



Village Board Meeting
Monday, June 6, 2022
6:30 pm

Location of Meeting: 96 Russell Drive

Meeting Minutes

1. Call to Order, Roll Call: President San Felippo called the meeting to order at 6:30 pm. Trustees present included Eric Stowell, Blaine Werner, Elizabeth Manian, Mike San Felippo, Duane Urbanski, Barbara Ruege, and Keri Wallenkamp (virtually). Village staff present included Clerk/Treasurer Stephanie Waala and DPW Director Peter Lederer. For additional attendees see attached sign-in sheet.

2. Pledge of Allegiance: Those present stood to recite the Pledge of Allegiance.

3. Approval of May 16, 2022, Village Board Meeting Minutes:

Trustee Ruege made a motion to approve the minutes as submitted, motion was seconded by Trustee Stowell. Motion carried 6-0.

4. Public Comments:

- a. Staci Schluechtermann expressed her concern in regard to the fiber optic being installed in the village. She was unable to find anything about start dates and residents now feel uninformed. Requests that a better notice be made for projects in the future.

5. Old Business:

- a. Discussion and Possible Action on the recommendation from the Architectural Review Board regarding a fence installation at 80 State Hwy 144.

Trustee Ruege made a motion to approve the recommendation as submitted, motion was seconded by Trustee Urbanski. Motion carried 6-0.

- b. Discussion and Possible Action on the recommendation from the Architectural Review Board regarding a deck expansion at 57 Start Rd.

Trustee Ruege made a motion to approve the recommendation with the verification that the deck be 7 ft from the lot line, motion was seconded by Trustee Urbanski. Motion carried 6-0.

- c. Discussion and Possible Action on the recommendation from the Architectural Review Board regarding a storage shed installation at 13 Hickory Dr.

Trustee Werner made a motion to approve the recommendation with the verification that this is the only shed on the property and that the shingles be asphalt and the siding be horizontal, motion was seconded by Trustee Stowell. Motion carried 6-0.

- d. Discussion and Possible Action to approve Payment Recommendation #5 and Change Order #1 for the 2021 Sanitary Sewer & Water Main Extension.

Village Engineer Aaron Groh informed the board the request is being made for additional work that was needed and corrections to manholes.

Trustee Ruege made a motion to approve the \$36,343.40 payment as submitted, motion was seconded by Trustee Manian. Motion carried 6-0.

- e. Discussion and Possible Action to approve the WE Energies Gas Service Work Request #4718860 to the Lift Station at Orth Dr and Lake Breeze Ln.

Trustee Ruege made a motion to approve Work Request #4718860 for \$1,291.68, motion was seconded by Trustee Stowell. Motion carried 6-0.

- f. Discussion and Possible Action to approve the new WE Energies Electric Serve Work Request #4718863 (recommended) or Work Request #4767404 to the Lift Station at Orth Dr and Lake Breeze Ln.

President San Felippo informs the board that even though Work Request #4767404 is cheaper in the long run it would cost about the same as Work Request #4718863 due to the controls in the lift station would need to be upgraded at an additional engineering cost.

Trustee Ruege made a motion to approve Work Request #4718863, motion was seconded by Trustee Urbanski. Motion carried 6-0.

- g. Discussion and Possible Action to approve the scope change to WWTF Upgrades Final Design.

President San Felippo informed the board that changes have been made since the 2018 design as there will no longer be a pre-treatment plant. It would be an activated sludge plant.

Engineer Aaron Groh presented to the board the 2020 design as well as a 2022 design with red items showing the changes and additions. The upgrades and modifications are made for convenience of work. The plan would need to be submitted to the DNR by September 30th for a grant and lower loan interest rate. Early cost estimates of the new plant would be \$7-8 million, and this change is about 10% of the total cost.

Trustee Ruege made a motion to approve the \$848,034 scope change, motion was seconded by Trustee Stowell. Motion carried 6-0.

6. New Business:

- a. Discussion and Possible Action of Resolution 2022-05 CMAR report for 2021.

Trustee Ruege made a motion to approve Resolution 2022-05, motion was seconded by Trustee Urbanski. Motion carried 6-0.

- b. Discussion and Possible Action on change of meeting date for regularly scheduled meeting on July 4, 2022.

