

## VILLAGE OF BROKAW – BOARD of TRUSTEES **MINUTES**

**Date:** Thursday, April 12<sup>th</sup>, 2018

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

### AGENDA

1. Call to order by President Weisenberger at 7:32 p.m.
2. Pledge of Allegiance was recited at the beginning of the Plan Commission meeting.
3. Roll call of members: Jeff Weisenberger, John Borth, Matt Deffner, Adam Dykman, Margie Ann Josiger, Dan Manowski present. **James Sonnentag- excused.**
4. **Motion to approve of March 8<sup>th</sup>, 2018 BOT meeting minutes as submitted/Dykman. 2<sup>nd</sup> Deffner.** Motion carried unanimously.
5. Presidents Report: None
6. Water Utility Report: attached
7. Administrators report: attached
8. Business Items:
  - A. Discussion and possible action regarding Plan Commission recommendation for 205 2<sup>nd</sup> St. CUP:

Administrator Rusch explained that the Post Office building had been sold and a new tenant submitted a CUP application to allow a used car dealership at that location. He explained that the area is zoned B-1 which allows businesses to operate and a car dealership would need a conditional use permit. He explained that the wellhead protection primary area would prohibit a car dealership but that this is located in the secondary area and allowed by a CUP.

Mr. Rusch introduced Alexander Thompson as the owner and petitioner. Mr. Thompson explained that he intends to start with 10-20 cars, with the most being 30. He proposed all his business would run out of the north entrance to the building and that he intended to keep the area neat and professional looking. He stated that he planned to hang a banner type sign on the north side of the building that was about 3' x 7'. He mentioned that his hours would be 10:00 a.m. to 6:00 p.m. Monday through Friday or by appointment. Business would be closed Saturday and Sunday.

Mr. Rusch shared that he had discussed the plan with Brokaw Credit Union representatives and their only concern was traffic through their business lot. They typically get traffic cutting through the lot from people too impatient to wait through the 4 way stop sign if there are trucks or farm equipment ahead of them. They would be happy if the car lot parked cars within the lot to prohibit that practice. Margie Josiger mentioned that the parked cars should not interfere with the Post Office deliveries to the loading dock since the building is shared by them and the car dealership.

President Weisenberger pointed out that given this is in the wellhead protection area that all vehicles need to be parked on an asphalt surface. OSC Chair Betty Hoenisch asked about controlling spills (oil, gas, etc.). President Weisenberger mentioned that no material spills can go down the storm sewer. Mr. Rusch explained that it was the business owner's responsibility to control any spills and prevent them from reaching the storm sewers.

Chair Hoenisch explained that if the CUP is granted that it only goes to the current owner, if the business is sold the new owner would have to re-apply for a new CUP. She also explained that not following the conditions set on the CUP could result in revocation of the permit. Mr. Thompson explained that he understood the terms being discussed and mentioned that he will not be doing any maintenance onsite. He has a contract with a local repair shop to handle any repair needs. Matt Deffner stated that as long as someone is willing to start a business and maintain the parking lot he would support the effort.

**Motion to approve Plan Commission recommendation regarding CUP approval/Deffner. 2<sup>nd</sup> Borth. Motion carried unanimously.**

B. Discussion and possible action regarding water utility transfer:

Administrator Rusch explained that the PSC has outlined a process that will allow us to move forward in a timely manner. The face to face meeting with PSC representatives netted a better result than many phone conferences had in the past. The PSC will allow us to send in one application to dissolve the Brokaw Water Utility, establish the new Maine Utility and certify the new Maine Utility. Typically, this would be done with multiple applications. One component of getting the timeline reduced would be to have all Brokaw water utility customers to sign a consent form to become Maine water utility customers. Getting all customers to sign off could reduce the review timeline of the application to one month. OSC Chair Hoenisch explained that a consent form for each utility customer is prepared and ready for signatures. She explained that Administrator Rusch and her will be coming door to door to get the signatures. No action was required regarding this item.

C. Discussion and possible action regarding services agreement for initial attachment area:

After some discussion regarding sharing or splitting of services it was agreed that a meeting should be scheduled upon completion of attachment. No action was required regarding this item.

D. Discussion and possible action regarding USDA and State funding distribution:

Administrator Rusch explained that this is an ongoing agenda item. He explained that the first State payment will be coming in June and that Maine will be reimbursed for closing out an outstanding Brokaw loan of \$100,000.00 plus. The remaining funds from that payment will be targeted to reducing appropriate Brokaw debt, meaning debt payoffs that do not negatively impact the USDA funding. There was additional discussion regarding reimbursement of expenses to Texas and Maine out of the first payment. Chair Hoenisch explained that USDA funding eligibility could be affected if funds are not used per their guidelines. Ongoing discussion of fund distribution will continue as USDA confirms what expenses can be reimbursed and what ones can't. Chair Hoenisch explained that the State funding was awarded to reduce Brokaw debt, thereby attempting to protect Maine and Texas taxpayers. Funding distribution will be handled carefully to comply with the intent of the State funding and guidelines of the Federal funding. No action was required regarding this item.

9. Items that need to be placed on future agendas: None brought forward.

10. President Weisenberger 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.

**Motion by Deffner/ 2<sup>nd</sup> by Josiger @ 9:03 p.m.**

**Borth- yay, Deffner- yay, Dykman- yay, Josiger- yay, Manowski-yay. Motion carried unanimously.**

11. **Motion to adjourn Closed Session and reconvene into open session @ 9:13 p.m./Dykman. 2<sup>nd</sup> Deffner. Motion carried unanimously.**

12. Discussion and possible action regarding Closed Session discussion in Item 10:

**Motion to pay Clayton Laszewski for past due retirement and unused vacation benefits in the amount of \$10,696.00. Payment schedule to be negotiated by Clayton and acting Treasurer Bailey/Manowski. 2<sup>nd</sup> Borth. Motion carried unanimously.**

13. Schedule next Board of Trustees meeting for May 10<sup>th</sup>, 2018 at 7:30 p.m.

14. **Motion to adjourn at 9:16 p.m./Dykman. 2<sup>nd</sup> Josiger. Motion carried unanimously.**