

Minutes of Regular Meeting of the Oakfield Village Board
Oakfield Community Center
130 N. Main Street Oakfield, WI 53065
Wednesday October 12, 2016 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, Dan Redman, Julie Franke, Dennis Steinke, Jim Eckberg, and Gary Collien. Tim Stoppleworth was absent. Also in attendance: Mark Kopf, Peggy & Chris Schmeihil, Ron Engel, Bill Rusch, Kevin Baker, Andy Collien, Miriam Thomas and Lauren Prochnow. Joe DeYoung arrive at 7:58 p.m.

Pledge of Allegiance

Motion: Julie Franke, seconded by Dennis Steinke, to dispense with the reading of the minutes from the August 10, 2016 regular board meeting and accept them as written. Motion carried 6-0.

Initiative 41 presentation: Sarah Van Buren from The East Central Wisconsin Regional Planning Commission presented the Initiative 41 project which aims to improve the overall economic “eco-system” within the region. Ms. Van Buren stated that the Village of Oakfield has a great quality of life that many people moving to the area desire. The school district is also an attractive feature that can be a big draw. Ms. Van Buren encouraged the village to continue maintaining infrastructure and roads to maintain the quality of life offered here.

Public Safety: Chief Schuster relayed information to the clerk regarding a family considering moving to the Village who currently own four dogs. The Village’s ordinance states that no more than 3 dogs can be owned without board approval. Two of the dogs are service dogs and one is elderly.

Motion: Dennis Steinke, seconded by Dan Redman, to grant an exemption to Ordinance 6.04.010 and allow possession of four dogs to the family. Motion carried 6-0.

Fire Department: Representative from the fire department presented the proposed 2017 budget. The bottom line on the budget is unchanged from last year. The budget has also been presented to the Town of Oakfield and the town of Byron. The Town of Oakfield approved the additional \$4,500 to save for a new truck and the Town of Byron approved \$3,000. The department continues to save money from all resources for purchasing a new fire truck within the next two years. There is a lease option, however, the payments would be much higher than the department would like. Grant applications have been turned down due to the department’s call volume and service area. The State Trust Fund Loan program is at approximately 2.5% interest for a 10 year loan so this option is the most feasible. The current fire department loan will be paid off in 2017.

Motion: Dennis Steinke, seconded by Jim Eckberg, to accept the fire department budget for 2017 as presented. Motion carried 4-0 with Gary Collien and Julie Franke abstaining.

Public Works: Joe DeYoung with MSA had not arrived yet so the sewer lateral portion was tabled until his arrival.

Street asphalt repairs: Water main breaks were fixed this week. Next spring Dan Redman would like to fix the edges of the road in some spots on Elm and Second Streets.

Crack filling: Dan wants to bring the county in this year to do crack filling on Church, Elm and some other areas in town to keep the roads in good shape. Gary would like them to look at the fire station to see if they can fill it or if new concrete will need to be poured.

Crosswalk & parking stall painting: The Public Works Committee approve purchasing a new paint striper. Dan will be ordering one and hopes to complete the painting this fall.

Curbside leaf pickup: The box still needs to be set up on the dump truck. So far no leaves have needed to be picked up. Earl should be getting this ready soon.

Sewer lateral project: Joe DeYoung gave a brief overview of where the project stands. The project was bid out as a pipe bursting project for all interested homeowners. Twenty residents received a spreadsheet with a cost for their individual laterals. Homeowners who had not shown interest initially were mailed a letter offering them another opportunity to join in this year and an estimated cost. Seven homeowners received letters letting them know that pipe bursting their lateral was more cost effective than open cutting and giving them an option to join as well. There have been some people asking to join even though their lateral has not been televised because they know they have an issue. Joe estimates that there will about 20 people who actually complete their repairs this year.

Some residents who were told initially that their portion of the lateral was in good condition have concerns after receiving letters stating that the ordinance will be changing and that they will need to pay a portion of the repair. Joe restated that this was because after receiving the bids, approximately 70% of the project would need to be funded by the Village and that simply wasn’t feasible. Several of the homeowners who were initially told their cost should be nothing were present

at the board meeting to voice their concerns. Questions were asked regarding the pipe bursting process, liability and basement restoration. Joe stated again that the contractor will not do the work, nor should a homeowner sign the waiver, until they are able to meet with the contractor and discuss all potential issues with that specific property. There was also a question regarding the installation of backflow preventers. While this was not included in the bid, Joe will be asking the contractor about doing this at the same time of the repair. The ultimate goal is to treat all property owners as fairly as possible.

