



Village Board Meeting  
Wednesday, September 7, 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, and Keri Wallenkamp. Trustee Barbara Ruege attended 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. Public Comments.

Chuck Mueller informed the board he would like clarification on what and who has rights to the public access property on E Shore Dr.

4. New Business:

- a. Discussion and Possible Action on the approval of Resolution 2022-07

Aaron Groh, Engineer with Kapur, informed the board that this is the first of two resolutions for the Clean Water Fund. These are required to be submitted for grant money and a lower interest loan for the Wastewater Treatment Plant. This is a formality for the loan and grant application and if approved then the village can go out for bids on the project.

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

- b. Discussion and Possible Action on the approval of Resolution 2022-08

Trustee Werner made a motion to approve with the correction to spelling errors in Sections 1 & 4; motion was seconded by Trustee Stowell. Motion carried 6-0.

- c. Discussion on the Public Access located on E Shore Dr.

President San Felippo informed the board that in the packet is a map and the by-laws of the subdivision. The board does not abide or enforce these by-laws. The village has multiple locations, and they are not cleared because it is for emergency purposes only. The only property the public can use is BM Lakeview Park.

Trustee Wallenkamp informed the board that the Developers Agreement would clarify the property user.

Trustee Ruege informed the board the check with the DNR as to clarification.

Resident Chuck Mueller would like clarification in case he notices people are using the property.

No action was taken, and this item is to be reviewed more by village staff for possible discussion at the next

meeting.

d. Discussion on the sidewalk on Carroll St

DPW Director Lederer informed the board they are looking to replace the sidewalk in front of the Historical Society in conjunction with 5 Star replacing two sidewalk panels during fiber optic installation.

Trustee Werner informed the board this is a trip hazard currently and would like to see what costs would be.

DPW Director Lederer informed the board the only concern is the water shutoff and possible relocation.

5. Old Business:

a. Discussion and Possible Action on Licensing of Short-Term Rentals

Resident Janet Jentsch informed the board of her concern that they only rent out for a short period of time. They were unable to find any information on the website, have been getting a license for years, but was not notified they needed to renew their license.

President San Felippo informed the board the license fee goes to the Chamber of Commerce and is specifically for advertisement of the village, but not necessarily for the booklet. The increase in the permit fee was issued instead of implementing a 8% room tax.

Trustee Werner inquires as to if others have come in to pay. President San Felippo informed the board that no, but it will be discussed on writing reminder letters.

Resident Jentsch inquires as to why the village license does not run the same timeframe as the County Health Department License. President San Felippo informed the board this will be looked into and if need be the ordinance can be changed.

No action taken.

b. Discussion and Possible Action on the 2021 Audit of Financial Statements and Supplementary Information

President San Felippo informed the board this item was previously reviewed at a prior meeting and the board was given more time to review.

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

c. Discussion and Possible Action on the approval of Ordinance 2022-2.

Clerk Waala informed the board that this is administrative only as at a prior meeting it was discovered that this item was to be removed from the Fee Schedule because it is no longer enforced.

Trustee Wallenkamp made a motion to approve as submitted; motion was seconded by Trustee Manian. Motion carried 6-0.

- d. Discussion and Possible Action on the approval of Ordinance 2022-3.

President San Felippo informed the board this was a taskforce discussion to prevent companies from coming in an installing overhead line up and above ground boxes.

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

6. New Business:

- a. Discussion and Possible Action on the approval of the Sheboygan County Transportation Shared Revenue Program

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

- b. Discussion and Possible Action on the approval of Resolution 2022-09

Trustee Wallenkamp made a motion with a correction to paragraph 2; motion was seconded by Trustee Stowell. Motion carried 6-0.

- c. Discussion and Possible Action on the approval of Resolution 2022-10

President San Felippo informed the board that \$50,000 will be used for sidewalks throughout the village that DPW Director Lederer will identify, and \$300,000 will be used for a short term borrow for the Scholler Development.

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

- d. Discussion on possible changes to the Water/Sewer Quarterly billing cycle

President San Felippo informed the board that the village is currently fronting the expenses for a whole quarter instead of just a month. The village would need to revise with the PSC in order to do a change.

Clerk Waala informed the board that when the next billing is done, they can record the timeframe it takes to do the bills in order to determine how much additional time would be needed to do monthly billing.

Trustee Wallenkamp informed the board about the concern of where the costs are coming from, because the postage and postcards will be more.

Trustee Werner informed the board that a discount could be offered to residents who do the autopay.

- e. Discussion and Possible Action on approval of Operator Licenses for the following:
  - Jennifer Lynn Paape

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

- f. Discussion and Possible Action on the Recommendation of the Personnel Committee of changes to the Employee Handbook

President San Felippo informed the board that the WIDOT requirements are stricter on training to obtain a CDL. 2 years was decided by the committee to keep employees after the village pays for the investment in the employee.

- 7. Consent Agenda – items within the consent agenda can be considered individually if the Village Board chooses to do so:
  - a. Approval of Payroll Vouchers for 8/25/2022: \$21,924.73
  - b. Approval of Accounts Payable Check for 09/08/2022: General Fund \$32,212.46; Water Fund \$6,449.03; Sewer Fund \$13,712.46.
  - c. Approval of the August 15, 2022, meeting minutes
  - d. Sheboygan County Sheriff's Department July 2022 report.

Trustee Wallenkamp made a motion to approve items a & b; motion was seconded by Trustee Manian. Motion carried 6-0.

Trustee Urbanski made a motion to approve item c; motion was seconded by Trustee Ruege. Motion carried 5-0, Trustee Wallenkamp abstained.

Trustee Wallenkamp made a motion to approve item d; motion was seconded by Trustee Stowell. Trustee Werner inquired as to if the July 9<sup>th</sup> stop started in the village because the stop was not on a village road. Motion carried 6-0.

- 8. Staff and committee reports:
  - a. Clerk/Treasurer: end of year park summaries will be available at the next meeting. Sewer and water bills will be sent out next week. The Subscribe ad Concerns tabs are now available on the website.
  - b. Public Works: TP Concrete is doing the subdivision on Lake Breeze, and later in the week will be working on Orth Dr. This road will however remain closed until asphalt is replaced. The county tore out the curb on Carroll St and the road will be torn up next week. After that the road patching throughout the village will begin.

President San Felippo suggests road closed signs be closer to detours to cause less confusion.

- c. Committees: Personnel committee meeting scheduled for Monday the 12<sup>th</sup> for DW interviews.

Lake, Parks, and Recreation Ad-Hoc committee will be meeting with the Lions Club and Kapur to create blueprints to be approved by the ARC board.

- d. President: Fiber project is close to piping completion and then fiber can be installed. Budget committees need to complete finances by the end of the month.

- 9. Adjourned at 8:37 pm.

*Items on the Agenda may be taken out of order as listed. Created by Stephanie Waala on 09/16/2022.*

*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.*