



Accepted: September 27, 2021

1. Call to Order:

Village President George Peterson called the meeting to order at 6:30 pm. Members present: Rex Zemke, Paul Kennedy, Deb Ehster, Bill Schremp, Craig McEwen, Dan Mortensen, and Village President George Peterson. Also, present: Administrator Gary Olsen, Administrator of Public Works Timothy Vergara, and Clerk Elizabeth Felkner.

2. Pledge of Allegiance:

3. Requests and Statements from the Audience:

JoAnne Landwehr – 26 Wilson Ave: Ms. Landwehr mentioned that she is interested in the outcome of the discussion regarding the driveway issues on Wilson Ave. Ms. Landwehr mentioned that she had no conflicts for over 19 years until the new owners at 30 Wilson Ave. moved in. Ms. Landwehr has experienced dog attacks, trespassing, and profanity. Ms. Landwehr now has a security camera set up.

Dakota Smith– 30 Wilson Ave: Mr. Smith mentioned that he is also present to hear the Board’s discussion regarding the driveway issues on Wilson Ave. Mr. Smith did mention that he is in favor of widening his driveway and will be doing so when he has funding available.

4. Board, Committees, or Commission Referrals:

Mr. Zemke is requesting a line item for the next Board Meeting to discuss with possible action regarding activities on the landfill and lower Cedar Creek area. Mrs. Ehster seconds the request.

5. Announcements and Statement from the Village Board:

Mr. Zemke is seeking an explanation as to why the “Board, Committees, or Commission Referrals” and “Announcements and Statements from the Village Board” were moved up on the agenda.

6. Introduction of Village Employees:

Mr. Vergara introduced the new DPW employee, Jesse Cummings and the Assistant DPW Supervisor Bobby Smith.



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7. Minutes of Previous Meeting(s):

Motioned by McEwen/Mortensen to Approve the Planning & Zoning Meeting Minutes of August 9, 2021, the Water Utility Meeting Minutes of August 9, 2021, and the Village Board Meeting Minutes of August 9, 2021, as Presented. Questioned and carried 7:0.

8. Clerk's Report:

A. Applications, Licenses and Permits (as submitted)

Motioned by Ehster/McEwen to Approve the Applications, Licenses and Permits as presented. Questioned and carried 7:0.

9. Police Department Report:

Chief of Police Jeremy Hunt gave an update on his Department.

- Village Clerk, Elizabeth Felkner, conducted the Oath of Office for K-9 Officer Katie.
- Chief Hunt distributed the quarterly report to the Village Board.

10. Fire/EMS Report:

Fire Chief Rob Bowen gave an update on his Department.

- There were 120 calls for the month of August 2021. 10 calls were medical and 13 were fire.
- Riverside was involved with multiple Community events.
- The new building is progressing.

11. Resolution 2021-06 Compliance Maintenance Annual Report for the Rothschild Sewage Collection System - 2020:

Mr. Vergara explained the resolution and annual CMAR report on behalf of the Village. This resolution is necessary per WDNR requirements for publicly and privately owned domestic wastewater treatment works. As described from the WDNR, the CMAR is a self-evaluation tool that promotes the owner's awareness and responsibility for wastewater collection and treatment needs, measures the performance of wastewater treatment during a calendar year, and assesses its level of compliance with permit requirements. The Village is doing good on the financial and collection process. Mr. Vergara is requesting the Board to approve Resolution 2021-06 accepting the 2020 CMAR Annual Report as submitted.

Motioned by Mortensen/McEwen to Approve Resolution 2021-06 Compliance Maintenance Annual Report for the Rothschild Sewage Collection System - 2020 as Presented. Questioned and carried 7:0.



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12. Request to Purchase a Replacement Generator for the Village Hall:

Mr. Vergara received 4 quotes from 3 companies to purchase a new replacement generator for the Village Hall. Toward the middle of August, the Village experienced a storm event where the power went out to the Village Hall and the standby generator did not activate as normal. We had the unit inspected and found that the cost to repair it is not worth the investment due to the age and its condition. Due to the lead times for the units, we would like to order the unit now and place it in the 2022 budget. Mr. Vergara is requesting the Kohler Natural Gas Unit to be purchased from Christopher Electric in the amount of \$18,934.50.

Motioned by Mortensen/McEwen to Approve the Purchase of a Replacement Kohler Natural Gas Unit Generator for the Village Hall by Christopher Electric in the Amount of \$18,934.50. Questioned and carried 7:0.

13. Resolution 2021-07 Disallowance of Insurance Claim Filed Against the Village of Rothschild by Barbara Williams:

Mr. Olsen explained the resolution of disallowing a claim filed against the Village by Barbara Williams. The claim is regarding injuries she sustained as a result of a slip and fall incident. The claim was submitted to the Village's insurance company, and it is their recommendation to disallow the claim. It is recommended that the Board follow the recommendation from the insurance.

Motioned by Kennedy/McEwen to Approve Resolution 2021-7 Disallowance of Insurance Claim Filed Against the Village of Rothschild by Barbara Williams as Recommended by the Village's Insurance Company. Questioned and carried 7:0.

14. Request to Increase the Number of Citizen Members on the Outdoor Recreation Committee to Four:

Mr. Olsen explained that Commission Members Rex Zemke, Deb Ehster, and George Peterson interviewed three citizen members who had expressed interest in serving on the Outdoor Recreation Committee. The current Board Rules allows for three citizen members on this committee and there was already one selected so there are two vacancies. All three of the candidates were very interested in serving on the committee and the current Board members on the committee would like to see all of them serve. Therefore, the request has been made to increase the number of citizen members on the Outdoor Recreation Committee from three to four.

Mr. Zemke mentioned that all candidates are all very interested with many different opinions and recommendations for the Committee.



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Motioned by McEwen/Schremp to Increase the Number of Citizen Members on the Outdoor Recreation Committee to Four as Requested. Questioned and carried 7:0.

15. Set New Fee for the Rental of the Pavilion for Weekends to Accommodate for Late Cleanups:

Mr. Olsen mentioned that the office staff had an issue with Pavilion rentals regarding when someone wants to rent the Pavilion and a different renter has reserved a late cleanup. A late cleanup allows them to stay until noon. What has happened in the past, is if someone wants to rent the Pavilion and someone else has reserved for the late cleanup, then the new renter gets preference over the person with the late cleanup. We are proposing a different rate for those wanting to rent on a weekend when there was a late cleanup. This is not a problem during the week, because we have an hourly option for Monday through Thursday. If an event has scheduled a late cleanup, then we would honor that reservation. If someone called to rent the Pavilion on a Saturday or Sunday and there is a late cleanup, then they could still rent the Pavilion starting at 2:00 p.m. but we would only charge half the fee. Mr. Olsen is asking that this change be made to the fee schedule effective immediately.

Motioned by Mortensen/Ehster to Set a New Fee for the Rental of the Pavilion for Weekends to Accommodate for Late Cleanups Effective Immediately. Questioned and carried 7:0.

16. Discussion Regarding Driveway Issue on Wilson Ave.:

Mr. Olsen explained that one of the residents from 26 and 30 Wilson Avenue approached the Village regarding the shared driveway for the two properties. These two properties have always shared a driveway and now there is some contention between the two new neighbors. The one neighbor has been into our office and Police Department concerning this issue. We are looking for the Board to help us set a policy regarding this circumstance. We would like the Board to direct us as to which option to take. The options are as follows: Option one, the Village could redo the driveway entrances at the Village's cost and then make the homeowners pay to correct the driveway on their property. Option two, the Village could special assess the homeowners for the cost to do the driveway entrances and the Village would construct the entrances and then make the homeowners pay to correct the driveway on their property. Option three, the Village could tell the homeowners they need to either work this out between themselves or pay to make the driveway entrances at their own cost and fix their driveways accordingly. There are more properties in this same situation in the Village, but this is the only one that has an immediate issue.



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Chief Hunt mentioned that with a shared driveway, there is trespassing that is occurring. Chief Hunt suggests that the homeowners of the properties get their land surveyed to determine the correct lot lines. Mr. Olsen mentioned that there are no found easements on these properties.

Mr. Olsen suggested a policy that when the Village reconstructs a road and there is a shared driveway on that road, two curb cuts will be constructed right away and then it is up to the homeowners to separate the driveway. Mr. Vergara mentioned that if these properties were to be Special Assessed, a public hearing would need to take place and tax roll policies would follow.

Motioned by Ehster/Kennedy to Allow JoAnne Landwehr and Dakota Smith to Speak Once to Discuss Items on this Agenda Item and to be No Longer than 5 Minutes Each. Questioned and carried 7:0.

Both Ms. Landwehr and Mr. Smith explained their concerns again as mentioned in Requests and Statements from the Audience. No additional statements were given.

Mr. Vergara suggested to have the Village place a temporary driveway on the property until spring of 2022 until a Special Assessment can occur and proper finalizing of a permanent driveway is in place.

Motioned by Zemke/Kennedy to Allow the Village to Special Assess and Survey the Driveway Approaches with the Village Constructing a Temporary Curb Cut Driveway Entrance and then make the Homeowners Pay to Correct the Driveway on their Property by Spring of 2022. Questioned and carried 7:0.

17. Request to Modify the Purchasing Policy:

Mr. Olsen mentioned that a question was raised regarding the latest change to the Schmidt/Edgar/ Hazel project as to how we have handled changes during CIP projects. Mr. Olsen has updated the Village's Purchasing Policy to describe additional needed work and how we have historically handled these changes.

Motioned by Mortensen/McEwen to Modify the Purchasing Policy as Presented. Questioned and carried 5:2 (Ehster/Zemke).

18. Adjourn:

Motioned by McEwen/Ehster to Adjourn. Questioned and carried 7:0. Meeting Adjourned at 8:18 p.m.

Elizabeth Felkner, WCMC
Village of Rothschild Clerk