

**VILLAGE OF HORTONVILLE
VILLAGE BOARD
SEPTEMBER 7, 2017 MEETING MINUTES
DRAFT – NOT APPROVED**

President Al Habeck called the meeting to order at 6:30 p.m. in the Community Center at 531 N. Nash St., Hortonville, Wisconsin.

Trustees present: Jeanne Bellile, Jack Kuhnke, Peter Olk, Kelly Schleif, and Julie Arendt Vanden Heuvel.

Trustees absent: Dawn Vollbrecht was excused.

Officials/Staff present: Administrator Diane Wessel, Clerk-Treasurer Lynne Mischker, Director of Public Works Carl McCrary, Sergeant Brian Bahr, Library Director Rachel Honzik, and Attorney Robert Sorenson.

August 17, 2017 Regular Board meeting minutes

Motion [Schleif/Arendt Vanden Heuvel] to approve. Unanimous voice vote, motion carried.

Licenses and Permits

Motion [Schleif/Bellile] to approve the following:

Temporary Class "B" Retailer's License

#15	Hortonville Civic Association	Alonzo Park pavilion
	Peter Olk in charge	September 16, 2017

Temporary Operator Licenses

#7	Jane Olk	Hortonville Civic Association
#8	Peter Olk	Hortonville Civic Association

Voice vote, 5 ayes, 0 nays, 1 abstained (Olk), motion carried.

Committee Reports

Library Board: Arendt Vanden Heuvel reported on the September 5th meeting at which the 2018 budget was approved.

Police & Fire Commission: Wessel reported that the commission interviewed Chief of Police candidates at their September 6th meeting. The Village Board scheduled a preparatory Committee of the Whole on September 14th at 6 p.m. and a Committee of the Whole at 6 p.m. on September 19th to interview Chief of Police candidates.

New Business

Highway 15 Bypass

Wessel reported that the bypass is not in the State Finance Committee version of the state budget. The municipalities involved and Village Board members need to keep pressure on members of the State Legislature and the Governor to get it back in the budget. Village Board members were asked to call our Senators and Representatives.

Parking exception for Dash Down Nash no parking request

Bahr stated that Brett Bellile had requested no parking on N. Nash St. from Alley 1 to Olk St., the south side of Cedar St. from Pine St. to Nash St., and the east side of Pine St. from Cedar St. to Alley 1 for the youth run on September 16th from 8 a.m. to 11 a.m.

Motion [Kuhnke/Arendt Vanden Heuvel] to approve a special exception to the parking codes to allow no parking in the areas described and for the time described.

Temporary amendment of premises on the Porky's II Inc. Combination Class B Fermented Malt Beverage & Liquor License for September 16th event

Mischker read the request from Mark Olk requesting an extension of his premises to include his rear parking lot and the alley directly adjacent to the parking lot. This request has been granted

for several years and the area described would be fenced.

Motion [Schleif/Bellile] to amend the premises according to the description requested. Voice vote, 5 ayes, 0 nays, 1 abstained (Olk), motion carried.

Sorenson 2018 Legal services contract, \$17,500 retainer and \$140.00 per hour

Mischker reported the contract amounts for 2017.

Motion [Olk/Arendt Vanden Heuvel] to accept Attorney Sorenson's legal services contract for 2018. Unanimous voice vote, motion carried.

Agreement for 12/31/2017, 12/31/2018, and 12/31/219 Audit and Financial Report Services, Kerber Rose & Associates, \$17,500, \$18,000, and \$18.500

Mischker reviewed contract amounts for the last three audit years.

Olk wanted a Request for Proposals (RFP) or bids for all contracts over \$5,000 and stated that the Board should set guidelines for contracts in discussions in early 2018.

Motion [Olk/Schleif] to move forward with Kerber Rose for an agreement for 17, 18, and 19 in the amounts specified for audit services. Unanimous voice vote, motion carried

Fixed Asset Update at 12/31/2017, Duff & Phelps, \$1,300

McCrary noted that he likes working with this company.

