

Municipal Services Center, 12781 Velp Avenue, Suamico WI

MONDAY, February 5, 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 7:01 PM by President Nelson.

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

Trustee Andrews, Trustee Roddan and Trustee Ward, excused.

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 and Andy Smits, Deputy Director of Public Works and Jean DeBauche, PW Assistant.

2) APPROVE AGENDA

(Note: Approval of the agenda does not prohibit items being taken out of order via m Motion by Schneider to approve the agenda as submitted; second by Van Rossum.

Motion carried 4 -0.

3) PLEDGE OF ALLEGIANCE

4) CITIZEN COMMENTS ON AGENDA ITEMS

None

5) PUBLIC FORUM

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

None

6) CONSENT AGENDA

a) Previous Minutes of the Village Board: January 15, 2018

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

i) Operator approvals: Dale R Adams, Linda M. Ortiz, Shannon L Lubenske, Timothy G Vandreeel, Judith M Summers, Craig A Dix, Allison M Lock. Tracy L. Mc Dermid, Megan M. Milan

ii) Operator denials: Jackie L Thompson and Phillip J Paluch

iii) Picnic Licenses: None

Motion by Eckert to approve the consent agenda; second by Schneider.
Motion carried 4-0.

7) ADMINISTRATIVE ITEMS

- a) Eagle Scout Recognition for Karch Verlanic, DCPW Shed Completion Project
Karch Verlanic and his family were in attendance at the meeting for his recognition for all his effort and work for the shed project.
He reported to the Village Board that from start to finish, which consisted of planning and raising all the funds, took him about three and a half years and for the actual building portion of it was about 6-8 months.
The project was completed in November of 2017.
He was prompted to do this project as he wanted to leave his mark on Pop Warner and that they really needed a place to store their equipment.
The Village Board gave Karch gave a big thank you and congratulations.

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

Staff Report:

This ordinance allows for the orderly and procedurally correct manner in which the Village of Suamico assumes operational, financial and administrative control of the Suamico Cemetery on Riverside Drive.

Motion by Schneider to approve Ordinance 2018-01 an Ordinance Amending Chapter 2 General Government, Creating the Cemetery Committee; second by Eckert.

Roll Call Vote:

| | |
|-----------|--------|
| Andrews | Absent |
| Eckert | Aye |
| Ward | Absent |
| Nelson | Aye |
| Roddan | Absent |
| Schneider | Aye |
| VanRossom | Aye |

Motion carried 4-0.

- c) Discussion on Next Procedural Steps for the Cemetery Committee

Staff Report:

Subsequent to the adoption of Ordinance 2018-01 which allows the Village of Suamico to create the Suamico Cemetery Committee, it will be necessary to appoint members of the Suamico Cemetery Committee.

The committee consists of five members, with one being a trustee and one would be the cemetery sexton and that would be Ron Schiltz, Mr. Robert Vickery, and two other members appointed by the Village President.

It was asked that the advertisement for committee members gets out before February 19.
Motion by Van Rossum to direct staff to advertise among the citizenry for interest on the cemetery committee and also place on the next agenda the appointment and approval of

the two general committee placements, sexton and the trustee positions; second by Schneider.
Motion carried 4-0.

- d) Set Date for Board of Review, May 10, 2018, Open Book, April 25, 2018

Staff Report:

The annual Board of Review (BOR) is required to meet during the 45 day period beginning on the fourth Monday of April. Staff has been in contact with Mike Denor our assessor and he would like to hold the board of review on Thursday, May 10, 2018 from 6-8 pm. Attorney Kimps is available for that evening.

Open Book would be scheduled for April 25, 2018 from 2-4 PM at the Municipal Services Center if May 10th works for the BOR.

Motion by Van Rossum to set the BOR date for the Village of Suamico for Thursday, May 10, 2018 from 6-8 PM; second by Schneider.

Motion carried 4-0.

- e) Contracting for commercial electrical inspections

Staff Report:

The Wisconsin Department of Safety & Professional Services (DSPS) is in the process of modifying the requirements for inspection of commercial properties. The recommended change will require all commercial electrical to be inspected by a commercial electrical inspector. The state will not be providing that service.

The village would be required to go outside for this service.

There is a limited amount of commercial in the village.

Travel is an issue for the amount of time for an inspection for a commercial inspector.

eServices LLC is interested and is licensed in all the trades.

It does require that the fee would be raised.

Motion by Van Rossum to approve working with eServices LLC to provide commercial electrical inspection within the Village of Suamico; second by Schneider.

Motion carried 4-0.

- f) Resolution 18003 Amending the 2018 Fee Schedule

Staff Report:

The fee schedule is being revised to reflect the change in the fees for electrical permits.

