**Regular Board Meeting**

**August 14, 2023**

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

Present: Joe Kniseley, Sheryl Narva, Justin Beaman, Bob Hulett, Steve Roseth, Cathy Rose, Adam Bush, Shane Rose, and Tammy Weisman. Julie White arrived at 5:20pm.

Absent: N/A

Visitors: Nancy Waller

**Minutes: C. Rose made a motion to approve of all of the minutes as presented, 2nd B Hulett, 6 yes votes, motion carried.**

**Visitor Business –** Nancy Waller reported that the Museum has been open for several events such as; the Simonson-Joten Family Reunion, Girl Scout’s Movie Night and the Community Picnic. In July, 250 people visited the museum coming from Appleton, Janesville, Illinois, Minnesota, just to name a few. Several new acquisitions were received in July. July donations were $950. Nancy indicated that she has been submitting a weekly photo to be published in the Banner Journal. J Kniseley commented that this has been well received by the community. Nancy also reported that Kevin Olson helped digitize a documentary on the Village of Taylor that was narrated by her father, Roger Waller. This documentary can now be seen on YouTube.

**Attorney Radcliffe:** Not present, tubular structure discussion tabled until September 11, 2023 Board Meeting.

**Officer’s Report:** Monthly Village of Taylor Patrol Log was included in the packet for review.

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

* Sidewalk chalk contest did not have any entries due to weather
* Community Picnic went well. 55 people in attendance. J Kniseley commented that he attended the Community Picnic and his observation was that the kids in attendance were having a great time. Thank you to those who came & it was greatly appreciated.
* Dena Graff will be presenting information on Hospice Care on Friday August 18, 2023 at 9:30am at 420 2nd Street.
* Grace Kling is done helping for the summer and off to college. Grace did a fine job. Grace was invited to come back and help out whenever she was home.
* Working on a Space Exploration event for a Sunday in October. Need to coordinate with Sunday School. Nancy Waller & I have started on our Halloween & Christmas events. Magician from last year is available any Sunday in December.
* New winter hours will start September 1st and will be posted & updated on the web-site.
* Book donations of a mystery & western series were received this month.
* Picked up 2 spin cases from the Galesville Library that they were giving away.
* The next library board meeting is Monday, August 18th at 5:00pm.

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

* Streets to be Seal Coated – Waiting for call back from Struck & Irwin to see when they can start. Would like to start at Hanson Street & go towards Pine. Ditch work needs to be completed at the intersection of Hanson & Pine. After discussion it was determined that A Bush will contact Greenleaf to have the ditch work completed and then let Struck & Irwin know to start work on Hanson Street.
* Birch Lane Clearing – We can burn more, however there is some that may not burn. Greenleaf could bury along Taylor Road or we could rent a chipper. B Hulett indicated that it would be nice if it could be in shape to seed this fall. After discussion, A Bush will look into what it would cost to rent a chipper.

J Kniseley shared a map outlining the Birch Lane subdivision as plotted out and is suggesting that we abolish the lot markers, except for the four corners, and market to developers as one large parcel. There is approximately 6.25 – 7 acres available. B Hulett indicated that there is a water way that divides the lot and they would be able to set-up the development to meet their designs. One lot is currently owned by John & Nicole Crocker. J Kniseley suggested that we re-survey and square off that parcel. After discussion it was determined that J Kniseley will talk with John & Nicole Crocker & we would contact the Village Attorney, Mark Radcliffe, to determine what is required to make this happen.

* Gym Foam Coverage – Willy from Diamond Lumber was here and measured the north wall and we are waiting on his proposal/bid.
* Welcome Signs Update – Nancy completed one sign and is working on the second sign. Completed sign has been put back up.
* Fall Clean-Up Days – Thinking the first week in October. A Bush will check his calendar to confirm.
* Dead trees behind S Narva’s house have been removed.
* Working on last round of pond dye tomorrow and copper samples later this week.
* S Roseth indicated that the alley by 3rd Street was tore up by some ATV’s and could use some fill.

**Personnel:** Nothing to report.

**Financial** – Budget & Capital Improvement Planning time. T Weisman reported that she has started working on the budget and explained the need to complete a Capital Improvement Plan to assist in budgeting of capital expenditures. After discussion, T Weisman & A Bush will work on completing a Capital Equipment Inventory and a preliminary Capital Improvement Plan. J Kniseley mentioned that T Weisman is also working on updating the budget spreadsheet that includes more history and a column that shows variances from budget that we can review throughout the year. T Weisman also indicated that she reached out to the Auditors and it is OK to consider changing the percentage collected from the monthly utility bills that is allocated to the Water Utility Fund and the Sewer Utility Fund. J Kniseley also indicated that budget plannings meetings will begin in September this year.

**Parks & Rec:** Justin Beaman reported things are going well. Registrations for volleyball & flag football have been completed. Boys & girls basketball registration to begin soon. Justin asked whether or not anything was decided on cost for usage of the gym/s by BTYSA. J Kniseley indicated that nothing has been determined at this time.

Tammy reported that payment was received from the City of Blair for invoice submitted for half of the utilities used during the basketball & volleyball seasons.

