



SUAMICO VILLAGE BOARD MEETING MINUTES  
Municipal Services Center, 12781 Velp Avenue, Suamico WI  
**MONDAY, September 16, 2019 @ 6 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 6:00 PM by Clerk Swan.

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

Staff present: Alex Kaker, Administrator; Andy Smits, Director of PW; Steve Dunks, Zoning Administrator/BI; Jessica Legois, Director of Administrative Services; Troy Noe, Fire Chief and Bonnie Swan, Clerk.

In the absence of President Nelson, a motion was needed to appoint a chairperson for tonight's meeting.

Motion by Eckert to appoint VanRossum to chair tonight's meeting, second by Roddan, motion carried 6-0

**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 presented, second by Roddan, motion carried 6-0.

**3) PLEDGE OF ALLEGIANCE**

**4) CITIZEN COMMENTS ON AGENDA ITEMS**

No one spoke.

**5) PUBLIC FORUM**

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

Dick Marto, 2544 Longtail Beach Lane: Any progress on the sewer lateral down by me as of yet? What about fixing the holes in the blacktop. Why am I paying more for unmetered sewer than those on sewer and water?

Joan Mutz, 830 Longtail Beach Road: We are here as a follow-up on the debris in ditch. There has to be blockage somewhere.

Monica Mutz, 830 Longtail Beach Road: Who gave the permission to fill in the ditch by Shipyard? Check the Shipyard Marina pipe.

## 6) CONSENT AGENDA

- a) Previous Minutes of the Village Board: August 19, 2019
- b) Licenses as recommended by Officers Kowalkowski, Pisani and Raska:
  - i) Operator approvals: Debra M Klika, Steven J Klika, Jaclyn C Hendricks, Michael A Zuber, Elijah B DeLaruelle, Nicole L Wagner, Dolly A DeChamps, Virginia W R Helms and Sydney M. Clark
  - ii) Operator denials: None
  - iii) Picnic Licenses: None
- c) Treasurer's Report: None
- d) Recreation Report
- e) Fire Department Report

Motion by Eckert to approve the consent agenda as presented, second by Roddan, motion carried 6-0.

Motion by Roddan to move item 8a) 12136 Velp Avenue Requirement to connect to public utilities ahead of the Planning and Zoning item, second by Schneider, motion carried 6-0.

## 7) ADMINISTRATIVE ITEMS

- a) 12136 Velp Avenue Requirement to connect to Public Utilities

### Staff Report:

The property owners of SU-747-4, 12136 Velp Avenue have recently bought this parcel of land with plans of building their home. Since purchasing the property they have contacted the Village with options for connecting to public water and sewer. There is water and sewer available near the property line in the adjacent right of way on Knightriders Lane. Currently, there are no laterals provided to the parcel in question. The owner would be responsible to perform 2 main line taps. Staff already told the owner he would not be allowed to do an inside drop on that dead end manhole. The owner is frustrated with the cost involved just to connect to water and sewer and just to get those laterals provided to the property line. He has received quotes from contractors to complete those taps and run water/sewer to his property line, given the wet soft soils, it will be quite expensive.

This Public Works and Utility Committee recommended with a 6 – 0 vote to the property owners they shall be required to connect to public utilities upon construction of a new home just as the municipal code reads.

Attorney Kowalkowski was present with his client, Mr. Knaus. The word in question is the meaning of adjacent.

## Discussion points:

- Very frustrated that we are charging utility customers to consult with our attorney about this. Our water and utility customers are paying for attorney fees to listen to this. It is extremely unfair to ask utility customers to pay for your hookup.
- This wouldn't even be an issue if the owner of this property and the original owner of the property would have been true with the contract. It was obviously misleading from the original property that the laterals were not there.

Attorney Kowalkowski: This has to do with the code and the wording/meaning of adjacent. Even if adjacent does not mandate touching, where and when is there a cutoff? We can argue what adjacent means.

Atty. Kimps: Adjacent is used within Wis. Stats. Section 281.45 and it is my opinion adjacent does apply in this case.

Motion by Roddan to require the property owners of SU-747-4 to hook up to sewer and water if a residence is built on that property, second Eckert, motion carried 6-0.

