

Minutes of Regular Meeting of the Oakfield Village Board  
Oakfield Community Center  
130 N. Main Street Oakfield, WI 53065  
Wednesday, August 12, 2015 at 7:00 p.m.

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

Roll call found the following trustees present: Chris Cook, Tim Stoppleworth, Julie Franke, Dennis Steinke, Jim Eckberg, and Gary Collien. Dan Redman arrived at 7:03 p.m. Also in attendance: Don Voogt, Brandon Kaufman, Keshia and Justin Lueck, Tracy Sabel and Miriam Thomas.

Pledge of Allegiance

**Motion:** Tim Stoppleworth, seconded by Dennis Steinke, to dispense with the reading of the minutes from the July 8, 2015 regular board meeting and accept them as written. Motion carried 7-0.

**Public Comments:** Keshia and Justin Lueck were present to voice concerns about being told they were violating a noise ordinance by working on a race car. They are wondering what the restricted hours are. Several complaints have been made and the Luecks would like to be proactive and avoid a violation and keep things civil. They also voiced concerns about vehicles speeding past their property and excessive noise from the Post Office early in the morning. Dennis will speak with Chief Schuster and follow up to resolve.

**Public Works:**

**Sewer Lateral Report:** Don Voogt presented the next batch of laterals that were televised earlier this summer. The total laterals that have been inspected so far is thirty five, nineteen of which were identified as needing repairs or replacement. Don believes there are enough laterals needing repairs to be able to bid the project out for next year. There is the potential to complete more televising this fall before bidding the project out, pending wet enough weather conditions. Don also briefly spoke about a new company called Integrated Public Resources, which offers public and private entities the opportunity to partner together to complete public asset projects, as a potential option for completing infrastructure and public works projects.

**Compliance Maintenance Report:** Brandon Kaufman from MCO presented the Compliance Maintenance Annual Report for 2014 for the Village. Ammonia discharge in March and April was exceeded due to cold weather and run off. Once the weather warmed up and we received rain the discharge leveled off. There were thirteen bypasses at the treatment plant, however, they did not count against the Village's overall score. A copy of this report can be obtained at the Village Office during regular business hours.

**Resolution 2015-08: Motion:** Tim Stoppleworth, seconded by Dan Redman, to approve the 2014 Compliance Maintenance Report. Motion carried 7-0. A copy of this resolution can be obtained in the Village Office during regular business hours.

**I&I Repairs:** Public Works is waiting on some quotes to repair manholes in the Village. Water discharged next to Seneca near the corner of White and Elm disappears right outside of the pipe. Public Works is trying to figure out where the water is going since it is not pooling in the gravel area next to the pipe. Earl is going to attempt to dye the water again to determine where it is draining.

**Sewer Rate Increase:** Data for annual sewer rate increases of 5%, 6%, 7% and 10% was presented. There was discussion about what amount of increase would be best as the sewer lateral project is beginning. Sewer rates are not regulated, therefore they can be changed at any time.

**Motion:** Gary Collien, seconded by Dan Redman, to increase sewer rates 5%, starting with the 2015 fourth quarter billing cycle. There will be an article in the third quarter newsletter notifying residents of this change.

**Aeration basin at Treatment Plant:** A structural analysis of the aeration basin was suggested as the potential for any present groundwater to either crack the bottom or raise the entire basin up exists. The analysis would need to be completed before draining the tank. There is a large amount of groundwater in the area surrounding the treatment plant so cleaning has been postponed until the analysis is complete. Hiring divers to complete the cleaning is another option, however, it would most likely be quite expensive. The only thing needed to complete the analysis is a good set of

drawings for calculations. New diffusers for the basin have been ordered to replace the old, worn out ones once the basin is cleaned.

**Street crack filling:** The County worked for one day to fill cracks in the Village. School Street, East White Street, Booth Street, and Filby were all completed. Some of the manholes in the subdivisions were sealed again and the remaining product was used on Elm Street.

**New meter system:** The Public Works Committee feels that there is enough money to redistribute within the water budget to be able to order the software for the Metron meter system as well as thirty of the retro-fit radio read heads. However, since there are still three months left in the year, it would be prudent to wait to ensure the money isn't needed for an emergency repair. There was also discussion about possibly switching to monthly billing once the new meter system is completely installed.

**Water leak in Village Park:** Public Works has been looking for a leak in a water line in Village Park, as identified by MCO. It turned out to be a plugged drain tile filled with solid roots that was removed.

**Human Resources:** The Employee Handbook was distributed to board members for review. Some additions and changes include an annual employee review, a simplified vacation benefit for full time employees, pro-rated paid time off for permanent part time employees, and an adjusted comp time benefit. The committee is considering hiring one or two extra seasonal part time employees to help ease the winter workload. Once approved, the handbook will be reviewed annually for needed changes. If there are any suggestions, trustees should direct them to Jim Eckberg and the committee will seek approval for the handbook at the September board meeting.

**Public Safety:** The land adjacent to the post office was brought up as needing attention. There was a concern that the parcel might be a brownfield, but according to the Bureau of Weights and Measures, a gas tank was removed years ago. Tracy will check to see if the soil may be contaminated. A letter will be drafted and sent to Dennis for review.

**Solid Waste & Recycling:** Bulky waste resulted in the collection of 12.58 tons of waste. Two tickets were issued for unacceptable items in the Village; one was an excessive amount of cardboard that was not picked up. The homeowner was told by Advanced Disposal that excessive recyclable materials are not collected during bulky waste pickup. Miriam will get clarification on whether excessive waste or recyclables should be picked up on bulky waste day.

**New Business:**

**Car Show/Rummage Sale:** The Village was quite busy during the Rummage Sale and Car Show turnout was 125 cars. Sponsors were very generous this year. The Car Show will be donating some money to the local VFW and also to the High School Tech Ed Skills Class, as they helped with selling concessions.

**Licenses: Motion:** Gary Collien, seconded by Jim Eckberg, to approve an operator's license for Jazmyne Plá at Oak Central. Motion carried 7-0.

**Library Board:** Director Sharon Belling provided information for three candidates to fill two open spots on the library board. The library board's recommendation is to appoint Renee Heimerl and Carol Pierstorff.

**Motion:** Jim Eckberg, seconded by Julie Franke, to appoint the recommended candidates for the two open positions. Motion carried 7-0.

**Civil Defense Director Ordinance:** At the county's suggestion, the description for civil defense director needed to be updated. A typo in the draft ordinance was found containing the old wording "civil defense director."

**Motion:** Gary Collien, seconded by Jim Eckberg, to correct the words "civil defense director" to "emergency management coordinator." Motion carried 7-0.

**Motion:** Jim Eckberg, seconded by Julie Franke, to approve Ordinance 2015-11, as amended, regarding the updating of the civil defense director position. Motion carried 7-0.

**Adjourn:**

**Motion:** Dennis Steinke, seconded by Julie Franke, to adjourn at 9:12 p.m. Motion carried 7-0.

Respectfully submitted,  
Miriam Thomas, Clerk/Treasurer