

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 were Administrator 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 17, 2020. Notice was also forwarded to the Village Board, Village Attorney and the news media.

Motion by Trustee Wright to approve the April 6, 2020 meeting minutes, Trustee Severance seconded, voice vote, motion carried.

PUBLIC HEARING

President Scheunemann opened the public hearing on the Class “B” Retail Fermented Malt Beverage application from Jennifer Marx for the Kewaskum Athletic Association, Kiwanis Park, Brooklane Drive, for the period of April 25, 2020 to October 25, 2020. Trustee Spenner questioned what happens if we can’t open the park. Trustee Knoebel indicated he’d want to ensure they have an option for a refund. Motion by Trustee Knoebel to close the public hearing, Trustee Hovland seconded and carried by roll call vote. Hovland – aye, Wright – aye, Spenner – aye, Severance – aye, Knoebel – aye, Laubach – aye, Scheunemann – aye (7-0).

REPORTS OF DEPARTMENT HEADS

Fire Chief Groeschel presented the March 2020 report:

Fire calls	6	Year to date	14
Fire Training	132.50 hours	Year to date	464.75 hours
Rescue calls	25	Miles	568

Fire Chief Mark Groeschel announced that he is expecting the new ambulance by the end of April.

Police Chief Thomas Bishop presented the March 2020 report:

Ordinance Citations	14		
Traffic Citations	29	Traffic Warnings	56
Traffic Accidents	2	OWI Arrests	1
Felony Charges	2	Misdemeanor Charges	3

DPW Working Foreman Dennis Aupperle reported on the DPW activity:

- Park update: water has been turned on and branch and stumps cleaned up
- The DPW Yard continues to be busy with grass & leaf drop-off
- WWTP has started work on Brooklane Drive culverts
- Salt order has been made with the County, price has not been confirmed.

Discussion ensued about accelerating timeline on sidewalk inspections and weed abatement on the roads. Trustee Knoebel advised that Jake’s Free Fishing Day has been delayed and they are looking at an August date.

Administrator Heiser reported on the two Administrative Assistant positions, the deadline for applications was April 17, 2020, the Village received five (5) applications in total. Administrator Heiser advised that he would like to review and see if the deadline should be extended. Trustee Knoebel stated we need to fill these positions and start interviews. President Scheunemann suggested to move forward with filling one position with the appropriate committee. Consensus of Village Board to move forward.

Clerk Tammy Butz provided a summary on the April 7th Spring Election and Presidential Preference Primary. Oath of Offices need to be signed by May 1st by the re-elected trustees.

Treasurer Julie Hundertmark presented the Cash on Hand and Investments March 2020 Report. She noted that interest rates have dropped in the past month.

Library Director Lori Kreis reported that book drops have re-opened and they have received new material. Lori Kreis and her staff are preparing for curbside pickup. Ancestry.com is now available at the library. Trustee Spenner congratulated Lori Kreis on the extra efforts/activities that the library is offering. Kim Kluge was recognized for her research.

COMMITTEE REPORTS

Administrative – The Administrative Committee met earlier this evening. Trustee Spenner made the recommendation on payment of bills including three from Zimmerman. Trustee Wright motioned to approve payment of bills including three from Zimmerman, seconded by Trustee Severance, voice vote, motion carried.

Protection and Public Safety – no report

Public Works and Public Services – no report

Plan Commission – Trustee Hovland report that a meeting is scheduled for April 28, 2020.

Park and Recreation – no report

Library Board – Trustee Spenner reported that they met on April 13, 2020 and approved payment of Library bills.

Mid-Moraine – Trustee Hovland reported that they are tentatively planning to meet the 2nd week of May and that the annual dinner meeting is on hold until September 2020.

UNFINISHED BUSINESS

President Scheunemann name the proposed members of the new volunteer Welcome Committee; Keri Seiler to a three (3)-year term, Trustee Severance to a two (2)-year term and Becky May to a one (1)-year term. Motion by Trustee Spenner to create the Welcome Committee with named committee members, seconded by Trustee Knoebel, voice vote, motion carried.

Administrator Heiser discussed the extension of Safer at Home Order to May 26, 2020. Requested that the Board approve continuation of Municipal Building doors being locked and residents directed to use drop box; accept cash no change. Trustee Hovland agreed that this is a good policy. DPW Working Foreman Dennis Aupperle requested postponing brush chipping. Discussion ensued on brush chipping.

Administrator Heiser indicated that if the extension of Safer at Home Order stands, we would need to postpone opening the pool and hiring of workers. In addition, the 125th Anniversary celebration has been postponed. Unsure of impact on Music in the Park.

Clerk Butz advised that Grota Appraisals is requesting recommendation by the Village Board on how to proceed with the Board of Review meeting on May 7, 2020. President Scheunemann recommended immediate adjournment and postpone to future date.

President Scheunemann proposed motion to postpone brush chipping until after emergency is lifted; continue hiring process for pool workers and train after order is lifted, Board of Review to adjourn and reconvene after order is lifted. Motion by Trustee Wright, Trustee Hovland seconded, voice vote, motion carried.

Administrator Heiser requested clarification on Rental Facility refunds that the board approved during the COVID-19 pandemic. Staff received request for a full refund for rental in August due to COVID-19. Trustee Laubach motion for full refunds through August 2020, Trustee Spenner seconded, voice vote, motion carried.

NEW BUSINESS

President Scheunemann proposed waiving liquor license permit fees for businesses affected by COVID-19. Administrator Heiser advised of minimum state requirements. Trustee Spenner inquired about Tattoo Parlors, Cigarette and other permit fees; would those be included. Discussion ensued on how the Village will recoup lost revenue that was budgeted for and the need to reduce expenditures by a similar amount to balance the budget. President Scheunemann requested that Administrator look into this. Trustee Severance suggested a proration of fees based on time businesses were not open. Trustee Hovland motioned to table to next meeting, Trustee Spenner seconded, voice vote motion tabled.

Treasurer Hundertmark requested the approval to move from PNC Deposit Now to Deposit On-Site. This service has been in use and is working well. Originally there was no fee, but PNC will be charging same fee as Deposit Now and we are receiving a better service/product. Motion by Trustee Wright to approve Deposit On-Site, Trustee Spenner seconded, voice vote, motion carried.

Administrator Heiser presented the job descriptions for a new DPW Maintenance position. He requested to move forward with a goal hiring by July 1st. Motion by Trustee Wright to approve, Trustee Hovland seconded, voice vote, motion carried.

Administrator provided a brief summary of the breakdown of expenses for the Brooklane Drive project and a proposed 10-year vs 20-year debt note with tax impact to fund this project. Discussion ensued on delaying project, however this was approved by the board, contract signed and work has begun. Motion by Trustee Wright to approve 20-year debt note, seconded by Trustee Severance, motion carried by roll call vote: Hovland – aye, Wright – aye, Severance – aye, Laubach – aye, Knoebel – aye, Spenner - nay, Scheunemann - nay (5-2)

Administrator Heiser reported that the Farmer's Market is looking to change hours on Thursday's to 2:00 p.m. – 7:00 p.m. Trustee Spenner motioned to approve, seconded by Trustee Laubach, voice vote, motion carried.

Trustee Knoebel motioned to approve the application of Class “B” Retail Fermented Malt Beverage application from Jennifer Marx of Kewaskum Athletic Association at Kiwanis Park from April 25, 2020-October 25, 2020, seconded by Trustee Wright and carried by roll call vote: Hovland – aye, Wright – aye, Severance – aye, Laubach – nay, Knoebel – aye, Spenner – aye, Scheunemann – aye (6-1). Trustee Wright motioned to appoint Jennifer Marx as agent for the aforementioned, Trustee Severance seconded, voice vote, motion carried.

Trustee Spenner motioned to approve the application of a Temporary Class “B” Retailer’s License from Mike Schickert of Kewaskum Fire Fighters Association for Music in the Park, River Hill Park for all 2020 dates listed, seconded by Trustee Wright and carried by roll call vote: Hovland – aye, Wright – aye, Severance – aye, Laubach – aye, Knoebel – aye, Spenner – aye, Scheunemann – aye (7-0). Trustee Wright motioned to appoint Steven Staehler as agent for the aforementioned, Trustee Severance seconded, voice vote, motion carried.

Trustee Hovland motioned to approve the application of a Temporary Class “B” Retailer’s License from Mike Schickert of Kewaskum Fire Fighters Association for their Water Fight Tourney, River Hill Park on August 15, 2020, seconded by Trustee Wright and carried by roll call vote: Hovland – aye, Wright – aye, Severance – aye, Laubach – aye, Knoebel – aye, Spenner – aye, Scheunemann – aye (7-0). Trustee Wright motioned to appoint Patrick Schmitt as agent for the aforementioned, Trustee Severance seconded, voice vote, motion carried.

Trustee Wright motioned to approve the application of a Temporary Class “B” Retailer’s License from Mike Schickert of Kewaskum Fire Fighters Association Cars in Kewaskum, Downtown Parking Lot on September 20, 2020, seconded by Trustee Spenner and carried by roll call vote: Hovland – aye, Wright – aye, Severance – aye, Laubach – aye, Knoebel – aye, Spenner – aye, Scheunemann – aye (7-0). Trustee Wright motioned to appoint Andrew Dahlberg as agent for the aforementioned, Trustee Severance seconded, voice vote, motion carried.

Trustee Severance motioned to approve the Operator’s Licenses below, Trustee Laubach seconded, voice vote, motion carried.

Steven Staehler	Kewaskum, WI	Kewaskum Fire Fighters Association
Andrew Dahlberg	Kewaskum, WI	Kewaskum Fire Fighters Association
Patrick Schmitt	Kewaskum, WI	Kewaskum Fire Fighters Association
Timothy McDonald	Kewaskum, WI	Kewaskum Fire Fighters Association

PUBLIC COMMENTS – No comments

Trustee Knoebel motioned to adjourn meeting at 8:22 p.m., Trustee Severance seconded, voice vote, motion carried.

Tammy Butz
Clerk/Deputy Treasurer