## 8) PLANNING/ZONING ITEMS

- a) Review of building elevations for the proposed brewery at 1586 Lineville Rd. Located on the northeast corner of Lineville Rd & E. Deerfield Ave. Zoned B w/PDD

Staff Report:

- The PDD was approved on July 1, 2019 allowing the Brewery on this parcel. Multi-family was part of the PDD to the north across Parkfield Ct.
- Building elevations were not included in the PDD submittal. Style similar to the Urban Edge development were expected. The west, south & east elevations appear to be what was expected. The northern elevation is currently all steel and code would require 50% masonry with this siding as it fronts a right-of-way. The PDD does allow relaxing that requirement. There is a reduced set-back on that road.
- Because this elevation will be the primary elevation seen from the multi-family that is part of their development, one would think that this would not adversely affect the intended view. I also believe this is the look that the Brewery is looking for too.
- No landscaping plan has been provided, but Midwest has done a nice job of providing reasonable landscaping to help blend the development into the area.

Discussions were held.

Motion by Roddan to approve the building elevations for Brewery located on SU-796-2 &/or SU-796-2-1 as presented, second by Ward, motion carried 6-0.

## CONTINUATION OF ADMINISTRATIVE ITEMS

- b) Fire Department Promotions
- i) Captain & Lieutenant
- Fire Chief Noe was present to introduce two promotions within the Suamico Fire Department: Captain Robert Euclide and Lieutenant Jeremy Ebner.

## c) Liquor License Violations

Staff Report:

A liquor license issued to Stephen W. Schuette operating Shoots Bar located on 3375 Side Street has accumulated 100 demerit points within the last 12 months per Village Code 5.04(11)(c)(3). The code requires that if a license holder accumulates 100 demerit points in a 12 month period, the Board shall suspend the license for a period of 10 days.

Motion by Roddan to issue a summons and complaint to Steven W. Schuette to appear on September 30, 2019 at 6 PM before the Village of Suamico Board at the Village of Suamico MSC to show cause why the license should not be revoked, suspended or renewed, second by Schneider, motion carried 6-0.

## d) Full Time Fire Chief Recruitment Update

Staff Report:

We received 7 proposals and will be interviewing 2 of the consulting firms. This is for information purposes only.

## e) Fire Station Updates

## i) Construction Manager

Staff Report:

The Village of Suamico recently solicited Request-for-Proposals (RFPs) for construction management (CM) services related to the proposed new fire station. A construction manager will provide numerous benefits to the project as we work through the design and construction phases including;

- Detailed Project Budget Tracking
- Value Engineering Reviews
- On-site Construction Management of Civil, Structural, Mechanical, and Electrical
- Detailed Project Schedule Tracking
- Monitor/Coordinate Daily Construction
- Construction Quality Control
- Change Order Administration
- Progress Meetings, Communications and Meeting Minutes
- Village Update Meetings
- Punch list tracking
- Review and provide electronic copies of all files at project close out, including as-built, warranties, maintenance and procedure manuals for new equipment, and other necessary construction close-out documents

Four firms submitted proposals with fees ranging from \$414,336.00 to \$646,580.00. Zeise Construction, based out of Green Bay, WI submitted the proposal with the lowest fee and has agreed to reduce his proposal by \$6,000.00. The Fire Station Review Committee interviewed their firm and conducted reference checks with the City of

Kaukauna and Town of Gibraltar. Both municipalities had CM services provided by Zeise Construction for fire station builds and both gave positive reviews.

Discussion points:

- This is to be paid off in phases, correct?
- Do not want to be locked into borrowing for this.
- OK with using the stadium dollars balance to be used for this. Borrow for the remainder if needed.
- Not for using the remainder of the stadium dollars, save this for a rainy day.
- Tonight you are voting on the contract, not where the funds will come from. Approximately \$433,000 remaining in the stadium fund after the payment of the salt shed.

Motion by Schneider to approve the proposal from Zeise Construction to provide construction management services for the Fire Station #1 project with a not-to-exceed cost of \$408,336.00, second by Ward, motion carried 5-1, nay by Eckert, do not want to be locked into borrowing.

ii) EMS Wing

Staff Report:

It was summarized at the August 19, 2019 Village Board meeting that direction was needed from the Board about whether or not to design an EMS wing as part of the new proposed fire station. Staff sees three main questions to this issue;

1. Do you ever want EMS to be considered at this location? If no, no further conversation is needed.
  - a. Eckert: I don't think we should build a building for it, EMS. In the beginning stages of design, County Rescue gave their suggestions on the building.
  - b. Andrews: At the very beginning, everyone had a wish list. I am for having them in this building.
2. If yes, do you want to design an EMS wing as part of the new fire station now?
3. If you do not want to design an EMS wing now, do you still want to collaborate with County Rescue to provide EMS utilizing a section of the proposed new fire station (fifth apparatus bay and finished second floor)?

To assist the Board in making a decision Administrator Kaker has met with County Rescue, Five Bugles Design, and the Fire Station Review Committee. These discussions have produced the following facts:

**Considerations for Question #1**

- The 2018 Space Needs Study produced a recommendation to include an EMS wing with the fire station.

- By having EMS facilities at this location it provides flexibility for the future in the event that County Rescue or another entity can no longer provide the service. It is not uncommon for municipalities in Wisconsin to provide both fire-fighting services and EMS (e.g., Kaukauna, Greenville).
- An Additional Item to consider, but should not substantially impact your decision, is that in 2010 the County Rescue facility on County Highway B had an assessed value of \$767,000. A conservative estimate should County Rescue sell their property to a taxing entity would generate an additional \$3,500 annually in property taxes to the Village.

### **Considerations for Question #2 AND #3**

- County Rescue is interested in collaborating with the Village of Suamico to provide EMS services out of the proposed new fire station.
- County Rescue is not interested in providing funding for the design/construction of the facility, but would be willing to lease sections of the fire station that they could utilize.
- County Rescue would be willing to negotiate a lease term of up to ten years at a rate TBD based off of square footage. For comparison, County Rescue leases space from the Village of Howard for approximately \$19/sf.
- County Rescue is willing to assist in drafting a Memorandum of Understanding if the Village Board is agreeable to providing space and once the details of what they could lease becomes clearer.
- Assuming 6,000 sf for an EMS wing at \$250/sf would cost \$1,500,000 to build. A 6% design fee would cost the Village \$90,000 regardless if it was built or not.
- A great concern of the Fire Station Review Committee is that if the EMS wing were to be designed now and not built, the drawings may be invalid in 10+ years (e.g., changes in building codes, we may have different ideas in the future about how to design an EMS wing, etc.).
- An alternative suggested by the Review Committee is to design the facility in such a way now that leaves an approximate 6,000 sf footprint for an EMS wing that could be designed/built in the future.

Regardless of what we design there are still opportunities to bid certain portions of the project as “alternate bids” and you can make final decisions about what to build once we have the actual bids. A few examples of alternate bids could include;

1. Construct the 2nd floor as a shell to be finished at a later date.
2. Complete EMS dorms, day room, kitchen, etc. with remaining areas left as storage for the time being.
3. Complete the entire living quarters upstairs.
4. Construct the EMS Apparatus Bay.

Discussion points:

- Utilize \$19 sq. ft. x 6,000 sq. ft. at the end of 10 years that lease would have paid off all but \$450,000 of that wing, including the \$90,000 design fee. It would be eliminated 15 years down the road. These are facts.

- If it is a mutually beneficial relationship/arrangement, why wouldn't we do it?
- Falling down on the feeling of caution, costs have increased considerably. As a resident of Suamico what's the benefit of spending that \$1,500,000 as a citizen of Suamico?
- Waiting for 10+ years that \$1,500,000 could cost you a considerably larger amount of money. With County Rescue being on the second floor with a lease we can start scooping the money for a future project.
- How long before we go to a 24hr on site fire department staff? I feel that this will be a long time out. Do we need that second level? Do we build this to utilize the space?
- Would County Rescue Consider a long term contract (15 Years). Would like to see what an MOU would look like
- Clarified that the discussions for \$1,500,000 is for an EMS wing and not completing the second floor. No wing, no \$1,500,000.
- Favor EMS being on the second floor and no wing at this time. We are Ok with designing the second floor, to be used for EMS, rental contract for long term lease.
- Efficiencies in having EMS and Fire in the same building would be the interactions between the two, training, duplication of some things, we can share things as we go forward, location is good for both.

