

Minutes of Regular Meeting of the Oakfield Village Board
Oakfield Community Center
130 N. Main Street Oakfield, WI 53065
Wednesday, August 12, 2026 at 7:00 p.m.

The meeting was called to order at 7:02 p.m. by President Dan Redman.

Roll call found the following trustees present: Michael Merk, John Cedar, Chris Cook, Owen Stoppeworth and Chase Casey. Also in attendance: Rence Schuster, Kevin Baker, Coty Weathersby, Joe Ciesielczyk, Joe DeYoung, Tom Havey, Peter Biermeier and Miriam Thomas.

Motion: Chase Casey, seconded by John Cedar, to dispense with the reading of the minutes of the July 8, 2026 regular board meeting and approve them as written. Motion carried 6-0.

Public Comments: None.

Emily Waisanen; Envision FDL: Ms. Waisanen was unable to attend and will be at a future meeting.

Village land on E. White Street: The clerk relayed information provided by the village attorney stating that the village can sell the property as surplus property and can deal specifically with the Norenberg's since they approached the village, however, giving the property away isn't recommended. The attorney recommended getting the property appraised so the board has an idea what the property is worth in order to sell it, however, the Norenberg's have said they aren't interested in paying for it. Miriam will contact the Norenberg's to let them know the status of the situation.

Belle Reynolds Subdivision: Tom Havey was present to discuss the current status of the Belle Reynolds Subdivision as was Joe DeYoung from MSA. MSA believes the project should be zoned as a Planned Unit Development (PUD) and did not realize until recently that the Village does not have a PUD zoning ordinance. These zoning ordinances have become very common in Wisconsin. A packet from MSA was reviewed explaining a PUD ordinance and the process of creating a subdivision through one. Joe explained why having one is important because very little on the current plan will fit within current ordinance setback and standards. The Belle Reynolds Development is unique because there will be no public road frontage to the units; the entire road will be private. This plan is similar to a condo plat except that a condo plat only sells units in a building, not individual lots. Joe encouraged the board to have the village's attorney look at the ordinance and plan to make sure it looks ok. The board questioned how the buildings and land would be owned and Tom explained that it's common in new construction to have a duplex built with the lot line right down the middle so two people own the building. Once the site plan is approved minor changes can be made easily. Concerns were brought up about setbacks in the current design that do not align with current village ordinance and how it is possible to allow closer setbacks in a PUD but not approve variance requests regarding setbacks. The main goal is to fit as much density in a certain area and maximize the use of the land by creating a development which does not fit within current ordinance requirements but will work for many homeowners. Joe is proposing that the PUD ordinance be drafted, reviewed in a Plan Commission meeting, have the required public hearing and then to the village board for final approval. Many municipalities have PUDs in place already. The cost to MSA to draft the ordinance and have the public hearing will be \$3,000 to \$4,000. Joe said the public hearing is a Class 2 notice which requires 2 postings in the newspaper, a week apart each and the Plan Commission can't meet until a week after the second notice which would make it very hard to be approved and in place at the next regular Village Board meeting. The developer should not incur this cost. Joe highlighted some of the items within the sample ordinance including the required size for a parcel in order to qualify for PUD zoning and ownership of the PUD. There must be a single owner at the time of creation of a PUD and later the units can be split up into separate land-locked parcels as houses are built. The thing that makes this PUD plan unique is the landlocked parcels due to the fact that the road will be privately owned; the village will not maintain anything other than the utilities (not including electric and gas).

Michael asked about stormwater management. Joe said there should be a clause in the Homeowner's Association document to address stormwater management and each lot's responsibility along with a caveat that the village has a right to come in and maintain anything that isn't maintained and assess it to the property. The DNR will have to approve a stormwater management plan. Joe would like the village's attorney to look at the draft ordinance MSA provided and get his opinion on the landlocked houses. He also mentioned they are still waiting for some documents from Mr. Havey like more info on the PUD and what it includes as well as a draft HOA document.

Motion: John Cedar, seconded by Chase Casey to have MSA assist with developing a PUD zoning ordinance for a cost not to exceed \$4,000. Motion carried 6-0.

Tom Havey spoke about the zero lot line and private road concept and why it is preferred in this plan. A traditional public road requires a larger right of way and would not allow for the density that is desired. After the last meeting several things were adjusted including moving the park and removing a structure to not be so close to the retaining wall and also include extra overflow parking by the removal of the northeast single-family home. He believes it will be a desirable community in which to live. There has been little talk of cost of construction at this point.

