**Regular Board Meeting**

**May 8, 2023**

President Kniseley called the meeting to order at 5:00 p.m.

Present: Joe Kniseley, Sheryl Narva, Steve Roseth, Bob Hulett, Cathy Rose, Adam Bush, Shane Rose & Tammy Weisman

Absent: Justin Beaman & Julie White

Visitors: None

**Minutes: C Rose made a motion to approve all of the minutes as presented, 2nd S Roseth, 4 yes votes, motion carried.**

**Attorney Radcliffe:** No business

**Officers Report:**  Sgt. Stan Edington asked if there were any questions regarding the patrol logs and monthly report that were handed out for review. No questions presented. T Weisman asked about the process to follow-up on delinquent dog license renewals and a list will be submitted to Chris Eversum for follow-up.

**Maintenance Report:** Adam Bush provided an update on the following:

* Community Clean-Up - Went well, $828 was collected.
* Parking Lot Access by Railroad Crossing – Concrete barriers are up. Reflective signs are here; however, special brackets are needed to attach properly to the concrete barriers & are on order. J Kniseley reminded the board that are response to the Railroad Commission needs to be submitted by June 1st.
* Welcome Signs - There is a Welcome Sign in the bus barn. It is a little faded and not sure if applying a polish or clear coat would brighten it up. Cathy indicated that we should check with Nancy Waller to see if she would be interested in freshening up our Welcome Signs.

A Bush reported that they should be wrapping up brush pickup soon. J Kniseley indicated that Stetzer Electric has offered The Village the use of their boom truck to assist in removal of loose/broken branches that are hanging up high; which would help eliminate the danger of these branches falling at a later date. B Hulett offered his assistance if needed. J Kniseley will reach out to Stetzer Electric when we are ready to use this equipment.

Brandon Risch was in and the annual CMAR report will be finalized and presented at the next board meeting.

Pond samples will be going out on May 17th and plan to discharge the end of May or early June. B Hulett will continue to mow around the ponds & the old dump area.

Following is the list of other projects that are being worked on or needed:

* Concrete by West Entrance – The cement has settled and there is about a 1” trip hazard that has developed. J Kniseley & S Roseth indicated that it might be able to be ground off. A Bush is to check to see if he can repair or reach out to Greenleaf for their assistance.
* Street Sweeping – A Bush indicated that he will begin street sweeping May 9th and when completed hole patching will begin.
* Streets to be Seal Coated – J Kniseley indicated that we should look at last year’s list and check our streets to see what streets still need to be completed. J Kniseley mentioned that we are behind on seal coating and should consider increasing our budget for this in 2024.
* Watermain Flushing – A Bush indicated that right now we are planning for May 18th. J Kniseley mentioned that street sweeping will probably need to be completed again when flushing in done.
* Line & Crosswalk Painting – Andy Nehring, B-T Football Coach, is bringing 8 – 10 high school students/football players on Saturday May 20th to assist with painting of the crosswalks. This will assist these students in obtaining their necessary Community Service hours. White paint & rollers are here for their use.
* Park Clean-Up – A Bush reported that the water has been turned on and garbage has been picked up around the fencing.
* Building Maintenance/Fix the Bricks - J Kniseley indicated that the initial quote for this project was $81,000 & was completed in 2020, so it is probably time to reach out to see if this needs to be updated. S Rose will contact R. J. Jurowski to inquire if updated quote is needed. S Rose also mentioned that Nancy Waller has requested to be added to the June Board Meeting Agenda. B Hulett mentioned that we submitted a request to Jackson County for use of their ARPA funds & were awarded $25,000. T Weisman indicated that she will look into this & report back to the board.

**Barb Brueggen-Library Director:** B Brueggen reported the following:

* Everything is going well & wanted to thank Shane for all the IT help he has provided.
* June 1st Summer Hours begin and for June Dairy Month we will again be issuing $2 ice cream coupons that can be redeemed at the General Store or Corner Store.
* Annual Community Picnic is set for August 10th and confirmed that the Community Center has been reserved.
* Working on coordinating with the Church Bible School program and bring in science teacher from GET School District his Solar System Display. We will also need to use of the Community Center/gym for this. J Kniseley indicated that should not be an issue just let Tammy or Shane know the date when available.
* Still working on obtaining a garden cart and plants.
* Next Library Board meeting is May 22nd and will be discussing current grant opportunities available.
* Free will donation Book Sale is going well, $100 has been collect thus far. We will end this sale soon and have another one in the fall.
* May 18th will be attending a workshop in Holman and have coverage for that day.
* Continue to work on finding a summer volunteer to help with the Summer Programs being offered. Talked with the National Honor Society group at B-T school, however no interest. Spoke with Lynn Halverson, B-T School Superintendent, and he is going to see if other sources available.

