

Minutes of Regular Meeting of the Oakfield Village Board  
Oakfield Community Center  
130 N. Main Street Oakfield, WI 53065  
Wednesday, March 13, 2024 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: Al Kamenski, Chris Cook, John Cedar, Julie Franke, and Jody Marcoe. Also in attendance: Joe Ciesielezyk, Renee Schuster, Matt Castillo, Shane Dennis, and Bradley Winger

**Motion:** Al Kamenski, seconded by John Cedar, to dispense with the reading of the minutes from the February 14, 2024 regular board meeting and approve them as written. Motion carried 6-0.

**Public Comments:** Joe asked the board if they would be discussing the places where agendas are posted tonight. Dan indicated it was on the agenda near the end.

**Fire Department update:** Chief Kevin Baker sent information for the board that the American Tribute Ride would like to hold their opening ceremonies at the fire station on July 27<sup>th</sup>. He will be providing more information as it is received.

**Public Works:**

**Water:** Five-year inspections are being scheduled for the pressure reducing valves. The four-year replacement program with the new cellular water meters will begin in April. Miriam is working on transferring all needed information for billing to the new Workhorse software for first quarter bills.

**Sewer:** Televising on the mains for the year was completed and the worst leaks were found on West Church Street. Tony is waiting on receiving an estimate on repairing the worst ones using cured in place piping. Chris said some manholes were in need of minor grouting to repair some leaks also.

The Village will be receiving a formal second violation for the effluent issues that occurred last fall at the treatment plant. The DNR has stated the village will need to review the sewer ordinances and possibly update some of them. Dan will be setting up a meeting with Paul Much from MCO to go over the ordinances to determine what potentially needs to be updated or changed. No more information has been received from the DNR's investigation into the exceedance violations; Mark Stanek told Dan there may be an update within 2-3 weeks.

Brian Orvis will pay for half of the culvert under the wastewater treatment plant road as he would like to add more grain bins behind the current ones. The village's portion of the cost for the replacement will be approximately \$5,100.00.

**WWTP update:** Matt Castillo and Shane Dennis from MSA Engineering spoke to the board about the progress on the wastewater treatment facility plan. The preliminary flood analysis has been completed and no berm is needed. The 30% plan should be complete by April and at that update a final sit design will be decided by the board. MSA was onsite last Thursday gathering site design and structure information. Shane presented an invoice for the work done on the facility plan so far. The total of the bill is \$111,320.00.

**Motion:** Julie Franke, seconded by John Cedar, to approve the invoice for the facilities plan as presented by MSA. Motion carried 6-0.

MSA also presented a contract for geotechnical services for the project. There were two bids received and Giles Engineering was the lowest qualified bidder so MSA is recommending them for the work. This contract is separate from MSA's for the treatment plant project.

**Motion:** John Cedar, seconded by Al Kamenski, to approve the contract with Giles Engineering for geotechnical services for the wastewater facility upgrade. Motion carried 6-0.

**Public Safety:** Chief Schuster will be attending incident command training for elected officials in Ripon. She also informed the board a neighborhood watch program has been requested by some residents and she will be working with the library to establish it. A meeting is scheduled for April 24<sup>th</sup> at 6:00 p.m. at the library to get the program started.

Chief Schuster has been looking into replacing the bodycams currently being used as they are no longer able to get any informational technology support for them. She received a quote from Axon for \$8,971.80 for two cameras with a warranty. The payments would be split over five years and she is able to receive training from Fond du Lac County for free. This year's payment would be just under \$900.00, which is unbudgeted, and the next four years around \$2,000, which will be worked into the public safety budget starting in 2025.

**Motion:** Al Kamenski, seconded by John Cedar, to purchase the body cam package as presented by Chief Schuster. Motion carried 6-0.

**Plan Commission:** John, Chris, Dan and Miriam attended Planning Commission training at the end of February and learned some additional information regarding tools the commission and board have at their disposal for making zoning decisions. One of these is the Comprehensive Plan. In the plan, adopted by the board in 2008, there is mention of future multi-family/residential planning for the Belle Reynolds school property. The village's comprehensive plan hasn't been updated since it was approved and John stated this is something that should be looked at and updated accordingly. He would also like to draft a checklist to accompany the application for zoning that was recently approved; this way many of

the items that are coming into question at recent Plan Commission meetings would be addressed before a meeting even took place. Some zoning ordinances may have to be changed as well. John also informed the board that conditions can be attached to a zoning recommendation/approval.

The public hearing for the Belle Reynolds zoning was held last week. The Steinkes and developer Tom Havey were present to present the ideas for the property and answer questions. A motion was made and passed to recommend the change from residential to R-3 for the vacant parcel on the Belle Reynolds property with the conditions that no building is to be constructed with more than four units, a decision on whether a Home Owner's Association will be part of the development and to provide a preliminary site plan prior to approval.

**New Business:**

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

**Changing agendas/minutes posting requirements:** Miriam spoke about the ordinance in place which states the three public places where agendas and minutes are to be posted and that there was a state statute change in recent years that does allow municipalities to post online and in one public place to satisfy the posting requirements. The board was in favor of making the change to posting agendas and minutes online and on the community center entrance bulletin board and post office bulletin board. Miriam will draft the ordinance change for April's meeting.

**ACH payments:** Miriam let the board know that in recent years residents have been inquiring about ACH payments for utility bills and other payments. This is an option available using a file transfer and has a monthly fee of \$30.00. If ACH is used for accepting payments the ability to provide direct deposit for paychecks is also available for anyone who would like to use it. Miriam said that if approved she would like to wait to implement it until the billing software change is complete and sure it is working correctly.

**Motion:** John Cedar, seconded by Al Kamenski, to approve setting up ACH payment abilities with Bristol Morgan Bank. Motion carried 6-0.

**Resolution 2024-3; Fee schedule discussion/approval:** In renewing chicken permits for the year it was discovered that, while mentioned in the ordinances, there is no approved amount for a permit late fee. This resolution is to add a \$25.00 late fee for chicken permits when not renewed annually by January 31<sup>st</sup> to the village's fee schedule.

**Motion:** Jody Marcoe, seconded by John Cedar, to approve resolution 2024-3 as presented. Motion carried 6-0. A copy of the fee schedule can be viewed in the village office during regular business hours or on the village's website.

**Motion:** Al Kamenski, seconded by Jody Marcoe, to adjourn the board meeting at 8:38 p.m. Motion carried 6-0.

Respectfully submitted,  
Miriam Thomas, Clerk/Treasurer