

VILLAGE OF BROKAW – BOARD of TRUSTEES

Date: Thursday, September 7, 2017

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

Minutes

Call to order: 6:30 p.m. by President Jeff Weisenberger.

Pledge of allegiance was recited.

Roll call: Present-Jeff Weisenberger, John Borth, Matt Deffner, Adam Dykman, Margie Ann Josiger, James Sonnentag and Dan Manowski.

Motion 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 Village of Brokaw Employees/Deffner. Second/Dykman. Motion voted on unanimously.

Motion to adjourn closed session and reconvene the Board of Trustees meeting @ 6:55/ Manowski. Second/Dykman. Motion carried unanimously.

Motion to approve August 10th, 2017 Board of Trustees meeting minutes as submitted/Borth. Second/Deffner. Motion carried unanimously.

Presidents Report: None.

Water Utility Report: Submitted written report by Clayton.

Administrators Report: Submitted written report by Keith.

Business Items:

- A. Discussion and possible action on Heartland Co-op Conditional Use Permit (CUP) variance. Discussion regarding allowing a variance to operate outside of the original CUP restrictions during harvest season was had. Heartland Co-op representatives Ed Sabey and Pat Coulliard discussed improvements/changes made to the site since the purchase. They explained how the operation typically runs, or how they would like it to run, during the harvest season. Heartland would like to run dryers and roasters 24 hours per day/7 days a week from the middle of October to the middle of December. Neighboring property owners Dan and Karen Manowski explained that the noise and vibration from what they assumed was the Roaster created a situation where it was not possible to sleep in bedrooms nearest to the facility. Multiple options were discussed to adjust the hours of operation or the timeline when they think they can operate. One being establishing a window (21 days),

which they determine the start date, to be able to run continuously. Discussion regarding having a 3rd party conduct noise measurements was had; Heartland would hire Public Service to conduct measurements during the height of the operation. It was determined that it would be unlikely that the busy season would start prior to next month's meeting. Ed and Pat will go back to upper management to discuss specific operating parameters they can propose that could meet the needs of the neighbors and possibly review the current equipment for sound/vibration improvements. Recommendation was made to table any decision until further information could be gathered.

Motion to table CUP variance per Plan Commission recommendation/Dykman.
Second/Josiger. Motion carried unanimously.

- B. Discussion and possible action to amend Public works employee compensation.

Motion to approve \$2.50 per hour pay increase for Clayton Laszewski starting with the current pay period/Dykman. Second/Manowski. Motion carried unanimously.

- C. Discussion and possible action to approve office file review and organization. Keith explained the need to organize the files currently stored in the office. Recently he ran across reports; regarding well siting that could have saved time and money trying to acquire from the Engineering firm, just sitting in an unorganized drawer among junk paperwork. It was explained that knowing what information is there and where to find it would be very beneficial and potentially a cost savings. He also thought having someone with Brokaw history would be helpful in sorting out the information. He had reached out to Brenda Weisenberger and Margie Josiger to see if they would be interested in assisting and they were. Rochelle Frank also stopped in and offered her assistance. Given that Maine would eventually be managing the information it was discussed having Clerk Bailey Assist in how information was organized so that it corresponded with how Maine files their documentation. Pay for the position was discussed and agreed to \$12.00/hr. for the task.

Motion to remove approve bringing in a couple of helpers to assist in organizing Brokaw paperwork, including Cindy Bailey, at \$12.00 per hour/Manowski. Second/Borth. Motion carried unanimously.

- D. Discussion and possible action to renew Rural Insurance contract with the Village of Brokaw. Discussion regarding the need to shop around for better rates was had. It was discussed possibly using the same insurance company as Maine, but that due to the fact that Maine needs to cover emergency services it would not be an apple for apple

comparison. Given the timeline it was determined that it makes the most sense to renew the contract.

Motion to approve renewing the Rural Insurance contract with the Village of Brokaw/Josiger. Second/Manowski. Motion carried unanimously.

- E. Discussion and possible action approving Keith Rusch as primary contact for the WISLR road report submittals. Keith informed the board that with Betty's assistance he can complete the submittals. He has completed his WAMS registration and is prepared to work on this project in house.

Motion to approve Keith Rusch as primary contact for the WISLR road report submittals/Manowski. Second/Deffner. Motion carried unanimously.

- F. Discussion and possible action passing Resolution 2017-03, approving Keith Rusch as Brokaw's authorized representative for the DNR recycling grant application. Keith informed the board that with Betty's assistance he can complete this task in house.

Motion to pass Resolution 2017-03, approving Keith Rusch as Brokaw's authorized representative for the DNR recycling grant application /Sonnentag. Second/Josiger. Motion carried unanimously.

- G. Discussion and possible action to approve Keith Rusch as an authorized representative to make changes to the Cellcom account. Keith explained that currently Wayne, Bob and Clayton are the only authorized personnel for the Cellcom account. He has all of the necessary forms prepared but needs official approval to remove Wayne and Bob and add him on the account. Clayton will remain as an authorized representative.

Motion to approve Keith Rusch as an authorized representative to make changes to the Cellcom account/Josiger. Second/Sonnentag. Motion carried unanimously.

- H. Discussion and possible action to remove Charlie's cell phone (573-1253) and the kitchen phone (675-6002) from cellcom service. Keith explained that after conferring with Clayton there may no longer be a need for the 2 numbers. Charlie's old cell phone is not being used and the kitchen phone is not needed. There is a phone in the kitchen area that is dedicated to the office line. Clayton also mentioned that since Charlie retired he is having important calls coming directly to his cell phone. He thought if we also eliminated 675-1601 he only needed to contact a couple of vendors to inform them to contact him via his cell number. By eliminating 573-1253, 675-6002 and 675-1601 from the Cellcom plan Brokaw would save \$740.64 per year. Clayton mentioned we may have to check the plan terms to be sure we don't incur a penalty to dropping those lines prior to a specific time limit.

Motion to remove 573-1253, 675-6002 and 675-1601, if the plan terms allow it without penalty, from the Cellcom account/Sonnentag. Second/Dykman. Motion carried unanimously.

- I. Discussion and possible action regarding 2018 emergency services contract with the City of Wausau. It was discussed that all municipalities with current ambulance contracts with the City received a notice regarding their contracts. Service costs have gone up significantly compared to the last contract and all municipalities will be receiving a termination notice to be able to assign new terms to the contracts. Maine is in discussions regarding the direction they plan to go. It was discussed that Brokaw wait until Maine has come up with a preferred direction since they will be managing the services in the future.

Motion to table discussion regarding 2018 emergency services contract with the City of Wausau until the October meeting/Dykman. Second/Manowski. Motion carried unanimously.

Items that need to be placed on future agendas:

- Renewing contract with Realtor.
- Add Treasurers report to agendas.

Next Board of Trustees meeting: October 5th, 2017

Motion to Adjourn @ 9:05 p.m./Josiger. Second/Deffner. Motion carried unanimously.