

Minutes of Regular Meeting of the Oakfield Village Board
Oakfield Community Center
130 N. Main Street Oakfield, WI 53065
Wednesday, September 13, 2023 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: Al Kamenski, Chris Cook, Julie Franke, Jody Marcoe and Jim Eckberg. Also in attendance: Joe Ciesielczyk, Chief Renee Schuster, Bob Simon, Kevin Baker, Miriam Thomas.

Pledge of Allegiance

Motion: Al Kamenski, seconded by Julie Franke, to dispense with the reading of the minutes from the August 9, 2023 regular board meeting and approve them as written. Motion carried 6-0.

Public Comments: Bob Simon gave the board an update on the Fond du Lac County Board. A salary study is being conducted as the county is facing shortages in employees. American Rescue Plan Act funds were used to purchase enough police squads for each officer making response times quicker. County police deputies are now covering Brandon on a regular basis since Brandon's department disbanded. North Fond du Lac and Waupun will be covered in the same way in the future. The board is talking about building a new jail behind the new highways department facility on Hickory Road as the current jail is over capacity. A new incident command vehicle is in the beginning planning phases for procurement. Many county roads have been getting paved this summer.

Public Works:

Water meters/billing software: At the last Public Works meeting representatives from Midwest Meter gave a presentation on upgrading water meters. The new meters would put more information on water usage in property owner's hands and allow them to more closely monitor and access their own usage and receive notifications for high usage, leaks, etc. The meters the committee would like to purchase provide water reads four times per day and are some of the most accurate meters available right now. The meters would have a 20-year changeout versus the current 10-year requirement. Public Works would like to attempt a four-year changeout from all meters currently in village properties.

The upgrade to Workhorse utility billing software is \$8,100.00 for installation and data transfer then \$1,300.00 annually. Miriam spoke to a representative and he confirmed it isn't necessary to switch all accounting software so the village can continue to use Sage until a decision is made and only update the billing portion.

Water rate increase: The village qualifies for a simple rate increase through the Public Service Commission this year. After discussion the board decided that since the water utility is not currently financially struggling there will not be a rate increase in 2024.

Fire flow testing equipment: Chief Kevin Baker stated fire flows were last tested in 2009 and the numbers were not very accurate when the new hydrant flows were tested, possibly due to the water line upgrades in recent years. The National Fire Protection Association requires flow testing every three years. Chief Baker inquired about the cost to have MCO do the testing and it was \$4,000.00. There is equipment available to purchase for around \$3,400.00 that would allow the department or village to test flows any time they want. The fire department is willing to do flow testing in the entire village if the equipment is provided.

Motion: Al Kamenski, seconded by Jody Marcoe, to purchase the fire flow testing equipment as described in the quote provided by Chief Baker. Motion carried 6-0.

Sewer/WWTP upgrade: MSA has submitted the facility plan to the DNR and would like to hold the initial public informational meeting for residents before the next regular board meeting in October. The board would like to have more time available for residents to ask questions and would like to schedule the meeting on a non-board meeting night. Miriam will contact MSA to schedule a Monday evening for the meeting.

Street repairs: Second Street was repaved and a curb was built in to control water flow to keep it on the road and off of terraces. Resident's terraces will be backfilled and seeded.

Human Resources:

Applicant update: Four candidates were interviewed for the assistant director of operations position and the top two were recently brought in for second interviews and given a tour of the village's facilities. The Human Resources Committee feels that one of the two would be the best fit for the position and would like to extend an offer of employment to them, starting at \$25.00 per hour with a 40-hour week work schedule. Renee will conduct a background check on the candidate.

Motion: Al Kamenski, seconded by Jody Marcoe, to extend an offer of employment to the candidate recommended by the Human Resources Committee. Motion carried 6-0.

Annual reviews: Performance review sheets will be handed out to employees soon and are to be completed before the next committee meeting for wage/budget discussions. Renee will be doing performance reviews for the other officers.

