Minutes of Regular Meeting of the Oakfield Village Board
Oakfield Community Center
130 N. Main Street Oakfield, WI 53065
Wednesday, July 8, 2026 at 7:00 p.m.

The meeting was called to order at 7:00 p.m. by President Dan Redman.

Roll call found the following trustees present: Michael Merk, John Cedar, Chris Cook, Julie Franke, Owen Stoppleworth and Chase Casey. Also in attendance: Renee Schuster, Chad Veleke, Kevin Baker, Mark Born, Joe Ciesielczyk, Tiffany Larsen, Carla Norenberg and Miriam Thomas.

Motion: Owen Stoppleworth, seconded by John Cedar, to dispense with the reading of the minutes of the June 10, 2026 regular board meeting and approve them as written. Motion carried 7-0.

Public Comments: None.

Carla Norenberg/village-owned land: Carla Norenberg lives at 176 E. White Street and stated her family has been maintaining the strip of land adjacent to their property for approximately 37 years. She would like their ownership of the parcel recognized or deeded to them through a lot line adjustment, claiming adverse possession. The clerk stated the statute regarding adverse possession does not include any state or political subdivisions land, villages included. Board members replied that they need to know what the village's options are for the situation and the clerk has reached out to the village's attorney for more information about any legal requirements and advice. The presence of any utilities needs to be verified also. Carla stated they aren't really interested in offering to purchase the land. Someone will reach out to Carla when more information is known and the topic will be on the next board meeting agenda.

Mark Born: Representative Mark Born spoke with the board about legislative actions over the last year. Much of the surplus money in the state budget, due to a strong state economy, has been reinvested in roads, healthcare, education and tax cuts. The state is ahead of schedule in revenue collections. The Assembly continues to work on more ways to return dollars to taxpayers.

Library Board: Tiffany Larsen introduced herself as the new Library Director. She is looking forward to working in and with the community.

Public Works:

Wastewater project update: Shane Dennis from MSA joined virtually and reported that all major construction is complete and finishing work is being done on a few buildings to put the overall project at roughly 90% complete. The electrical/screening room and lab are in the final stages. The only major work left on the project is the asphalt paving and grading, both of which should be finished within the next couple months, keeping the project on track for a substantial completion date in October. At that point the village will go through and create a punch list of final items to be completed by the contractor before the project can be closed out.

Staab pay request #17: The pay request is for $353,410.55. The pay request is approved by MSA.

Motion: Chase Casey, seconded by Chris Cook, to approve pay request #17 for $353,410.55. Motion carried 7-0.

Change Order #6: Shane explained the reason for the change order was due to exceeding the utility allowance. The bill for natural gas installation was triple what was entered as the allowance. No notice was received from Alliant regarding the increase in cost and there is no option for another gas company. The other part of the change order is for a reduction due to not needing a cellular line.

Motion: Chase Casey, seconded by Chris Cook, to approve Change Order #6. Motion carried 7-0.

Treatment plant phone: The clerk informed the board that the most recent bill with the current phone carrier, Frontier, was just under $200.00 for one month and with the upgrade a separate phone line is no longer needed for the notification system.

Water meter update: Miriam informed the board Tony has changed out 234 meters so far and has approximately 201 remaining. The transition to the new system has been very smooth and it is very effective for monitoring leaks and usage. Tony tries to check the system data daily.
Sidewalks ordinance: John said he wants the Public Works Committee to look at the sidewalk draft before it's brought to the board for discussion/approval. It will be on the next Public Works Committee agenda.
Driveway ordinance: Michael has been working on a draft to update the driveway ordinance and would like the Public Works Committee to address it before bringing it to the board as well.
South Main Street update: The 90% plans are done. Details regarding street lighting still need to be discussed in the near future. The project is on schedule to be bid out in January and construction starting in spring of 2027.
Fire Department update: Chief Baker spoke about a letter that was forwarded to the board regarding a request to the county for funding assistance for purchasing the new radios that will be required over the next several years. Local departments are proposing a 66% county/ 33% local split for funding since most departments will need assistance paying for the new equipment. The goal is to have all departments switched to the new radio system by 2030. Oakfield has been fortunate to receive grants that cover much of the cost of the radios so it will not need additional funding from the county, but are still supporting the resolution.
The new door openers for the station have been ordered and should be installed next month. Hydrant testing is planned for August to ensure the correct flows are recorded. Next Monday department members will be in the community selling raffle tickets for the department's annual raffle.

Public Safety:

Chief's report: Traffic enforcement continues along with safety grants from Fond du Lac County. There were minor incidents at the park which have been addressed with kids and their parents, two drug arrests, three migrant workers have been sent back after an incident at Seneca, and Chief Schuster has issued twenty-nine tickets for ordinance violations. Seneca has delayed the arrival of the rest of their seasonal workers so there are currently 125 housed in Oakfield. The squad car is having connectivity issues with Verizon with the computer. If the issues cannot be fixed a new provider will need to be found.
Line of Succession review: Chase stated that the Public Safety Committee has been discussing this topic in regards to emergency and non-emergency situations. Chief Baker has been working on creating an Emergency Management Preparedness plan to submit to Fond du Lac County and the template requires a list of names in order for the plan to be effective. He would like to submit it as soon as possible so it's on file. Any changes for names listed in the line of succession can be made at any time, an update would just need to be sent to the county. There was discussion regarding the differences in line of succession for emergency situations versus handling day-to-day situations if the village president is not around.
Emergency Preparedness Ordinance: The Village does not currently have an ordinance for emergency preparedness. The Emergency Management Plan Chief Baker is proposing to submit refers to local ordinance regarding preparedness. The Public Safety Committee will work on creating a draft.
Authorized persons signage: After consulting with the Village Attorney, the Public Safety Committee would like to get these signs posted at village property which contains infrastructure. A general list of authorized persons should include village employees and contractors working under village direction. Dan suggested creating new identification tags for trustees to wear as well.
Dog exemption: The Public Safety Committee met with Chad Veleke before the regular board meeting. The resident has six dogs, three over the ordinance limit and has never received board approval to have more. Owen prepared a report comparing other local municipality's ordinances regarding dogs. The committee is recommending to the board to give an exemption to have one extra

dog due to the resident fostering extra animals, and 120 days to rehome the other two that are over the limit. Chief Schuster also stated there are currently 230 dogs licensed within the village, of which she is aware.

Motion: Chase Casey, seconded by Julie Franke, to allow an exemption for two extra dogs, with the understanding that once those dogs are no longer alive, the limit returns to three. The sixth dog must be rehomed within 120 days and to pay all unpaid dog licenses and late fees from the current and prior years for the dogs over the limit since the year they were acquired. Motion carried 7-0.

Animal limit ordinance: Chase identified the need of the exemption wording to be clarified for the future. The Public Safety will work on a draft for this as well.

Resolution 2026-8: Chief Schuster is requesting funds remaining from the 2025 budget in the amount of $3,717.12 be carried forward to the current year budget for new purchases.

Motion: John Cedar, seconded by Michael Merk, to approve Resolution 2026-8 as presented. Motion carried 7-0. A copy of the resolution can be viewed at the Village Office during regular business hours.

Parks Committee:

Resolution 2026-9: The Parks Committee is also recommending the carryover of funds from the 2025 budget in the amount of $2,312.78 to the current year for outlay purchases.

Motion: John Cedar, seconded by Chase Casey, to approve Resolution 2026-9 as presented. Motion carried 7-0. A copy of the resolution can be viewed at the Village Office during regular business hours.

New Business:

Monthly check approval: The disbursement sheet for June was passed around. Miriam also displayed the new report format from the new accounting system to familiarize the board with what the monthly reports will look like now.

Board of Appeals discussion: John Cedar and Michael Merk will be added to this committee as approved by the board. Travis Moser will remain the chairperson and Mike Fisher will be moved to an alternate position. Michael stated he wanted to look at updating the driveway ordinance due to the amount of variance requests on driveway width within the last several years.

Sewer lateral line of credit: The renewal on this line of credit is due for renewal. After looking at how many laterals remain to be repaired and how much will be paid by the end of the current year, the clerk feels confident the line of credit can be renewed at $100,000.00 and not increased.

Motion: John Cedar, seconded by Michael Merk, to approve renewal of the $100,000.00 line of credit at Bristol Morgan Bank. Motion carried 7-0.

Plat reviews: Two plat reviews were received from Fond du Lac County for parcels on County Road D wanting to divide land and building a shed on a separate parcel. There was no opposition from the board for either request. Both resolutions will be sent to the county.

New copier: Miriam reported the copier in the office is no longer under service contract and will not be able to have parts replaced if needed. She is looking into costs for a replacement and hopefully this one will last until next budget year.

D Mueller property: Dan and Michael met with Randy Mueller and a representative from the Wisconsin Department of Natural Resources regarding the property at 201 N. Main Street. The property has soil contamination and has been an active case with the DNR. It will be difficult to develop the property privately due to unpaid taxes and a lien, or a potential lien being placed on it. The property owner is open to working with the village to get the contamination removed. Grants are available to the village to determine the extent of the contamination without the village actually owning the property and having no liability for any cleanup. Economic grants are available through the East Central Wisconsin Regional Planning Commission for testing, clean up and demolition. Michael is working on gathering date about the grant funding available to be able to present to the board at a future board meeting. The goal is to have economic activity on the property.

Codification: Miriam gave an update on codification progress. She also reached out to MSA to ask for help with several ordinances that require technical competency to update. A price of approximately $2,000.00 was give to update just the stormwater ordinance as the time estimated to complete it is between eight and twelve hours. Michael said he could look at them and see what he might be able to do before the board spends more money.

Motion: Julie Franke, seconded by John Cedar, to adjourn at 9:25 p.m.

Respectfully submitted,
Miriam Thomas, Clerk/Treasurer