

**VILLAGE OF MARSHALL
BOARD MEETING MINUTES
March 15, 2016**

President Hensler called the regular Village Board meeting to order at 7:00 p.m. Roll call: Shepler, Bunch, Schuepbach, Spencer and Peters were present. Absent: Diedrick. Others present: Carla-Baker Tilly, Virchow Krause, Tom TeBeest-Town & Country Engineering, McGough-Courier, Police Chief Lee Hellenbrand, John Nault-Lieutenant, Micah Grey Fulton-patrol officer and extended family. Kyle Virchow-patrol officer and extended family, Brandon Millner-Recreation Director, Brian Koll-Public Works Director, Sue Peck-Village Administrator and Michelle Murphy-Village Clerk

Pledge of Allegiance

Public Comments:

Chief Hellenbrand gave the oath of honor too two new patrol officers-Kyle Virchow and Micah Grey Fulton.

MINUTE APPROVAL

Approve the February 9, 2016 regular board meeting minutes for publication as presented. A motion was made by Schuepbach and seconded by Peters to approve the February 9, 2016 regular board meeting minutes for publication as presented. Roll call votes carried 6-0, Diedrick absent.

VOUCHER APPROVAL

1. Approval of pay request #6, \$59,142.43 and change order #9 as presented from James Peterson Sons Inc. Deerfield Road project. A motion was made by Peters and seconded by Shepler to approve of pay request #6, \$59,142.43 and change order #9 as presented from James Peterson Sons Inc. Deerfield Road project. Tom TeBeest stated that the sanitary sewers have been televised and the man holes have been inspected. He recommends that the village board accept the sanitary sewer and water improvements for the Deerfield Road project. Marlin asked Tom about having some type of weight restriction on the farm field entrance road to protect the sewer pipes. Tom said getting something in writing would definitely help protect the village. Hensler asked Tom to have the engineers look at it and recommend a weight restriction on the road. **Roll call votes carried 6-0, Diedrick absent**
2. Approval of February & March ACH debits for all funds, general vouchers #41947-#42025, payroll vouchers #12078-#12136 and water/sewer vouchers #13309-#13325 for payment. A motion was made by Schuepbach and seconded by Bunch to approve of February & March ACH debits for all funds, general vouchers #41947-#42025, payroll vouchers #12078-#12136 and water/sewer vouchers #13309-#13325 for payment. Roll call votes carried 6-0, Diedrick absent.

UNFINISHED BUSINESS

NEW BUSINESS

1. Consideration on request for operator licenses expiring 6-30-16. (Christine Engelhardt) **A motion was made by Schuepbach and seconded by Bunch to approve the request for operator licenses expiring 6-30-16 for Christine Englehardt pending the approval of the background check from the police department. Roll call votes carried 6-0, Diedrick absent.**
2. Consideration on appointment of Election Official: (Sue Cobb) **A motion was made by Peters and seconded by Shepler to approve the appointment of Election Official, Sue Cobb. Roll call votes carried 6-0, Diedrick absent.**
3. Consideration on Ordinance 2016-01, amending Municipal Code Title 13, Chapter 2, Floodplain zoning, Appendix 1, section 1.5, number 2(a) Official Maps. **A motion made by Bunch and seconded by Peters to approve Ordinance 2016-01, amending Municipal Code Title 13, Chapter 2,**

Floodplain zoning, Appendix 1, section 1.5, number 2(a) Official Maps. Roll call votes carried 6-0, Diedrick absent.

COMMITTEE & COMMISSION REPORTS

- **Finance & Oversight**

1. Marshall Fire Department 2015 Annual Report. Hensler made the comment that it was a good report. He also stated that the Town of York, Town of Medina and the Village need to keep trying to find a solution to the staffing problem they currently have.
2. Presentation of Utility Audit report and General Audit reports by Baker Tilly. Carla Gogin presented the Utility and the General Audit. She reviewed the financial highlights. She pointed out to the board that it is important for them to read The Communication to Those Charged with Governance and Management Document.