**Public Services** – Nothing to report.

**Zoning Board** – Tammy Weisman & Brian Beaman attended a training webinar, which was very informative, on July 11, 2023. Zoning Committee members that were unable to attend were sent the training materials.

**Clerk’s Report:** S Rose & T Weisman reported the following:

* The Simplified Rate Case that we submitted to the Public Service Commission was approved. The inflation-based increase of 8% will go into effect September 18, 2023. Our last Conventional Rate Case was completed in 2013 and if we want to reconsider how we handle the Public Fire Protection Service annual fee we would need to complete a conventional rate case.
* The email domain of @vi.taylor.wi.gov is available for our use. S Rose is working on Microsoft 365 requirements and Tri-County Communications is working getting the MX records for us.
* S Rose reached out to P Wisniewski on updating the administration of the security camaras.
* The Village has completed all of the PCI Compliance requirements, which provides less liability to the Village for credit card processing issues.
* S Rose has been updating our web-site with various sub menus and has added a link to a calendar with the BTYSA practice schedule.
* The Village has been accepted as a Vendor for the “WI Help for Homeowners” program. This program is available to homeowners, that meet certain requirements, having trouble paying their utility bill.
* There are still five (5) addresses/pet owners that have not paid their 2023 dog license fee. If not paid by August 31, 2023 citations will be issued.
* A Complaint Log has been created & will be presented to the Board semi-annually. This allows all board members to be aware of issues happening within the Village.

**Treasurer’s Report:** The Treasurer’s Report was provided to the board. **C Rose made a motion to approve the Treasurer’s Report as presented, 2nd J Beaman, 7 yes votes, motion carried.**

**Approval of Bills to Pay: General Fund $3,945.31; Water $430.06; & Sewer $6,223.05. S Narva made a motion to pay the bills, 2nd J White, 7 yes votes, motion carried.**

**Unfinished Business:**

Harmonic Distortion – J Kniseley indicated that we are still monitoring and have occasionally exceeded limits, however it has been much better lately. We are still waiting to hear back from the Public Service Commission (PSC) on our response received from Xcel Energies.

Fix-the-Bricks – A Bush reported that we received an updated quote/proposal from R J Jurowski Construction that broke out the price per side and that they can start in September. A Bush indicated that County Concrete can match our current brick color in case new bricks are required. After discussion it was determined that the north & east sides are in the worst shape and that the removal of the existing chimney and the south & west side tuckpoint & repairs could wait until year two (2). **S Roseth made a motion to approve that Jurowski Construction start on the tuckpoint & other repairs quoted on the north & east sides, 2nd S Narva, 7 yes votes, motion carried.**

S Narva asked what is going to happen with bricks that may be discarded and suggested that they be auctioned off or could be purchased with all proceeds going towards Fix-the-Bricks. This is a great idea and N Waller will work on this.

Bridge St./Main St. Sewer Main Project – USDA SEARCH Grant application was submitted Friday August 4, 2023.

General Engineering Contract Update – Included in the board packet is a copy of the current General Engineering contract and two (2) alternative fee schedules. Attachment B shows the fee schedule for adding residential alterations and Attachment C shows adding both residential alterations and commercial property inspection fees. **S Narva made a motion to accept the update to the General Engineering contract with the Attachment C Fee Schedule, 2nd B Hulett, 7 yes votes, motion carried.**

Sam’s Club Membership Update – T Weisman reported that she contacted Sam’s Club and you have to request refunds of automatic renewal fees in person. We have been unable to locate a membership card and unsure if a card would need to be presented. J Knisely volunteered to see if he could get the membership cancelled the next time, he visits Sam’s Club.

**New Business:**

Building Permit Applications submitted by Joe Kniseley for 8x12 green treated deck & Tyler Frederick 2 egress windows & window wells – **Motion by B Hulett to approve building permit applications submitted by Joe Kniseley & Tyler Frederick, 2nd C Rose, 6 yes votes, motion carried.**

 Jerry Hjornevik requesting Board Approval to Re-Survey is two (2) lots – Surveyor is requesting board approval to re-survey Jerry’s two properties. J Knisely indicated that if you look at the plot map it shows an extension of Kelly Street behind his two properties. This street hasn’t been in use for years and is currently covered with trees. We should consider a resolution to abandon this street. **Motion by J White to approve the re-survey of J Hjornevik’s two lots, 2nd B Hulett, 7 yes votes, motion carried.**

**Motion by C Rose to approve a Resolution to abandon the extension of Kelly Street which shows on the plat map behind J Hjornevik’s two properties located at 321 & 311 Bridge Street, 2nd S Narva. Roll Call Vote – S Narva-yes, J White-yes, J Beaman-yes, B Hulett-yes, S Roseth-yes, C Rose-yes & J Kniseley-yes. Motion/Resolution carried.**

**S Roseth made a motion to adjourn at 7:15pm, 2nd B Hulett, 7 yes votes, motion carried.**

Respectfully Submitted,

Tammy Weisman, Clerk/Treasurer

August 15, 2023