The contractor will be in the Village on October 21st to meet with a handful of residents before beginning repairs to address unique situations. He hopes to complete two laterals per day. The contractor will continue to meet with more residents while repairs are underway.

Ordinance 2016-4: This amendment is to reword the ordinance to change the responsibility of the entire sewer lateral from the property to the sewer main to the property owner.

Motion: Jim Eckberg, seconded by Julie Franke, to approve the amendments to Ordinance 13.08. Motion carried 6-0. A copy of this ordinance may be viewed at the Village Office during regular business hours.

Resolution 2016-9: The resolution states that a 20% discount will be extended to property owners who opt-in to the publically bid project. It also states that a property owner not choosing to be included in the publically bid project will be 100% responsible for the cost of all needed repairs.

Motion: Julie Franke, seconded by Dennis Steinke, to approve Resolution 2016-9. Motion carried 6-0. A copy of this resolution may be viewed at the Village Office during regular business hours.

Resolution 2016-10: The preliminary project resolution summarizes the project in order to comply with Wisconsin Statutes 66.0703(5). Joe asked if there could be an option for property owners to put the repair charge on their taxes in order to be able to deduct it. The Village will look into changing the wording of the Special Assessment ordinance in order to make this an option for property owners. However, property owners would still be encouraged to check with their accountants before assuming this as an option.

Motion: Dennis Steinke, seconded by Dan Redman, to approve Resolution 2016-10. Motion carried 6-0. A copy of this resolution may be viewed at the Village Office during regular business hours.

Waiver form: The form was created with the help of the Village attorney's office to give, among other things, the Village and its hired contractors, legal easements on properties in order to conduct the repairs as well as indemnity clauses.

Motion: Gary Collien, seconded by Julie Franke, to approve the waiver form for "The 7 Year Project" as presented. Motion carried 6-0. A copy of the form can be viewed at the Village Office during regular business hours.

Joe also requested that the board formally award the bid to M&E Construction out of Freedom.

Motion: Gary Collien, seconded by Chris Cook, to recommend the award of bid to M&E Construction, LLC for the amount of \$99,305.00 so that the Village can begin signing contracts. Motion carried 6-0. A copy of this award can be viewed at the Village Office during regular business hours. Joe also clarified that the awarded bid amount does not include temporary asphalt in the road; it will be left as gravel over the winter. Waiver forms will start being distributed to homeowners interested in completing their repairs this year in anticipation of a late October/early November start date.

Joe inquired whether the board wanted to set a limit as to how many repairs are completed this year with a dollar amount cap. After discussion the Board decided to not limit the amount of repairs this year in order to complete as many as possible.

Human Resources:

Job Descriptions: Updated job descriptions for public works employees were handed out. There was discussion about the wording of essential tasks. All job descriptions will update the lifting limit to say "occasionally up to 70 pounds." The changes will be made and redistributed before the next meeting

2017 wage increases: The committee is recommending a 3% increase for regular employees for budgeting purposes. Individual increases will be discussed at the next Human Resources meeting and presented at the following board meeting.

New Business:

Operator's license:

Motion: Gary Collien, seconded by Dennis Steinke, to approve an operator's license for Jacob Blanchette. Motion carried 6-0.

Street Lighting Project: All street lights in the Village are currently being switched over to LED by Alliant. A new light pole is being added by Anita's because the area has always been dark. The lights on School Street are not currently listed

as the Village's responsibility and are most likely still under the school district's plan. Office staff will look into this and get the ownership changed over if necessary.

Legal Counsel: A resolution was prepared to appoint a new legal counsel for the Village but it was tabled until next month.

2017 Budget: Gary reported that Fond du Lac County will be giving the Village \$25,000 towards the North Second Street house after requesting the funds last month. This will offset the cost of demolishing the house and filling in the foundation.

Jim also reported that both amendments extending the Tax Incremental Financing districts passed last month. This will allow the Village to recoup money it has supplemented the districts with over the years.

Gary would like to set up a special budget meeting to take place within the next couple weeks. October 26th was suggested as a tentative date; this will be verified with each board member to ensure the date works for everyone. Gary also mentioned finding a financial advisor to help guide the Village with future funding and planning.

Motion: Dennis Steinke, seconded by Jim Eckberg, to adjourn at 9:21 p.m. Motion carried 6-0.

Respectfully submitted,
Miriam Thomas, Clerk/Treasurer