**Personal:** J Kniseley indicated that included in your Board materials is the 2023 Committee Appointments, J Beaman is now listed at the chair for the Parks & Rec Committee and Cierra Rose has replaced Shan Rose on the Planning & Housing Commission Committee.

**Financial**: T Weisman reported that $21,856.54 was transferred to the BTYSA, leaving the Village with approximately $6,100. This was the balance in our Parks & Rec account before the combined B-T Parks & Rec Committee was formed in March 2013. S Roseth inquired if it would be possible to know what the City of Blair transferred to BTYSA. J Kniseley indicated we can have J Beaman check into this for us.

**Parks & Recs:** J Beaman, via e-mail, reported the following:

* $13,000 equipment order came in and was divided up between teams. This included a major refresh of helmets, bats, catcher’s & Umpire’s gear.
* Background checks for all coaches has been completed.
* First games are scheduled for the week of May 15th.
* Fundraising is underway. Letters are going out to all the local businesses with tiered advertising supporters such as; names on the web-site and physical banners to be displayed at the concession stand & fields.
* Local equipment swap has been started, you can drop of gently used equipment and take replacements if needed.
* J Beaman asked if Adam or Tony could help out with the tightening of the batting cages and repairing the holes? B Hulett indicated that the batting cages did take a beating this winter, especially the one behind the bus barn. These batting cages have been repaired every spring for several years now and probably could be replaced. J Kniseley asked S Rose to look into getting quotes on new batting cages,

**Public Services:**  Update on gym painting. J Kniseley reported that we received a verbal quote from Jerry’s Painting of $7,800.00. They felt that the paint would cover the insolvable substance left on the walls so this quote doesn’t include the removal of this as previously discussed. It also entails spraying over the windows not in use and we would still be able to box-them in on a later date. B Hulett indicated that some of the coaches/parents have inquired about the insolvable substance, however he ensured them that it has been tested and is not hazardous. B Hulett suggested that we experiment by painting a small section over the insolvable substance & a small section with attempting to remove the insolvable substance. Since this quote is over $5,000, T Weisman will research Chapter 62 of the statutes to ensure handled appropriately.

**Clerk’s Report:** S Rose reported on the following:

* Wisconsin Elections Commissions Letter - They would issue a $600 grant towards updating our email domain from triwest.net to a .gov or wi.gov domain. It is not a requirement at this time to have either, however it may become a requirement in the future. J Kniseley asked if there would be something in place that would make sure that we didn’t lose any emails that would be sent to the old domain. S Rose indicated that we would be able to have old domain forwarded to the new domain, so no loss should occur. S Narva indicated that it is a good idea since the grant is available and we should update our domain at this time. After discussion S Rose will continue with this project and have the new domain implemented by the end of the year.
* PCI Compliance - Required annually since we offer point-of-sale (POS) transactions. We have been struggling passing their compliance scans. We did have a separate router/modem installed by Tri-County Communications for our POS device, with the cost of $50 for installation then approximately $6 per month. New scan has been scheduled and we can report “false positives” if we feel so warranted. We have two merchant ID numbers and this annual compliance is required for both.
* Electronic Sign – Tri-County Communications indicated that our sign has a separate router and network and that is why we are unable to update the sign from the municipal office. We might be able to purchase software/equipment to make this happen. S Rose indicated that he doesn’t mind going to the sign to update the information, so no price quote was obtained at this time. After discussion, we will continue to go to the sign to update.

T Weisman reported on the following:

* ARPA Annual report has not been submitted, due to contact name needs to be updated, waiting on Dept of Treasury to contact me. They indicated that there was no need to submit an extension request, because this is classified as a technical issue.
* Completed mailing of Summer/Spring Newsletter on April 20th.
* Open Book and Board of Review have been scheduled for May 15th & May 25th respectively. J Kniseley, B Hulett, S Rose and myself completed the annual training requirement.
* 2022 Audit Compilation has been completed and annual financial & TIF reports were submitted by Hawkins Ash to the WI Dept of Revenue. Currently working on end of year journal entries submitted.
* Vacation/Office Closures – Closed Memorial Day May 29th. T Weisman is on vacation the week of June 12th. Shane will do the Board meeting minutes and may work additional hours this week. When determined, the office hours for the week will be posted.
* Blood Drive being held on Monday June 5th from 9:00am – 2:00pm.

