

The Kewaskum Village Board, Washington County, Wisconsin met in regular session via video conference.

President Scheunemann called the meeting to order at 7:00 p.m. Board members present were Richard Laubach, Sarah Severance, Dave Spenner, Jim Wright, Jim Hovland, Richard Knoebel and Kevin Scheunemann. Staff members present: Administrator Matt Heiser, DPW Working Foreman Dennis Aupperle, Police Chief Tom Bishop, Fire Chief Mark Groeschel, Treasurer Julie Hundertmark, Library Director Lori Kreis and Clerk Tammy Butz. Members from the community and the news media were also present.

Notice of the meeting had been posted at PNC Bank, Kewaskum Post Office and at the Municipal Building on Friday, April 3, 2020. Notice was also forwarded to the Village Board, Village Attorney and the news media.

Motion by Trustee Wright to approve the March 16, 2020 meeting minutes, Trustee Hovland seconded, voice vote, motion carried.

REPORT OF DEPARTMENT HEADS

Police Chief Tom Bishop provided a COVID-19 update, highlights are:

- We are complying with Governor Evers Safer at Home order; playgrounds have been closed.
- There are 5 confirmed COVID-19 cases in the 53040 zip code.
- An account was created in the FEMA Grant Portal and costs associated with COVID-19 are being tracked.
- Crossing Guard employees will be continued to be paid through April 13, 2020; School district will reimburse the Village.
- The School Resource Officer (SRO) will not be working at school for two-months, the school district may ask for a reimbursement on the SRO Agreement for his wages.
- The police department has implemented an emergency 12-hour schedule change to limit contact and exposure; this includes two teams of three each.
- DARE graduation for Holy Trinity students was done via Zoom.
- Donations from the community are being received; food, surgical mask, cards from Tuttle Creek.

DPW Working Foreman Dennis Aupperle report highlights:

- Trees over the creek by the Fire Department were cut down into small pieces.
- The first round of street cleaning is near completion.
- Playgrounds have been roped off per Safer at Home order. There is a lot of activity at the parks. The parks will be opening restrooms; they are being cleaned daily – two or three times.
- The DPW yard has been very active with a steady stream of residents. It is open Monday-Friday from 7:00 AM – 3:00 PM and Saturdays from 8:00 AM – 12:00 PM, except holidays.
- Election setup has been done.
- Bulk pick-up has been postponed.
- Brush chipping start date has been postponed due to COVID-19 concerns; consensus of Village Board is to start May 4, 2020.

Administrator Matt Heiser report highlights:

- Due to Governor Ever's Safer at Home initiative, all activity in the lobby of the administrative building has been terminated; with the exception of in-person voting. Decision was made in concert with Village President Scheunemann.
- The front counter is still busy; with phone calls concerning bulk pick-up and the DPW Yard.
- There has been an unprecedented demand on absentee ballots; currently at 10 times normal.

Clerk/Deputy Treasurer Tammy Butz provided an update on the April 7, 2020 election. As of the time of the meeting, the election is on as originally planned with absentee ballots being accepting through April 13th at 4 p.m. Absentee ballots requested for this election as of Friday, April 3rd is 1,085.

Treasurer/Deputy Clerk Julie Hundertmark provided a copy of the memo to employees on the Families First Coronavirus Response Act. This summarizes provisions available to employees. This will be addressed later in the meeting

Library Director Lori Kreis reported on Library activity. With the library closed, circulation is down as expected, about 28%. Overdrive and other electronic resources are up anywhere from 32-200%. Staff is working at home with scheduled time on site to minimize social interaction. Deliveries have been suspended until further notice. Monarch might send bins in and staff may come in to check items in. They are connecting with residents via the internet; including with Facebook Live Storytime.

COMMITTEE REPORTS

Administrative – no report

Protection & Public Safety – no report

Public Works and Public Services – no report

Plan Commission – no report; a meeting will be held on April 28, 2020 via Zoom

Park & Recreation – no report

Library Board – next meeting is April 13, 2020 at 1:30 PM via Zoom

Mid-Moraine – next meeting is tentatively May 13, 2020; dinner meeting in March was postponed

UNFINISHED BUSINESS

President Scheunemann discussed issuing full refunds for Facility Rentals cancelled due to COVID-19.

Motion to approve by Trustee Spenner, Trustee Knoebel seconded, voice vote, motion carried.

NEW BUSINESS

President Scheunemann discussed the creation of a new Welcome Committee consisting of three members in volunteer capacity. Committee member names were unavailable. Motion to table by Trustee Hovland, Trustee Laubach seconded, voice vote, motion carried.

Police Chief Tom Bishop presented revisions to ordinances relating to public health nuisances and enforcement. The changes allow the Police Chief, in lieu of a Health Officer, the ability to enforce the Safer at Home initiative and any future emergency orders. Motion to approve by Trustee Knoebel, Trustee Spenner seconded, voice vote, motion carried.

Administer Heiser requested to prohibit cash payments during the COVID-19 pandemic due to potentially contaminated bills. Decision in concert with President Scheunemann currently prohibits cash payments. With lobby closed, staff cannot make change for cash payments. For overpayments, we would need to apply a credit to customer's account. Motion to accept cash but not provide change by Trustee Wright, Trustee Hovland seconded, voice vote, motion carried.

Administrator Heiser presented request to determine and continue essential and non-essential services per the Safer at Home order. Essential positions are Administrator, Police Department staff, Fire Department staff (no training, only responding to calls), DPW staff and Utilities. Library staff was deemed non-essential and is currently closed until Library Board or Village Board determines date to open. Motion to approve by Trustee Knoebel, Trustee Wright seconded, voice vote, motion carried.

Administrator Heiser introduced discussion on paying Village staff for normal working hours during the COVID-19 pandemic. There are groups that are not working at normal staffing levels. Crossing Guards are not working. Part-time Library employees are currently working from home about 5 hours per week. President Scheunemann stated that if we lay off, the Village stills pays for staff through Unemployment Compensation. Trustee Spenner suggested alternate work within Village. Motion by Trustee Hovland to explore alternate work, Trustee Spenner seconded, voice vote, motion carried.

Police Chief Bishop requested road closures for the 125th Anniversary Parade on June 13, 2020. Parade route is the normal route in reverse and includes Main Street and Highway 45 detours. Motion to approve by Trustee Knoebel, Trustee Severance seconded, voice vote, motion carried.

Police Chief Bishop recommended approval of Operator License for Melissa Matenaer. Motion to approve by Trustee Knoebel, Trustee Spenner seconded, voice vote, motion carried.

Administrator Heiser presented discussion to exempt essential Village staff from the Families First Coronavirus Response Act. New legislature grants additional sick time, including child care. For purposes of the FFCRA, propose to define Emergency Responders as all Building Inspection, Fire, Police, Public Works, Utility Department employees and Village Administrator, Village Clerk and Village Treasurer. Motion to approve by Trustee Spenner, Trustee Severance seconded, voice vote, motion carried.

PUBLIC COMMENTS – no public comments

Motion to adjourn meeting at 8:09 PM by Trustee Wright, Trustee Laubach seconded, roll call vote: Laubach-aye, Severance-aye, Spenner-aye, Knoebel-aye, Hovland-aye, Wright-aye, Scheunemann-aye (7-0), meeting adjourned.

Tammy Butz
Clerk/Deputy Treasurer