**Regular Board Meeting**

**October 9, 2023**

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

Present: Joe Kniseley, Sheryl Narva, Justin Beaman, Bob Hulett, Steve Roseth, Cathy Rose and Tammy Weisman.

Absent: Julie White, Adam Bush and Shane Rose

Visitors: Nancy Waller/Taylor History Museum and Ethan Remus/Hurlburt & Remus Surveying Inc

**Minutes: B. Hulett made a motion to approve the minutes as presented, 2nd S Roseth, 5 yes votes, motion carried.**

**Visitor Business –** Ethan Remus completed survey to reconfigure Gerald Hjornevik parcels at 311 & 312 Bridge Street. Mr Remus also performed the work necessary to request FEMA to remove these two parcels from the floodplain designation. Documents were included in the board packet. Mr Remus inquired if there were any questions. Hearing none, **Motion by C Rose to accept documents as presented, and to approve signing of these documents by J Kniseley, 2nd S Narva, 5 yes votes, motion carried**.

Nancy Waller reported that RW Jurowski has started work on the north side and hope to complete by the end of this week. Upon completion of the north side, they will move to the east side. N Waller thanked the board for supporting the Fix-the-Bricks project and it warms her heart to see progress being made. N Waller will continue with her efforts to raise additional funds for the south & west sides.

**Officer’s Report:** Sargent Mazur indicated that patrol logs were previously sent and asked if there were any questions. J Kniseley reported that we have been having trouble with unlicensed mini bikes being operated on the roads within the Village limits by juveniles. They are not wearing helmets and are not obeying stop signs. Many residents and other board members express concern that they or somebody else will get hurt or worse. Sargent Mazur indicated that they are aware and our doing what is possible.

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

* Saturday, October 21st - Library and Girl Scouts will host another Movie Night from 5:00pm – 7:00pm at 420 2nd Street gym.
* Sunday, October 22nd - Library will host “See the Stars” presentation at 420 2nd Street gym starting at 11:00am.
* Tuesday, October 31st – Library will be open from 5:00pm – 7:00pm and will have grab bags, treats & prizes. History Museum will also be open and have a photo booth set-up. Jackson County Dairy Committee is donating string cheese for this event.
* The next library board meeting is Monday, October 23rd at 5:00pm. Budget numbers should be available for the Village after this meeting.

**Attorney Radcliffe:** Attorney Radcliffe indicated that he will present the update to ordinance 13-1-140 Accessory Uses or Structures at the next board meeting.

J Kniseley indicated that he has contacted John & Nicole Crocker regarding squaring off the current parcel they own within the Birch Lane sub-division that is adjacent to their current primary home parcel. The Crockers are in favor of this option and J Kniseley will report back to them regarding the cost & necessary steps to complete. J Kniseley asked Attorney Radcliffe to move forward with the statutory process required.

Public Hearing regarding Resolution # 23-0911 Regarding the Discontinuance of a Public Way as originally laid in the Plat of the Collins Addition of the Village of Taylor will be held before the next board meeting Monday November 13, 2023 at 5:00pm.

J Knisely asked Attorney Radcliffe if he could provide guidance on when a building permit is required per ordinance 15-1-2. Attorney Radcliffe he will review this ordinance and contact Clerk Weisman.

Attorney Radcliffe indicated that he did forward to Clerk Weisman a copy of a letter that could be utilized for a particular ordinance violation, however would we feel more comfortable if that letter came from his office. After discussion, it was determined that Attorney Radcliffe’s office would handle the mailing of these letters.

**Maintenance Report:** T Weisman reported the following on behalf of Adam Bush:

* Fix-the-Bricks – As Nancy indicated work has started on the north side.
* Gym Foam Coverage – Still waiting on proposal/bid from Willy from Diamond Lumber.
* Fall Clean-Up Days – Went well, dumpster is full and we took in $737.
* Portable air compressor has been purchased.
* Winterizing – Water has been shut off at the park, faucets have been opened and the restrooms have been taken care of. Park lawnmowers have been winterized and put away for the season. Trees have been all trimmed at the park and any trees/brush around stop signs or hanging into the street have also been trimmed. Generator was hooked up at the Lift Station and is all set to go.

Remaining winterization projects are:

1. Flush culverts & install ends
2. Fence posts need to be put up to mark for winter plowing
3. Reflective posts to be installed on every storm sewer drain
* Sewer discharge will begin Tuesday, October 24th. Ten (10) days of samples are required, so should be completed early November.
* Flushing of fire hydrants will be Tuesday, October 24th and if necessary, will be completed on Wednesday, October 25th.
* Adam has requested an estimate from Greenleaf on the cost for the lifts/wedges that need to be installed on various streets before seal coating can take place in the spring.
* Adam would like to ask for a 4x6 or 6x6 hut to be built behind the Post Office to store the snowblower. The snowblower requires two staff members to load & unload and this is not always possible when snow needs to be moved. After discussion, it was decided to go ahead with the bid/quote process.

**Personnel:** J Kniseley inquired when would be the best time to do employee recognition for years of service, etc. T Weisman inquired if the Village did a Holiday party and if yes, maybe this would be a good event for these. J Kniseley indicated that Holiday parties are typically not planned, however have been held at a moment’s notice. After discussion, this will be considered with additional details and information to be presented at the next board meeting.

**Financial** –T Weisman reported that the Capital Improvement Plan provided in the board packet was the result of the special board meeting held on October 2nd. T Weisman indicated that we were not going to spend a lot of time on it tonight, however was wondering if there were any questions in regards to the other budget materials provided at this meeting. B Hulett indicated that an item of consideration should be how the Village currently handles the Public Fire Protection costs required by the Public Service Commission. T Weisman indicated that this will be added as a topic of discussion at the next Budget meeting. Next special board meeting to continue discussion on the Capital Improvement Plan and Budgets for General Fund, Water Utility & Sewer Utility will be held on Monday, October 23, 2023.

**Parks & Rec:** J Beaman indicated that unfortunately he has not been unable to attend the last couple of meetings. The next meeting is scheduled for Sunday October 15th & he will be attending. J Beaman reported that Jayme Thompson indicated that the City of Blair has committed $5,000 to the BTYSA. We continue to have concerns about how the Village is going to maintain the gymnasium, without some monetary support for usage. B Hulett asked if J Beaman could obtain a report that shows what has been raised as far as income & what expenses have incurred since conception of the BTYSA. T Weisman indicated that she will bring a detailed breakdown of our current revenues & expenses for the 141 Pearl Street building to the next budget meeting, more discussion to follow once this information is reviewed.

**Public Services** – Nothing to report.

**Zoning Board** – Nothing to report.

**Clerk’s Report:** T Weisman reported the following:

* Shane has asked that the board confirm that the rate increase approved per Simplified Rate Case required for water utility was also what was intended for the sewer utility. After discussion, it was determined that the 8% increase includes both water & sewer utilities.
* Still have not connected with P Wisniewski on updating the administration of the security camaras & alarms.
* Sam’s Club Membership has been cancelled. Thank you to Wendy Bue for helping the Village make this happen.
* Our Wisconsin Pollutant Discharge Elimination System (WPDES) Permit expires on September 30, 2024. SEH has started the process to file an application for reissuance. This application must be received 180 days prior to expiration date.

**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 B Hulett, 5 yes votes, motion carried.**

**Approval of Bills to Pay: General Fund $2,424.32; Water $4,911.01; & Sewer $9,674.47. S Narva made a motion to approve all unpaid bills and all other bills received with a due date before the next scheduled board meeting, 2nd J Beaman, 5 yes votes, motion carried.**

**Unfinished Business:**

Harmonic Distortion – J Kniseley reported that our feed line is currently fed off a line that feeds Taylor Frac, per Mike Herro from Xcel Energy they are going to switch this back to Smart Sand. If the harmonic distortion levels remain OK, we will stay with this feed line. Otherwise, we will be switched back to Taylor Frac’s feed line. Mr Herro has been providing updates every 2 weeks or so.

J Kniseley reported that Xcel Energy is offering the Village $500 - $750 for updates to Veterans Park holiday display due to the inconvenience harmonic distortion may have caused the Village. B Hulett indicated if we would be able to run a wire over to the gazebo to plug-in holiday lights would be very helpful. T Weisman indicated that A Bush has mentioned that he would like to get some additional lighted garland for the Veterans Park. After discussion, we will obtain bids/quotes on what the cost would be for these two additions.

Bridge St./Main St. Sewer Main Project – T Weisman reported that she checked our application on-line last week & there are no comments or status updates posted.

210 Main Street Tenant – C Rose reported that the trailer/camper is back and the tenant is using this commercial property as a residence. T Weisman indicated that we have already mailed two (2) letters to the landlord. After discussion, **a motion was made by B Hulett to have T Weisman reach out to Attorney Radcliffe to issue a third letter, 2nd S Narva, 5 yes votes, motion carried.**

**New Business:**

Taylor Fire & EMS Picnic License Application for October 14th 100th Anniversary Celebration & Street Closures – Taylor Fire & EMS have applied for a Picnic License for October 14th – 15th and they are requesting the closures of 3rd – 4th Street and Church Street to Hanson Street. **Motion by B Hulett to grant Taylor Fire & EMS Picnic License and street closures for Saturday October 14 – October 15, 2023, 2nd S Roseth, 5 yes votes, motion carried.**

Transfer of Maynard’s on Main Class B Liquor License to Neil Kniseley, Taylor Tap LLC – Class B Retail License application has been submitted by Neil Kniseley, Taylor Tap LLC and all the necessary supporting documentation has been received & reviewed. **Motion by C Rose to accept the transfer of Maynard’s on Main Class B Liquor License to Neil Kniseley, Taylor Tap LLC, 2nd S Narva, 5 yes votes, motion carried.**

S Roseth inquired if there was anything that he needed to sign as previous owner. T Weisman was unsure, however after research there is no document necessary for previous owner to sign. The transfer will be all taken care of next year when annual reporting is required to be submitted to the WI DOR.

Operator’s License Applications submitted to the Village of Taylor by Nicole Jurowski & Ron Solberg for Taylor Tap LLC – All necessary supporting documentation has been received & reviewed. **Motion by C Rose to grant Nicole Jurowski & Ron Solberg Village of Taylor Operator’s License, 2nd B Hulett, 5 yes votes, motion carried.**

Retirement of Greg Gardiner, Village Assessor – T Weisman reported that she submitted requests for bids to three (3) Appraisal Services firms. Two (2) of the three (3) responded with bids/proposals. The proposals were received from Municipal Group LLC, Bruce Gardiner referred Municipal Group to the Village, and Appraisal Services and Data Processing Sys Inc in Eau Claire. T Weisman indicated that the bids were comparable in price, with the only difference being Municipal Group LLC is a new to the Wisconsin market and Appraisal Services already does the assessment services for the Village of Alma Center & the Village of Hixton. C Rose indicated that it is a huge benefit that Appraisal Services already knows our geographical area. After discussion, **motion was made by C Rose to accept the bid/proposal submitted by Appraisal Services and Data Processing Sys Inc, 2nd S Narva, 5 yes votes, motion carried. services.**

Downsizing of Hawkins Ash CPAs – T Weisman reported that of the four (4) audit firms that we reached out to for bids/proposals, only one (1) responded – Bauman Associates Ltd in Eau Claire. The fee to prepare our annual reports is $4,000, however bookkeeping/accounting services are based on an hourly rate ranging from $145 - $450 per hour. T Weisman mentioned that the bookkeeping/accounting services may be substantial this year, due to accounting changes being implemented. However, once these changes are established these services may be minimal in the future. After discussion, **motion was made by C Rose to accept the bid/proposal submitted by Bauman Associates, 2nd S Roseth, 5 yes votes, motion carried.**

**S Roseth made a motion to adjourn at 6:40pm, 2nd B Hulett, 6 yes votes, motion carried.**

Respectfully Submitted,

Tammy Weisman, Clerk/Treasurer

October 10, 2023