Trustee Ruege made a motion to move the 1st July meeting to the 6th, motion seconded by Trustee

Manian. Motion carried 6-0.

- c. Discussion and Possible Action to transfer money from the Community Betterment account to the Village General account for the purchase of stone for the flower bed in front of village hall and flags for the village streets.

Trustee Stowell made a motion to transfer \$820.71 from the Betterment Fund to the general account, motion was seconded by Trustee Urbanski. Motion carried 6-0.

- d. Discussion and Possible Action to approve additional cost for the Carroll St construction.

President San Felippo informs the board it was determined that curbing was needed to be put in as well as some driveway approaches. The original cost was \$75,000 and the new quote is for \$109,959.

Trustee Stowell inquires is a catch basin is needed. President San Felippo informs the board that the curb will run down each side and have chutes that to the retention.

Trustee Manian made a motion to approve the construction cost of Carroll St at a total of \$1109,959, motion was seconded by Trustee Stowell. Motion carried 6-0.

- e. Discussion and Possible Action on selling the current launch pier when the new pier is installed.

Trustee Werner informed the board that he received a quote to sell the pier for approximately \$2,000.

President San Felippo inquires if it would be feasible to keep the old pier for replacement parts.

No action was taken, Director Lederer will give an update at the next meeting.

- f. Discussion and Possible Action of the proposed sign on Carroll St for the RL Lions Club.

Trustee Werner informs the board that the sign would be interchangeable, and the completed design was created via email suggestion submissions.

Trustee Werner made a motion to approve as submitted, motion was seconded by Trustee Stowell. Motion carried 6-0.

- g. Discussion and Possible Action on the recommendation of the Personnel Committee for a pay raise for DPW crew member Miles Wegner.

Trustee Wallenkamp informed the board of the 90 day review conducted by the Personnel Committee with the recommendation of a \$0.50 raise starting the next pay period.

Trustee Wallenkamp made a motion to approve a \$0.50 raise for DPW employee Miles Wegner, motion was seconded by Trustee Ruege. Motion carried 6-0.

- h. Discussion and Possible Action on the job posting for a new Deputy Clerk/Treasurer.

Clerk/Treasurer Waala presented to the board a draft job posting and asked for clarification on who the applications should be sent to, starting wage, and deadline for submission of applicants.

Trustee Wallenkamp made a motion to approve the job posting with submission to be sent to the Personnel Committee chair, no wage listed, and no deadline. The title of the position is to be changed to Office Assistant Deputy Clerk/Treasurer, motion was seconded by Trustee Manian. Motion carried 6-0.

- 7. Consent Agenda – items within the consent agenda can be considered individually if the Village Board chooses to do so:

- a. Review of Vouchers and Payroll Checks issued 05/19/22 & 06/02/22; \$54,000.97

Trustee Ruege made a motion to approve as submitted, motion was seconded by Trustee Stowell. Motion carried 6-0.

- b. Review of Voucher and Checks issued 05/27/22 – 06/01/22; General Fund \$600.00; Sewer Fund \$150.00

Trustee Ruege made a motion to approve as submitted, motion was seconded by Trustee Urbanski. Motion carried 6-0.

- c. Review of Vouchers and Checks to be issued 06/07/22: General Fund \$9,083.14; TID #3 \$1,182.00; TID #4 \$1,554.40; Water Fund \$7,654.83; Sewer Fund \$12,383.08; Payroll \$25,601.58.

Trustee Ruege made a motion to approve as submitted, motion was seconded by Trustee Urbanski. Motion carried 6-0.

- d. July 2022 – June 2023 Operator Licenses for:

Trustee Wallenkamp informed the board that applicant Chad Hoftender listed he had no violations but has a record. Applicant Julie Jahroc also has an extensive record and expresses her concern on if they are able to approve these applications. A recommendation was made to consult with the village attorney to create a document to reference.

Trustee Stowell made a motion to approve the applications as submitted, motion was seconded by Trustee Ruege. Motion did not pass with a vote of 1 aye (Manian) and 5 nay.

Trustee Werner made a motion to approve all the applications, excluding Chad Hoftender and Julie Jahroc, motion was seconded by Trustee Stowell. Motion carried 6-0.

