

Village Board Meeting

Wednesday, May 3, 2023
6:00 p.m.

Members Present: Gary Wolf, Steve Fritz, Tim Durigan, Adam Raabe, Al Tessmann, Al Haga, Ross Ballard

Others Present: Steve Kunst, Julia Mann, Karen Swanson, Tammy Wojtalewicz

1. Mr. Wolf called the meeting to order at 6:00 p.m. Pledge of Allegiance.
2. MINUTES
 - ✓ **Mr. Fritz moved to approve the minutes of the meeting of April 19, 2023 as printed. Mr. Raabe seconded and the motion carried.**
3. PERSONS WISHING TO ADDRESS THE BOARD

None.
4. CORRESPONDENCE

None.
5. VOUCHERS
 - ✓ **Mr. Durigan moved to approve the vouchers as listed. Mr. Fritz seconded and the motion carried.**
6. ROBERT HAMILTON REQUEST FOR A CONDITIONAL USE FOR A DETACHED ACCESSORY BUILDING EXCEEDING THE DIMENSIONAL LIMITATIONS OF THE ZONING ORDINANCE AT 1831 BURIN CT
 - ✓ **Mr. Tessmann moved to accept the recommendation from the Plan Commission and approve the Robert Hamilton request for a Conditional Use for a detached accessory building exceeding the dimensional limitations of the Zoning Ordinance at 1831 Burin Ct. Mr. Haga seconded and the motion carried.**
7. MI PUEBLO RESTAURANT, INC. – REQUEST FOR TEMPORARY EXTENSION OF PREMISES FOR RETAIL ALCOHOL BEVERAGE LICENSE TO INCLUDE FOOD TRUCK IN THE PARKING LOT OF MI PUEBLO RESTAURANT ON FRIDAY, MAY 5, 2023 – 190 CROSSROADS DR.

The Board reviewed the Clerk's memo, copy attached. Cristobal Mondragon was present to explain his request to station their food truck in the parking lot adjacent to and south of the restaurant to serve food and drinks on Friday, May 5, 2023. They intend to cordon off the parking lot so cars cannot park there. They will also have tables and children's games making for a family atmosphere.

 - ✓ **Mr. Tessmann moved to approve the Mi Pueblo Restaurant, Inc. request for a temporary extension of the premises for their Retail Alcohol Beverage license to include a food truck in the parking lot of Mi Pueblo Restaurant on Friday, May 5, 2023 at 190 Crossroads Dr. Mr. Haga seconded and the motion carried.**
8. DEPUTY CLERK/PAYROLL SPECIALIST JOB DESCRIPTION

Mr. Kunst referred to the proposed Deputy Clerk/Payroll Specialist job description, copy attached. He reviewed the inclusion of clerk and payroll duties in the description and discussed the cross training of the front office staff.

 - ✓ **Mr. Raabe moved to approve the Deputy Clerk/Payroll Specialist job description. Mr. Tessmann seconded and the motion carried.**

9. BLENKER CONSTRUCTION – SECONDARY DRIVEWAY APPLICATION AT 638 BRIARWOOD WAY
Mr. Kunst reviewed Blenker Construction’s request for a secondary driveway at 638 Briarwood Way and referred to Mr. Hopfensperger’s report recommending approval, copies attached.
- ✓ **Mr. Haga moved to approve Blenker Construction’s request for a secondary driveway at 638 Briarwood Way. Mr. Fritz seconded and the motion carried.**
10. POSTING BUDGET AMENDMENTS ON VILLAGE WEBSITE IN LIEU OF PUBLISHING
Ms. Swanson referred to her memo recommending the posting of budget amendments on the Village’s website in lieu of publishing. She stated that it would save publication costs and would more efficiently inform the public of such amendments.
- ✓ **Mr. Tessmann moved to approve posting budget amendments on the Village’s website in lieu of publishing. Mr. Raabe seconded and the motion carried 6-1(Ballard).**
11. WEIGHTS AND MEASURES INSPECTION AGREEMENT
Ms. Swanson referred to the Weights and Measures Inspection Agreement, copy attached. She explained that, last year, the DATCP changed the frequency of their inspections from annual to biennial based on no significant compliance difference between 1 year and 2 year inspections. This year they reviewed their fee structure and adjusted the cost from \$400 per day to \$750 per day. The total annual cost of \$5,250 is still less than the cost two years ago. Mr. Kunst discussed contracting with the state being more cost effective than conducting the inspections in-house. Mr. Haga questioned if we charge this fee back to the businesses. Mr. Kunst stated that we do not but it is something that staff can look into.
- ✓ **Mr. Haga moved to approve the Weights and Measures Inspection Agreement as presented. Mr. Fritz seconded and the motion carried.**
12. VILLAGE PROJECT CHANGE ORDERS, SUBSTITUTIONS, OR CONSTRUCTION APPROVALS
Mr. Kunst referred to two change orders for the Exploration Way and Innovation Dr. project, copies attached. He stated that no action will be taken on Change Order #7. Change Order #8 is in the amount of \$1,982 to remove an existing hydrant at the intersection of Innovation Dr. and Pleasant Dr.
- ✓ **Mr. Haga moved to approve Change Order #8, for the Exploration Way and Innovation Dr. project, in the amount of \$1,982. Mr. Tessmann seconded and the motion carried.**
13. ENGINEER’S REPORT
Mr. Kunst stated that Mr. Terry is attending a statewide Public Works Association Conference.
14. ADMINISTRATOR’S REPORT
Mr. Kunst discussed the River Dr. sewer main project and mentioned that the Springville Pond will be drawn down for the spring inspection.
15. Mr. Fritz reported that the Portage County Solid Waste department will be holding an Electronic Recycling Event in the Town of Amherst on June 1st for Portage County residents. Information is on the Village of Plover’s website and will be displayed on the Village’s message board.
- Mr. Haga announced that Mr. Fritz was reappointed to the Portage County Solid Waste Management Board for a three year term.
16. CLOSED SESSION
- ✓ **Mr. Haga moved at 6:30 p.m. to go into closed session under WI State Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and more specifically relating to the Clerk transition. Mr. Fritz seconded and the motion carried unanimously by Roll Call vote.**

- ✓ **Mr. Haga moved at 6:40 p.m. to reconvene into Open Session. Mr. Raabe seconded and the motion carried unanimously by Roll Call vote.**

17. POSSIBLE DISCUSSION AND POSSIBLE ACTION ON THE CLERK TRANSITION

- ✓ **Mr. Ballard moved to approve the Clerk transition as presented and discussed in closed session. Mr. Fritz seconded and the motion carried.**

18. Mr. Tessmann moved to adjourn at 6:42 p.m. Mr. Durigan seconded and the motion carried.

Karen Swanson, Village Clerk