- **Public Works & W/S Utility**

1. Director of Public Works Report. Koll stated that work completed in the last month included snow and ice control, annual sign maintenance, constructed a platform for a water tank at the community garden, began lawn clean-up in the parks, repaired some of the tables from Converse Park, built equipment storage shelved at the street department garage and swept all the streets. He also reported that bids were opened today for milling a repaving a portion of Lewellen St. between Sunnyview Dr. and Dairyland Ave. Awarding a contract for this project will be considered at the April village board meeting.
2. Consideration on request to accept sanitary sewer and water improvements on the Deerfield Road Project. **A motion was made by Shepler and seconded by Schuepbach to approve the request to accept sanitary sewer and water improvements on the Deerfield Road Project. Roll call votes carried 6-0, Diedrick absent.**
3. Consideration on Ordinance 2016-02, amending Municipal Code Title 9, Chapter 2, Appendix A–Charges for Sewer use, authorizing a sewer rate increase effective 3-23-16. **A motion was made by Schuepbach and seconded by Bunch to approve Ordinance 2016-02, amending Municipal Code Title 9, Chapter 2, Appendix A –Charges for Sewer use, authorizing a sewer rate increase effective 3-23-16. Roll call votes carried 6-0, Diedrick absent.**
4. Consideration on acceptance of bid to repaint the Utility’s Elevated Storage Tank (Water Tower) Koll had stated that they offer a jacketing and riser pipe for \$1500 and he does recommend purchasing that. They also offered a railing around the top for \$8000; Brian does not recommend this at this time. He also stated why the tower is down during painting they will have to rent a portable tank to keep pressure in the water which costs around \$6000. He also stated during this time fire hydrant hook up will not be possible. **A motion was made by Bunch and seconded by and seconded by Schuepbach to approve the acceptance of the bid submitted by Lane Tank Co for \$190,000 to repaint the Utility’s Elevated Storage Tank (Water Tower) and \$1500 for the jacketing and riser pipe. Roll call votes carried 6-0, Diedrick absent.**
5. Consideration on purchasing street lights for Industrial Drive. Koll reviewed the quote he received from Enterprise Lighting LTD to put 5 lights and fixtures for \$13,337.25 with the funds coming from the TIF district. **A motion was made by Bunch and seconded by Spencer to approve the purchasing street lights for Industrial Drive. Roll call votes carried 6-0, Diedrick absent.**

- **Planning Commission**

- **Parks & Recreation**

1. Park & Rec Update. Park and Rec Director Millner gave an update on the parks. He was contacted by the soccer club inquiring if the village would pay for the portable toilet. Millner stated it was too short of notice for this meeting, but can be considered at the April board meeting. He stated that they added four new picnic tables at Converse park and is still planning on the new

score board to be installed on diamond C this year. There are possibly 13 tournaments scheduled at Converse for this year. During Spring break next week the high school and Millner will be rebuilding the pitcher's mound at Fireman's park. He stated that currently 92 Fireman's Park surveys have been filled out.

2. Consideration on revised Park Event Fee Structure. Millner reviewed the revised Park Event Fee Schedule. Hensler suggested that it should state that every vendor needs approval. Millner stated that every park event needs to fill out an application and would be approved or denied. **A motion was made by Schuepbach and seconded by Peters to approve the revised Park Event Fee Structure. Roll call votes carried 6-0, Diedrick absent.**

- **Police**

1. Monthly Police report. Chief Hellenbrand reported that there were 213 calls for the month of February. Patrol officer Virchow started on 2-26-16 and Patrol officer Fulton started on 3-1-16. Each officer signed a 3 year contract with the village. Chief Hellenbrand also stated they had active shooter training at the high school in February.

- **Library**

1. Marshall Community Library 2015 Annual Report. Schuepbach shared a few highlights from the annual report.

- **EMS/Public Safety Building Commission**

1. The EMS meeting was tonight. Bunch went to see the automatic loading system that the EMS got with the grant was awarded. They want to do some crack filling in the parking lot, but will have to coordinate with the village.

LEGISLATIVE UPDATES/MISCELLANEOUS CORRESPONDENCE

IDENTIFICATION OF TOPICS FOR FUTURE DISCUSSION AND/OR ACTION

OTHER BUSINESS

ADJOURNMENT

Having no further business a motion was made by Schuepbach and seconded by Bunch to adjourn at 9:45 p.m. Motion carried unanimously.

Respectfully submitted,
Michelle Murphy
Village Clerk

Board approved: April 12, 2016

A copy of the complete minutes are on file at the Village Clerk's office at 130 S. Pardee Street, Marshall for public inspection during office hours or can be viewed on the web at: www.marshall-wi.com