**Treasurer’s Report** – T Weisman presented the treasurer’s report. **S Narva made a motion to approve the treasurer’s report as presented, 2nd C Rose, 4 yes votes, motion carried.**

**Approval of Bills to Pay: General Fund $4,11.65; Water $5,474.69 & Sewer $11,396.21.** **C Rose made a motion to pay the bills, 2nd B Hulett, 4 yes votes, motion carried.** T Weisman indicated that we do pay other bills throughout the month & they are not all included in our Unpaid Bills Report. T Weisman shared a report that showed the Bills Paid from the General Fund for the month of April sorted by vendor name and asked the board if they would be interested in seeing this report each month. An alternate approach would be to motion on accepting bills paid the prior month. T Weisman did indicate that the Treasurer’s Report does list all bills paid in check number order, however this report might be easier to read. After discussion, the new report will be added to the June board packet on a trial basis.

**Unfinished Business:**

Bridge St/Main St Sewer Main Project – T Weisman reported that we sent financial information to Nate Day at SEH and they are looking into USDA SEARCH program which has potential to help pay for planning & design. J Kniseley reported that he has been in touch with Randy and Torey & his staff will be in contact with the village.

General Engineering Contract Update – J Kniseley reported that we have received the updated Fee Schedule and should be receiving the updated contract shortly.

Lot Sale Counter Offer – Mr. Jeske has withdrawn his offer to purchase, due to putting the rebates back in our last counter-offer per Attorney Radcliffe recommendation.

**New Business**:

Resident Relocation – It was brought to the attention of the Village Clerk that there may be a resident living at 650 Providence Lane in violation of Ordinance Title 11 Chapter 7. After discussion with Attorney Mark Radcliffe & the Jackson County Sheriff’s Department, it was determined that this resident would need to relocate. Resident moved out on May 2nd.

Taylor FFA Alumni – Requested a Temporary Class B Retailers License for the Horse & Pony Pull on May 28th and the Truck & Tractor Pull on May 29th. S Roseth & C Rose commented that we need to remind them that there needs to be a Licensed Operator presented at all times and that they need to remember to post the current permit and operator licenses where they are selling beer**. B Hulett made a motion to issue the Temporary Class B Retailers License to the Taylor FFA Alumni, 2nd S Narva, 4 yes votes, motion carried.**

Becky Johnson **–** Submitted Operators License application, Taylor General Store & Café. Background check performed and not findings. **B Hulett made a motion to approve Operators application submitted by Becky Johnson, 2nd S Narva, 4 yest votes, motion carried.**

Taylor FFA Alumni Donation Request **–** Received letter requesting donation for the Memorial Day Tractor Pull. After discussion, any donation requests granted this year will be paid from the Village of Taylor Water Utility business checking account. **C Rose made a motion to approve donation in the amount of $250 from the water utility business checking account, 2nd B Hulett, 4 yes votes, motion carried**.

WI Fastpitch Softball Coaches Assoc Senior All-Star Team – Abby Thompson, Lindsay Steien, Callie Wagner & Lexi Lofgren were asked to participate in the Senior All-Star Team. All 4 girls are required to raise $300 in order to participate. All proceeds benefit the Special Olympics of Wisconsin. **S Narva made a motion to approve donation in the amount of $100 per girl from the water utility business checking account, 2nd S Roseth, 4 yes votes, motion carried.**

Jackson County Ag Society Donation Request - Tiered Jackson County Fair Sponsorships Packages available. J Kniseley indicated that we were one of very few municipalities within the county that submitted monetary support last year. **Motion by S Narva to not submit a sponsorship for the Jackson County Fair this year, 2nd C Rose, 4 yes votes, motion carried.**

**S Roseth made a motion to adjourn at 6:30pm, 2nd B Hulett, 4 yes votes, motion carried**.

Respectfully submitted,

Tammy Weisman, Clerk/Treasurer

May 10, 2023