Cassie L Arndt

Donna Arlene Birenbaum

Jennifer Lynn Blumer

Matthew George Brockmeier

John Francis Burmesch

Scott D Cavanaugh

Shari Cleveland

Amy Marie Demler

Marcus R Demler

Brianna Joanne Eberhardt

Kimberly Ann Eberhardt

Cayleigh Carolanne Ebersold

Brian Lee Eder	Alea Marie Gannon	Haleigh Nicole Gildemeister	Amber Ashlee Glander
Jan Evenly Glander		Nicole Ann Hoftender	Bonnie J Horn
	Jodi Lynn Juhre	Joshua Martin Krahenbuhl	Jeffrey Herbert Kreutzinger
Alana Marie Loman	Michelle Ann Lunde	Lynn M Marver	Haley Faye Miller
Maulinda, Faye Miller	Kelly I Morgan	Dayton Michael Palmer	Elizabeth Grace Paul
Bobbie Jo Ploof	Ana Yessenia Reyes Huerta	Amy Elizabeth Schmit	Tristan Marie Scholler
Jennifer A Schwab	Collin James Steller	Samantha Paige Tabbert	Tyler Nathaniel Tischer
Jessica Amber Veldre	Max Arthur Werner		

8. Staff and committee reports:

- a. Clerk/Treasurer: Clerk/Treasurer Waala updated the board on the notices sent to properties within the village currently listed on short-term rental websites. The village ordinance currently references a room tax, but felt it was not worth the cost of creating a Tourism Commission. She met with the Random Lake School District in reference to the Security Officer contract that is set to expire on June 30th. It was determined that the contract will continue until either party submits a termination request. The Sheboygan County Register of Deeds was contacted, and nothing needs to be reported to them for the creation of the Jacoby Memorial Park as the property is not changing hands. Inquiry was made on if a Health and Fire Inspection should be required with each Liquor License application, and it was determined that the inspections are already conducted.

- b. Public Works: DPW Director Lederer informed the board that there have been setbacks with the treatment plant. The watering of the planters in the village have started. The new entrance to the park seems to be going well and the no left turn exit signs have been removed.

Trustee Stowell suggests the do not enter signs on the exit face the direction of traffic. Director Lederer says this may confuse drivers if facing traffic, they are still looking into alternative options. Trustee Ruege suggests and exit only be painted on the ground.

Trustee Urbanski suggests getting cameras at the treatment facility. Engineer Groh informs the board it will be part of the new plant.

- c. Committees:

Lake, Parks, and Recreation committee: Trustee Werner informs the board at their next meeting there will be a discussion on upgrades to the tennis courts via a request from Karen Wohl.

1st and Carroll St Ad-Hoc Committee: Trustee Stowell informed the board he will be stepping down from the chairman positions due to scheduling conflicts.

Personnel Committee: Trustee Wallenkamp informed the board the committees desire to have a benefits 101 classes for all employees, an organization chart is being created, job descriptions are to be made for all village positions, and updates to the Employee Handbook are currently being discussed. The committee will be meeting monthly to discuss these changes.

- d. President: President San Felippo informed the board that the Lift Station on E Shore Dr went down again last Friday. It was determined the issue was baby wipes clogging the lines. Engineer Groh will be getting quotes to get it upgraded this year as well as sending a notice to residents during the

quarterly water billing. There was an outage of the lights at Kircher Park, and an electrician was shocked. It will cost about \$3-5,000 to have new service ran by WE Energies. The Memorial Day weekend at the park was good, drivers are adjusting to the exit, and more signs will help. Moving forward car parking passes have been created which will help with cars not going in the exit.

Trustee Urbanski suggested flashing signs for the exit to help make it clearer.

9. Adjourn: meeting was adjourned at 8:16 pm

Items on the Agenda may be taken out of order as listed. Created by Clerk Waala on 06/15/2022.

WI Open Meeting Law (Wis. Stat. 19.83(2) and 19.84(2)) In general, the open meetings law grants citizens the right to attend and observe open session meetings of governmental bodies but does not require a governmental body to allow members of the public to speak or actively participate in the body's meeting. A governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings.