



Meeting: **Village Board of Trustees**
Place: **106 S. Main St.**
Date: **Monday, January 8, 2018 @ 6:00 pm**
Webpage: **www.poynette-wi.gov**

MINUTES

- 1) Call to Order
President Kaschinske called the meeting to order at 6:00 pm.
- 2) Pledge of Allegiance
All rose for the Pledge of Allegiance
- 3) Roll Call
Board Present: Fiore, Burke, Boor, Kaschinske and Hutchinson
Board Absent: Mueller and Avery
Staff Present: Attorney Hughes, Administrator Shanks, Clerk/Treasurer Megow, Police Chief Fisher, Public Works Director Gorman, General Engineering Project Manager Jerry Foellmi
- 4) Public Comments
None
- 5) Approval of Village Board Agenda
Motion by Boor to approve the January 8, 2018 Village Board Agenda, second by Burke, MC 5-0
- 6) Staff, Trustee, and Consultant Reports
 - a) Administrator's Memo – Meeting and Project Updates
Administrator Shanks reminded the board about the Public Hearing on the E. Mill Street project on Thursday, January 11, 2018. Attorney Hughes gave an update on the razing of the Cohen house. Mr. Cohen has hired Attorney Jeff Clark. General Engineering is preparing a letter on the standards required by Mr. Cohen and a proposal is expected to be presented at the 1/22/18 Village Board meeting. The Village has requested the Judge to push back the 1/19/18 scheduled court date.
 - b) Park and Recreation Commission Chair Memo – Meeting Update
Parks Chair Tomlinson stated that the Parks Plan is on target for final approval in March. The ice rink has been a big success this season.
 - c) Public Works Director Memo – Project Updates and Work Completed
 - d) Police Chief Memo – Project Updates and Incident Reports
Chief Fisher stated that two of the part time police officers, Price and Broge, gave their notice in December. Those two positions will not be filled. Samuel Yanke has been hired to fill the full time police position and will start on January 18, 2018 pending his physical and drug tests.
 - e) Fire District Statements
The Fire District Statements were received over the weekend and emailed out to the Board members.
 - f) Trustee Reports – Meeting Updates
- 7) Minutes for the Village Board meeting from December 11, 2017
Motion by Boor to approve the December 11, 2017 Village Board Meeting Minutes, second by Hutchinson, MC 5-0
- 8) Bank Statements thru December 31, 2017 and Vouchers dated thru January 4, 2018
Motion by Hutchinson to approve the December 31, 2017 Bank Statements and Vouchers dated thru January 4, 2018, second by Burke, MC 5-0
- 9) Business (Discussion and/or Possible Action)
 - a) Engineer Report on Phosphorous Levels at the Wastewater Treatment Plant
Mr. Foellmi explained that it would be in the best interest of the Village to direct Research Products to put in a holding tank. He stated that it makes sense to have them do this in connection with the E. Mill Street project this Spring. Mr. Foellmi will work with Administrator Shanks and Research Products to try to resolve the high phosphorous levels in the Villages Treatment Plant.

- b) Resolution No. 18-1125: Waiver of Land Division Improvement Requirements and Applying a Payment in Lieu of Parkland for Certified Survey Map
Administrator Shanks noted that the Resolution waives four improvements that are required by Ordinance. He also noted that those improvements could be done at any time by the Village and assessments could possibly occur at that time.
Motion by Burke to approve Resolution No. 18-1125, second by Boor, MC 5-0
- c) Fire and Emergency Protection Agreement for the Poynette-Dekorrra Fire Protection District – Hughes info
Attorney Hughes will prepare a short amendment to the agreement to be brought back for approval at the 1/22/18 Village Board Meeting.
- d) Agreement with Johnson Block for Audit Services
Motion by Boor to approve the agreement with Johnson Block for Audit Services, second by Hutchinson, MC 5-0
- e) Ordinance No. 2018-550: An Ordinance Creating Title I, Chapter 4, Sections 4.07 and 4.08 Regulating of Clerk and Treasurer
Motion by Fiore to approve Ordinance No. 2018-550, second by Hutchinson, MC 5-0
- f) Ordinance No. 2018-551: An Ordinance Amending Title I, Chapter, Section 4.02 Regulating of Residency Requirement
Motion by Burke to approve Ordinance No. 2018-551, second by Boor, MC 5-0
- g) Revisions to the Village Administrator/Clerk/Treasurer, Village Deputy Clerk/Deputy Treasurer and Utility Clerk/Administrative Assistant Job Descriptions and Job Titles
Motion by Boor to approve the revisions to the stated Job Descriptions and Job Titles, second by Burke, MC 5-0
- h) Acknowledgement Job Letters to Martin Shanks and Natalie Megow for Job Title Changes
Motion by Burke to approve the Acknowledgement Job Letters, second by Fiore, MC 5-0
- i) Audio Equipment Proposal for Village Hall Gymnasium
Administrator Shanks noted that this proposal is Phase 1 and takes care of the acoustic problems with the Civic Hall.
Motion by Hutchinson to approve the Audio Equipment Proposal, second by Burke, MC 5-0
- j) Resolution No. 18-1127: A Resolution Approving Election Officials for 2018-2019
Motion by Burke to approve Resolution No. 18-1127, second by Hutchinson, MC 5-0
- k) Appointment of Christopher Hafeman to the Board of Appeals
President Kaschinske appointed Christopher Hafeman to the Board of Appeals.
- l) Resolution 18-1126: Adopting an Emergency Operations Plan for the Village of Poynette
Motion by Boor to approve Resolution 18-1126, second by Burke, MC 5-0
- m) Economic Development Discussion
Several areas of the Village were discussed regarding development. Administrator Shanks explained that the Village needs to decide what they are willing to do and at what price to help with development. The Board directed Administrator Shanks to have a conversation with Kim Sopha regarding the development of his land, Jason Brown, President of the United Community Bank, and to research the Boy Scout Building on Main Street.

- 10) Upcoming Meeting Agenda Requests
Trustee Fiore stated she had a list of items from citizens that she would share with Administrator Shanks.
- 11) Adjournment
President Kaschinske adjourned the meeting at 7:55 pm.

Approved 1/22/2018

Respectfully Submitted,



Natalie Megow
Clerk/Treasurer