Motion by Roddan to design a fire station with a finished second floor to allow County Rescue to utilize the second floor space as laid out in an MOU and a draft lease agreement, second by Ward, motion carried 5-1, nay by Eckert, I don't think we should build a building for EMS, they (EMS) do not have to commit to a number but we do?

f) Fireman's Park Project

Staff Report:

- The proposed improvements at Fireman's Park includes a kayak/canoe launch and path. There will be an 8' wide boardwalk from Side Road into Fireman's Park. From there a 10' wide asphalt path will continue to W. Deerfield Road.
- The approved 2013 VOS Strategic Plan included an objective to "enhance and improve access points to the Bay of Green Bay and Suamico River."
- The approved 2010-2015 Village of Suamico Trail Plan categorized the downtown district as a high priority route for new trails.
- A recommendation to investigate the feasibility of the construction of Fishing/Canoeing access point along the river at Fireman's Park was included in the approved Village of Suamico Outdoor Recreation and Open Space Plan: 2013-2017.
- The approved Village of Suamico Comprehensive Plan Update: 2015 recommended the Village, "Develop parkways with trails as linear parks along waterways, especially along the Suamico River."
- 6/28/19 cost estimate, including the kayak/canoe launch and trail: \$202,329.66
- Secured grant funding;
  - Acquisition & Development of Local Parks (DNR): \$18,216.00

- Federal Recreational Trails Program (DNR): \$45,000.00
- Fox River/Green Bay Natural Resource Trustee Council: \$33,150.00
  - **Total grand funding secured: \$96,366**
  - Total monies needed beyond grant funding: \$105,963.66
  - *Funding would be provided by TIF 2*
- On July 15, 2019 the Village Board directed staff to bid the Fireman's Park River Trail and Kayak/Canoe Launch project.

Three bids were received ranging from \$265,089.39 (Milbach Construction Services – Kaukaua, WI) to \$290,004.00. Milbach has indicated they would be willing to reduce the price by \$36,839.20 if the Village were to remove lighting from the trail and \$56,158.78 if the Village were to remove lighting from the trail and parking lot. That would not be recommended.

Discussion points:

- Considerably more in cost than first thought
- Dollars will come from the grant and TIF district dollars.
- The costs have gone up more than any of us likes, but we have to take advantage of this resource, the water.

Motion by Andrews to award the Fireman's Park River Trail and Canoe/Kayak Launch project to Milbach Construction Services in the amount of \$265,089.39 using TIF District #2 as the funding source needed beyond the grant monies, second by Schneider, motion carried 5-1, nay by Eckert, this was to be something simple and has ballooned and is costing a lot more.

g) Ordinance 2019-08 an Ordinance Creating 3.08 Treasurer's Bond, 1<sup>st</sup> Reading  
Staff Report:

2017 Wisconsin Act 51 required municipalities to obtain a dishonesty insurance policy or other appropriate insurance policy to cover certain Village officials. The Village obtained a policy through Traveler's Insurance as a result of this legislation.

2017 Wisconsin Act 52 required municipalities to either: 1) obtain and provide to the County Treasurer a Treasurer's Bond in an amount at least equal to the amount of state and county taxes apportioned to the village or city; or 2) adopt an ordinance obligating the municipality to pay, in case the treasurer fails to, all taxes required by law to be paid by the municipal treasurer to the county treasurer. The Village elected to obtain a Treasurer's Bond.

The duplicative Treasurer's Bond premium is approximately \$1,900 per year.

The following communities have adopted an ordinance eliminating the duplicative treasurer's bond and have provided sample ordinance language so that our municipality may do the same:

Town of Scott, Village of Allouez, Town of Ledgeview, Village of Kimberly, Village of Fremont, Village of Wrightstown, Village of Shorewood, and City of DePere.



This is the first reading of Ordinance 2019-08, an ordinance creating 3.08 Treasurer's Bond. No motion required at this time.

**9) DISCUSSION ON FUTURE AGENDA ITEM**

Grant opportunities for funding the new Fire Station #1  
Fundraising ideas for the new Fire Station

**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) Personnel

- Motion by Roddan, to move into closed session per 19.85(1)(c) second by Schneider,

- Roll Call Vote:

Andrews	aye
Eckert	aye
Ward	aye
Roddan	aye
Schneider	aye
VanRossum	aye

Motion carried 6-0.

**11) RETURN TO OPEN SESSION**

Motion by Roddan, second by Schneider,

Roll Call Vote:

Andrews	aye
Eckert	aye
Ward	aye
Roddan	aye
Schneider	aye
VanRossum	aye

Motion carried 6-0.

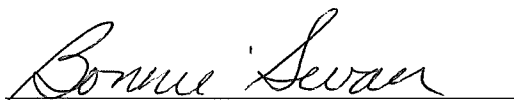
**12) POSSIBLE ACTION ON CLOSED SESSION ITEMS**

No action taken.

**13) MEETING ADJOURNMENT**

Motion by Schneider to adjourn at 8:25 PM, second by Ward, motion carried 6-0.

Respectfully submitted,



Bonnie Swan, Village Clerk