Several board members brought up the concerns that still remain about emergency vehicle access to the private road. Tom requested the exact dimensions of the turning radius of the vehicles that need to be shown. Chief Baker will get the dimensions of Brownsville's ladder truck to Joe so the tracks can be run to show exactly where and how the biggest vehicle will navigate the road. Dan would like more detail on the specifics of the retaining wall due to the close proximity of a water line along the water tower road. Tom also mentioned his frustration with dealing with Alliant over a line that is in his property and needs to be moved. Owen mentioned confirming there is enough space and width on the water tower road for potential water tower repairs or replacement. Tom stated that a good portion of the village's property is likely under an approximately 10-foot-wide area of overgrown brush so the road could be adjusted south if need be, the brush would just need to be cleared out. Joe also stated concern about the design of the wall with the proximity to the road and water line.

Michael asked if the project would be done in phases or if all the infrastructure would be in before any building construction starts. Tom stated the road would likely not be fully paved before structures start being built. Water and sewer, gas and electric would be put in fully all at once.

Fire Department:

Chief's update: The new overhead door openers were installed last week. Chief Baker attended a meeting at Fond du Lac County regarding the new radio upgrades and there was no talk of offering assistance to municipalities as far as funding the upgrades. Nielson Communications will be coming to install the new radios in Oakfield which, were purchased using a state grant. Many departments cannot afford to upgrade without any kind of assistance.

The fire department is planning a 1% increase in their budget for 2027 to cover increasing utility costs.

Resolution 2026-12; Emergency Response Plan: Chief Baker discussed the need for the plan last month and has already turned in the draft for the plan to Fond du Lac County, it just needs to be officially adopted.

Motion: Chase Casey, seconded by John Cedar, to approve Resolution 2026-12. Motion carried 6-0. A copy of the resolution can be viewed at the Village Office during regular business hours.

Public Works:

Wastewater project update: Coty Weathersby, the on-site engineer for the project gave the board an update on what has happened over the last month. All exterior work has been completed and all plumbing was recently finished as well. Casework in the lab is in the final stages. Asphalt paving went in last week and grading can be adjusted if need be. Landscaping and seeding are both done and the electricians are working on HVAC and wiring the last of the electrical equipment.

Staab pay request #18: The pay request is for \$461,648.80. The pay request is approved by MSA.

Motion: Chase Casey, seconded by John Cedar, to approve pay request #18 for \$461,648.80. Motion carried 6-0.

Public Safety: There have been several after hours park violations and e-bikes/e-scooters violations recently.

Ordinance 2026-5, parking restrictions: Chief Schuster would like the line in the ordinance referring to impounding vehicles within the village removed as there is no space available to store any towed vehicle.

Motion: Chase Casey, seconded by Michael Merk, to remove the line “within the village where storage space is available” from Ordinance 10.12.060. Motion carried 6-0.

Ordinance 2026-6; snow and ice removal: This has been tabled to the next board meeting so the ordinance can be properly formatted for approval.

Parks Committee: A draft of an updated ordinance was distributed. Michael stated a lot of things were added and he hasn’t had time to read through all of them and would like the Parks Committee to go through it in detail prior to board approval.

Scoring booth at Village Park: The scoring booth for the west softball diamond was recently removed and bleachers rearranged for better viewing and there isn’t a need for the building any longer. Someone approached Gary Collien about possibly purchasing the building from the village and he reached out to the school and Recreation Association to see if they would have a reason to keep it and neither entity uses it.

Motion: John Cedar, seconded by Owen Stoppleworth, to sell the scoring booth at the discretion of the Parks Committee. Motion carried 6-0.

New Business:

Monthly check approval: The disbursement sheet for June was passed around.

Associated Appraisal Contract renewal: Miriam presented a new contract for the assessor for 2027 through 2029. The annual cost per year will be \$10,000.00, which is almost double the current cost. Miriam let the board know that before the previous contract renewal Associated stated the village’s contract was well below current rates and the subsequent (current) renewal would have a greater increase. There have been no issues working with Associated Appraisal.

Motion: Owen Stoppleworth, seconded by Chase Casey, to approve the three-year contract with Associated Appraisal at an annual cost of \$10,000.00 per year. Motion carried 6-0.

Frontier right-of-way permit: The permit was originally submitted last year in conjunction with the South Main Street project but the engineer for the project from Gremmer said to wait at the time. Frontier’s plan have been revised and approved by Gremmer. No boring work is involved, only moving lines to different poles. Miriam stated she is still waiting for payment.

Motion: John Cedar, seconded by Michael Merk, to approve the right-of-way permit for Pearce Services on behalf of Frontier Communications, contingent upon receiving payment. Motion carried 6-0.

Codification: No discussion was had regarding any ordinance updates. It will be on the agenda next month

Motion: John Cedar, seconded by Michael Merk, to adjourn at 9:07 p.m.

Respectfully submitted,

Miriam Thomas, Clerk/Treasurer