Motion [Schleif/Bellile] to approve. Unanimous voice vote, motion carried.

First reading of O-8-17 ordinance amending 23.03 Keeping of Animals

Mischker stated that the ordinance was prepared from instructions given by the Village Board at the August 17th meeting.

No action was taken.

Total compensation package for hiring

Wessel proposed using this for hiring of future employees to steady an employee's wage and benefit effect on the budget.

No action is requested at this meeting.

Halloween Trick or Treating proclamation

Habeck read the proclamation for trick or treating on Sunday, October 29th, from 3-5 p.m.

Any other miscellaneous topics for future discussion

The Board as a Committee of the Whole is to discuss RFPs and bids for contracts in early 2018.

Report of Village Officials

Administrator: **1. Hortonville-Hortonia Fire Department asset appraisal** Municipal Appraisals of Michigan will do the appraisal for a reasonable fee and the Town of Hortonia has agreed to pay the entire cost. **2. Town of Clayton sanitary agreement** The town has approved the agreement, is not ready to send wastewater yet, and will pay the 2018 \$25,000 capital payment to the Utility after receiving a bill. **3. Zoning violations update** Reviewed the existing violations on Douglas, Crest, and W. Main streets. **4. ADRC mealsite contract** ADRC was informed that we are waiting for answers about the contract and they will check internally. **5. State budget update** Reviewed transportation issues, personal property tax exemption and upcoming legislative meetings. **6. Village 2018 budget update** Reviewed some expected changes in revenues and expenditures for the 2018 budget, noted that 2018 will be a difficult

budget, but that current and expected construction may make 2019 and 2020 budgets a little easier. **7. Employee health benefits** Reviewed proposed changes in the health plan and HRA plan. This item will be on the September 21st Board agenda.

Clerk-Treasurer: 1. 2018 Election equipment update Outagamie County has indicated that we will be able to get a trade-in value for our current equipment when the purchase of new equipment is made. This would decrease the overall cost.

Chief of Police: 1. Point system for liquor licenses Referred to the existing ordinance. A letter will be sent to agents of licensed alcohol premises reminding them of the ordinance. Another letter will be sent with the 2018 renewal notices and any business with demerit points will receive periodic letters reminding them of their status.

Library Director: 1. Summer Library Program post-evaluation Reviewed a report of successes and points to improve. **2. Library Usage Statistics update** Reviewed statistics showing increased visits and circulation numbers. **3. Fall programming** Distributed a flyer on upcoming programs. Olk complimented Honzik on the flyer.

Attorney: The Schilling property has been scheduled for an October 12th sheriff's sale.

Presentation of accounts and other claims against the Village

Motion [Schleif/Arendt Vanden Heuvel] to approve Village payroll deduction deposits and vouchers #23866-23955 in the amount of \$105,925.72, two direct deposit payrolls totaling \$58,608.90, and Water & Sewer Utility vouchers #10139-10156 in the amount of \$30,877.57 as presented. Unanimous roll call vote, motion carried.

Communications and Miscellaneous Business

Black Otter Lake District news: Kuhnke and Habeck reviewed the 8/28 meeting minutes noting the DASH program removal of weeds, approval of the 2018 budget, proposal of a newsletter, and change in elected members.

Hortonville-Hortonia Fire District news: Kuhnke reviewed the 8/29 meeting. There will be a budget meeting on September 12th.

Hortonville Civic Association: Olk talked about the September 16th Oktoberfest to be held at Alonzo Park and noted that Chocolate Fest will be renamed Hortonville Homecoming for 2018.

Comments and suggestions from citizens present

Habeck asked Board members about the electronic meeting packets and all agreed that it was a good idea and worked well.

Wessel complimented staff on their budget efforts.

Adjournment

Motion [Schleif/Arendt Vanden Heuvel] to adjourn. Unanimous voice vote, motion carried. The Board adjourned at 8:11 p.m.

Minutes submitted by,

Lynne Mischker, WCMC
Clerk-Treasurer