Public Safety:

Chief's Update: A new squad radio will be purchased with the \$7,000.00 safety grant all police departments received last year. More mandatory training is being enforced for officers. Fond du Lac County has applied for seatbelt and safety grants like in the past. Revenues from these grants help offset officer wages. There is a public open house at the middle/high school in October. Chief Schuster encouraged all trustees to attend if they haven't seen the new building yet. The school resource officer is being paid for by the school this year and he splits his time between Oakfield and Amity in Brandon. Body cameras were purchased from the Superior Police Department for shipping cost only. After repeated complaints a homeowner on Elm Street was ordered to install a fence for their dog or it needs to leave the village. The broken-down pool at another property on Elm Street has been removed. A homeowner on Waupun Street was ordered to reduce the number of cats at their property to three per village ordinance. Renee will be sending a letter for enforcement. Several complaints were received regarding junk and weeds at the rental property on the corner of Church and Main Streets. Renee will be talking to the property owners to get it cleaned up.

Fire Department: Chief Baker gave the board an update on things the fire department has been working on. NFPA 1 was adopted as the standard code for commercial fire inspections which mean the fire inspector will only have to follow one code book instead of two. A \$3,665.00 grant was received for purchasing nine new pagers to replace old ones in use. Sam Hounsell is attempting to submit a \$5,000.00 grant to Firehouse Subs for a positive pressure fan but the grants are highly competitive and have a very small window of time for submission. The next one opens in December. Sam also procured a \$2,000.00 grant for new gloves which will allow each firefighter to have two sets. A FEMA grant for \$116,571.00 was also received to fund 24 new portable radios. The fire department will have to fund \$5,828.00 to cover the balance on the cost of the radios. If the final cost comes in below the grant amount Chief Baker said they would try to amend their grant to include a mobile radio for the new First Responder vehicle so it will contain all new equipment. Building of the new vehicle is scheduled for December with completion sometime between March and June 2024.

New Business:

Monthly check approval: The monthly approval sheet was passed around and signed.

Resolution 2023-4, plat review: A resolution was presented for the extraterritorial plat review on Kenyon Road. Per Terry Dietzel at Fond du Lac County, a resolution is required for the village board to officially waive their right to review the plat division.

Motion: Julie Franke, seconded by Jody Marcoe, to approve Resolution 2023-4. Motion carried 6-0. A copy of this resolution can be viewed at the village office during regular business hours.

Operator's license approval: Operator's licenses for Hannah Flury and Allison Wonser were presented. Both applicants were cleared by Chief Schuster.

Motion: Julie Franke, seconded by Al Kamenski, to approve operator's licenses for Hannah Flury and Allison Wonser. Motion carried 6-0.

Fall Vendor Fair: Katy Flury and Estelle Hansen would like to close off a portion of Main Street again this year to hold a Vendor Fair with a band. The road would be closed from Hubbard to White Street. There were no objections from the board and just asked the business owners to work with the police department to make sure everything is blocked off and signed accordingly.

Financial Review: Miriam provided a spreadsheet outlining funds available from the American Rescue Plan Act and current money available from both TID districts. A list of projects done this year that were not budgeted for or in need of additional funding was attached. Current year budgets can be amended before the end of the year to cover some of these costs but additional funding may be needed. Overviews of the Local Government Investment Pool and the Local Road Improvement Program were provided as ideas for utilizing the TID funds prudently and with the greatest impact to the village. TID #2 still may underperform before it has to close but could possibly be amended to allow TID #1 to transfer funds to fully recoup taxpayer money invested into TID #2. An updated Capital Improvement Plan was distributed and the process of budgeting for capital improvement projects was explained. After being in a maintenance budget only position for many years, the board is in a position to make many positive changes by utilizing the funds available now and in the future wisely.

Trick or Treat: Trick or Treat will be held on Sunday, October 29th from 3:00 p.m. to 5:00 p.m. The date and time will be published in the next village newsletter.

Motion: Al Kamenski, seconded by Jim Eckberg, to adjourn at 8:58 p.m. Motion carried 7-0.

Respectfully submitted,
Miriam Thomas, Clerk/Treasurer