The only change is to the commercial portion of the fees with the base fee increasing to \$45 (was \$35) and the square foot charge going up to \$.04 (was \$.03). The HVAC & Plumbing permits are included so they all have a consistent date of revision.

Motion by Schneider to approve resolution #18003, a resolution revising fees for village services, permits, and property use for 2018; second by Michelle Eckert.

Motion carried 4-0.

- g) Fire Station #1 Site Preparation-Approval to Proceed with Site Prep

Staff Report:

Administration would like Village Board approval to proceed with some initial work efforts on the Fire Station #1 site on Riverside Drive. The work efforts are preliminary in nature and are requested as a result of market conditions that would allow for some very

attractive cost savings relative to site grubbing, tree removal, stock piling of black dirt and fill material delivery.

Motion by Schneider to direct staff to move forward with fire station no. 1 site preparation; second by Eckert.

Motion carried 4-0.

h) Resolution 18004 a Final Resolution Authorizing Improvements to Recreational Boating Facilities at the Fireman's Park Boat Launch

Staff Report:

This particular resolution is a requirement for the village to go forward and apply for an additional grant to address the improvements at Vickery Village. This grant is a supplemental grant to one which we already received. It would allow us to access an additional \$30,000 in grant dollars to address the canoe and kayak launch. Adopting this resolution is part of the submittal documentation that will go to the DNR for this grant.

Comments and discussion points:

- This will be an ADA compliant launch; Suamico needs to have the reputation of being ADA compliant/friendly.
- Trustee Eckert stated that she thinks this is too complex, too big for the area and too steep of a hill.
- Did get letters of support from the Vickery Village stakeholders and the Brown County Planning and County Park system.
- Grant would fund 50% of the project and the other 50% from TIF 2 project.
- This particular project would end up benefiting that TIF area.
- Trustee Van Rossum questioned if this is the type of investment that we could look at financing with stadium dollars.
- Wait for the full board to be in attendance to discuss using funds from the stadium dollars.
- Having an easy launch right here in Suamico will keep people here to kayak and canoe and not having to go to other areas.
- We need to emphasize what makes Suamico a unique and great community to go to and that's water and access to water.
- The resolution is a prerequisite to apply for the grant.

Motion by Van Rossum to approve Resolution 18004 a Final Resolution Authorizing Improvements to Recreational Boating Facilities at the Fireman's Park Boat Launch; second by Trustee Schneider.

Motion carried 3-1. Trustee Eckert, nay

i) Administrator's Report

i) Breezy Bluff Subdivision Update

ii) Chambers Hill Subdivision Update

iii) Lineville Street Lighting Update

iv) Mitigation Bank Update

v) Fire Station #1 Space Needs Proposals-Update and Future Efforts Update

8) UTILITY & PUBLIC WORKS ITEMS

a) Plow Truck Replacement

Staff Report:

The Public works department is in need of a plow truck replacement for its 2000 International single axle plow truck. The truck is scheduled to be replaced in 2019 and will come out of the equipment replacement reserve fund; not affecting the levy. Staff will most likely keep the 2000 International as a backup to replace the 1997 International backup that is currently used.

Motion by Schneider to approve purchasing a new single axle plow truck for the 2019 budget year at an approximate cost of \$185,000 with funds coming from the equipment replacement reserve; second by Van Rossum.

Motion carried 4-0.

b) Winona Foods Update

Staff Report:

- Video outflow structure to check for any failures.
- Met with them on the findings in January.
- Requested for the metering of outflow.
- Staff will be meeting with New Water on Wednesday, Feb. 7.
- Staff will be coming back to the board with information from Winona.

9) DISCUSSION ON FUTURE AGENDA ITEM(S)

Several residents have approached Trustee Schneider regarding the narrow streets in Whisper Ridge.

Ash trees at Idlewild Park

Assessor plat on Riverside Drive and this is coming back to the meeting on the Feb. 19.

Canoe and kayak launch

Mitigation bank agreements

10) CLOSED SESSION

a) 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 Nelson to move into closed session to discuss item above and to include Administrator Kubacki; second by Schneider.

Roll Call Vote:

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|-----------|--------|
| VanRossum | Aye |
| Schneider | Aye |
| Roddan | Absent |
| Nelson | Aye |
| Ward | Absent |
| Eckert | Aye |
| Andrews | Absent |


Motion carried 5-0.

11) RETURN TO OPEN SESSION

12) POSSIBLE ACTION ON CLOSED SESSION ITEMS

13) MEETING ADJOURNMENT

Motion by Schneider to adjourn at 8:50 P.M.; second by Eckert.
Motion carried 4-0.



Jean DeBauche, Recording Secretary