

## VILLAGE OF BROKAW – BOARD of TRUSTEES MEETING MINUTES

**Date:** Thursday, March 8<sup>th</sup>, 2018

**Place:** Village of Brokaw Village Hall, 218 Second Street, Brokaw, WI.

### AGENDA

1. President Weisenberger called the meeting to order @ 8:00 pm.
2. Pledge of Allegiance was recited prior to Plan Commission meeting.
3. Roll call of members: Present-Jeff Weisenberger, John Borth, Matt Deffner, Adam Dykman, Margie Ann Josiger and Dan Manowski. **Excused-James Sonnentag.**
4. Motion to approve February 8<sup>th</sup>, 2018 BOT meeting minutes as submitted/ Josiger. Second/Dykman. Motion carried unanimously.
5. Presidents Report: None
6. Water Utility Report presented by Clayton Laszewski (attached). OSC Chair asked Clayton to investigate running natural gas to the pressure tank building after discussion on the excessive electrical bill due to heating the building.
7. Administrators report presented by Administrator Rusch (attached).
8. Business Items:
  - A. Discussion and possible action regarding Plan Commission recommendation to approve Heartland CUP. President Weisenberger asked for additional comments regarding the CUP language. Hearing none he asked for a motion.  
  
**Motion to approve Plan Commission recommendation on Heartland Coop CUP/Josiger. Second/Deffner. Motion carried unanimously.**
  - B. Discussion and possible action regarding sidewalk snow removal: Administrator Rusch explained that there had been some complaints regarding sidewalks not being shoveled. He sent an offending resident an e-mail notifying them to communicate a timeline on when they would attempt to clear their sidewalk, per their responsibility identified in the Brokaw Municipal Code. They did reply that they would address it prior to 6:30 today. He received an e-mail at 2:41 today that they cleared what they could and would continue to work at it as the weather warms and allows them to shovel. He mentioned that he and Clayton had talked about residents blowing or shoveling snow onto the streets, which is also a violation of the Municipal Code. Discussion was had regarding posting the ordinance on the boards. Ms. Josiger recommended adding a note to the water bills would be a good

option. It was decided that Mr. Rusch would create a reminder to be sent with the next water bill distribution. No motion was made or required by the Board.

- C. Discussion and possible action regarding Building Inspector Contract: Administrator Rusch explained that having a building inspector was required by statute. Rich Grefe had assumed that role last year on a yearly basis and it was time to re-appoint an inspector. Mr. Grefe submitted a contract, a copy is in the Board's packet.

**Motion to Approve Rich Grefe as the Brokaw Building Inspector and to approve his contract/Dykman. Second/Deffner. Motion carried unanimously.**

- D. Discussion and possible action regarding USDA and State funding distribution: Administrator Rusch explained that this is a standard running agenda item. At this time, it has been agreed that the first 100k of the State funding will go to repaying Maine for closing out a 100K Brokaw loan. The remaining funding would be targeted to take on Brokaw debt prior to reimbursing either Maine or Texas. OSC member Andy Walters suggested that we address putting together a document that outlines how we plan to distribute funding. OSC Chair Betty Hoenisch explained that we have to be extremely careful to not jeopardize the USDA funding by making any missteps regarding distribution of the State money. Mr. Walters suggested we use the financial needs analysis worksheet prepared by Vierbicher as a guide to prepare a document that puts our thoughts regarding that distribution in writing. Chair Hoenisch suggested a joint meeting including all CBA Board members to be sure we are all on the same page. No motions were made, or required, regarding this discussion.

- 9. Items that need to be placed on future agendas: Discussion regarding services for the initial attachment area.
- 10. President will entertain a motion and roll call vote to convene into Closed Session pursuant to Wisconsin State Statute 19.85 (1) (c) for the purpose of considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility in regard to a Village of Brokaw Employee.

Administrator Rusch asked if the Board was ready to discuss this item. Clayton was okay with tabling this discussion until more details were prepared.

**Motion to table this item/Josiger. Second/Manowski. Motion carried unanimously.**

- 11. Adjourn Closed Session and reconvene into open session: N/A
- 12. Discussion and possible action regarding Closed Session discussion in Item 10: N/A

13. Schedule next Board of Trustees meeting for April 12<sup>th</sup>, 2018.
14. **Motion to adjourn @ 8:41 pm**/Josiger. Second/Deffner. Motion carried unanimously.