Brown County on the issues.

Discussion was held.

Motion by Schneider to recommend approval of the preliminary plat of Chambers Hill Farms 1st addition with the following conditions:

1. Approval of the storm water plan by the Village Board
2. Review and approval of the road design by the Village Board
3. Final design/approval/need for the construction of a trail with-in the subdivision.
4. Determination of ownership of outlet 1
5. Approval of a signed Developers agreement
6. Verification of the lot line issues/questions that exist with this plat and previous CSM's
7. Payment of the parkland dedication fees of approximately \$20,700

- 8. Meet the requirements of all other applicable ordinances, regulations and reviewing agencies
- 9. Note that the developer has declined the option for duplex lots
- 10. Have the use of Lot 77 defined
second by Roddan, motion carried 7-0.

9) DISCUSSION ON FUTURE AGENDA ITEM(S)

Monthly court financial report, numbers are down, please explain.

10) CLOSED SESSION

- a) 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i) DPW Reorganization Performance Evaluations-Salary Adjustments
- b) 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - i) Acquisition of Property SU-612

Motion by VanRossum to move into closed session per 19.85(1)(c) and 19.85(1)(e) to discuss the items listed above and to include Administrator Kubacki and Drewery, second by Roddan,

Roll Call Vote:

Andrews	Aye
Eckert	Aye
Ward	Aye
Nelson	Aye
Roddan	Aye
Schneider	Aye
VanRossum	Aye

Motion carried 7-0.

11) RETURN TO OPEN SESSION

Motion by Schneider to return to open session, second by Ward,

Roll Call Vote:

VanRossum	Aye
Schneider	Aye
Roddan	Aye
Nelson	Aye
Ward	Aye
Eckert	Aye
Andrews	Aye

Motion carried 7-0.

12) POSSIBLE ACTION ON CLOSED SESSION ITEMS

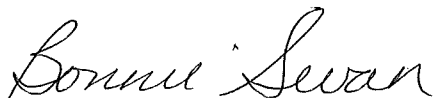
Motion by VanRossum to approve in concept the revised future organizational structure as presented by Village Administrator Kubacki, post the DPW Leadman position, advertise for an Engineering Tech II position and authorize Village Administrator Kubacki to meet with Andy Smits to prepare a Director of Public Works replacement process, complete with time line, probationary parameters and salary adjustments, second by Schneider, motion carried 7-0.

Motion by VanRossum to approve the acquisition of the Davister Property, SU-612, the offer to purchase and WB-44 Counter offer as presented by Village Attorney Umentum, second by Andrews, motion carried 7-0.

13) MEETING ADJOURNMENT

Motion by Schneider to adjourn at 9:55 PM, second by Ward, motion carried 7-0.

Respectfully submitted,



Bonnie Swan, Village Clerk