

PROCEEDINGS OF THE OXFORD VILLAGE BOARD

The Village Board of the Village of Oxford, Marquette County, Wisconsin met in regular session at 6:30 PM on Wednesday, March 1, 2023 in the Council Room of the Oxford Village Hall.

The meeting was called to order by President Meyer with the Pledge of Allegiance. The following Board Members were present: Trustees Drinkwater, Rozek, Sorensen, Bohringer, O'Brien, and Holden. Also in attendance were Chief Kowalski, Damien Wesolowski, Deb Walters, Duane Dornacker, Dennis Zacharias, and Terry Berndt.

Motion made by Drinkwater/Holden to approve the agenda as printed. **Motion made by O'Brien/Sorensen** to accept the minutes of the February 1, 2023 regular board meeting as printed. **Motion made by Rozek/Drinkwater** to accept both the open and closed session minutes of the February 8, 2023 Special Board Meeting as printed. **Motion made by Drinkwater/Holden** to approve the Treasurer's Report as printed. All motions carried.

Citizen Inquiries: Duane Dornacker inquired about garbage pick-up at his business location. The Board advised the municipal contract with the hauler is for residential services only. Damien Wesolowski addressed the Board regarding snow removal issues at the gas station. The Clerk stated the owner was contacted and some improvement has since been made to the crosswalk intersection. Chief Kowalski advised he will be in contact with the station manager and also some other local business locations to avoid snow problems next winter season.

Dennis Zacharias requested the Board review the Clerk's office hours again. The matter will be placed on the April agenda.

New Business: An agreement for grant application services from General Engineering Company for the proposed park concession stand project was presented. **Motion made by O'Brien/Drinkwater** to approve the GEC agreement for grant application services, including the \$1,300.00 for the environmental review. Motion carried on a voice vote with all but Meyer voting aye.

An agreement for engineering services from General Engineering Company for the proposed park concession stand project was presented. **Motion made by Drinkwater/Holden** to approve the agreement with GEC for engineering services with actual construction being contingent upon approval of the grant funding. Motion carried.

A proposed Procurement Policy was presented. **Motion made by O'Brien/Rozek** to adopt the Procurement Policy as presented. Motion carried.

Bank interest rates and account locations were discussed. Trustee Sorensen was able to get the interest rates on the existing money market accounts increased at Royal Bank to be comparable to One Community Bank but also recommended transferring the sewer funds from Royal Bank to One Community Bank to make funds more evenly shared between the two banks. **Motion made by Sorensen/Rozek** to transfer the one sewer money market account at Royal Bank containing the Equipment Replacement Fund and Expense Investment Account to One Community Bank. Motion carried.

The Clerk presented the dates proposed by the assessor for Open Book and the annual Board of Review. **Motion made by Drinkwater/Rozek** to approve the dates for Open Book and Board of Review. Motion carried. **The Open Book is scheduled for April 18, 2023 from 9:00 AM to 11:00 AM and will be conducted via telephone, and the Board of Review is scheduled for May 10, 2023 from 6:00 PM to 8:00 PM.**

Available date options for the annual Spring Clean-Up were discussed. **Motion made by Rozek/Holden to schedule the Spring Clean-Up for Friday, June 9, 2023.** Motion carried.

Chief Kowalski addressed the Board regarding Wisconsin State Statute 254.92, which pertains to the sale of tobacco products to people under age and the possession of tobacco products by people under age. He recommends the Village adopt an ordinance that addresses these issues and adopts the statute. This matter will be forwarded to the Public Safety Committee and then placed on the April agenda.

Resolution 2023-1 for Inclusion Under Group Life Insurance was presented. The Board had previously agreed to join the insurance plan, and this resolution is required by the WI Department of Employee Trust Funds for enrollment. **Motion made by Sorensen/O'Brien** to adopt Resolution 2023-1 with all but the last box checked with the understanding that the Village will cover the basic coverage and all other optional coverage would be at the employee's expense. A roll call vote was unanimously in favor.

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Resolution 2023-2 Employer Resolution to Pay Entire Premium was presented. **Motion made by Sorensen/Drinkwater** to pass Resolution 2023-2 with just the Basic Group Life Insurance box checked. A roll call vote was unanimously in favor.

Budget Resolution 2023-1 was presented. **Motion made by Rozek/Holden** to adopt Budget Resolution 2023-1. A roll call vote was unanimously in favor.

A discussion was held on the future of the Clerk's office. Trustee Sorensen addressed the Board regarding the option previously considered to separate the two positions into a Clerk position and a Treasurer position. Instead, he recommended maintaining the position combined as Clerk-Treasurer but adding the Deputy Clerk-Treasurer and having both positions be part-time. Further discussion was held on the possibility of maintaining a full-time Clerk-Treasurer and adding a part-time Deputy. The Finance Committee will create a job description and ad for recruitment for a Deputy Clerk-Treasurer. **A Finance Committee meeting was scheduled for Thursday, March 9, 2023 at 5:00 PM. (Rescheduled to Thursday, March 23, 2023 at 5:00 PM due to inclement weather)**

There was no building permit report to be reviewed.

An operator license application for Maggie Fenske was presented. She has completed the Responsible Beverage Server Course and has received Police Department recommendation. **Motion made by Rozek/Drinkwater** to accept the application for an operator license. Motion carried.

Committee Reports: Healthy Communities Healthy Youth (HCHY) Report-Trustee Rozek reported the Alcohol Compliance Committee met on February 21st, and they are considered in transition because a leader is leaving. The next coalition meeting is on May 10th. **Public Safety**-Chairman Sorensen advised **a Public Safety Committee meeting was set for Monday, March 20th at 5:30 PM.** The Committee will be looking at a tobacco ordinance and performing squad planning. **Municipal Court**-Trustee Sorensen stated a new printer may be purchased. Operational policies may be considered for the future. **Police Report**-The January Police Report prepared by Chief Kowalski was presented. Chief Kowalski reported that municipal court was held on Monday. Another agency is being recruited for the municipal court. The Chief attended a three-day leadership conference and has also been working with Marquette Adams Telephone Cooperative on the grant for the park surveillance camera project. The CIB (Criminal Intelligence Bureau) audit was approved. The property at 128 S. Depot St. has been cleaned up, and the property is being sold. **Park & Recreation**-Chairperson Drinkwater advised some of the park surveillance cameras have been installed. The pine tree will cost \$650.00 to be taken down, and then the last camera will be installed. **Library Report**-Trustee Drinkwater stated there have been no applicants yet for the Library Director position. The annual report has been completed. The Library Board will be meeting next week. **Public Works**-Chairman O'Brien reported the mealsite delivery truck backed into the new pumphouse at the Village Hall. The damages will be repaired and the bill sent to the County. The speed sign has been assembled. However, pole straps will need to be purchased to install them. The water fountain and bottle refill station has arrived and will be installed in the Community Room this month. The Village streets were salted one time in February, but there was no vendor snow removal performed. Coverage for the Public Works Director's vacation has been arranged.

Deb Walters and Duane Dornacker departed at 8:54 PM.

Motion made by Drinkwater/Rozek to approve payment of vouchers presented. Motion carried.

The minutes of this meeting were read by the Village Clerk.

Motion made by Rozek/Holden to adjourn at 9:16 PM. Motion carried.

Shannon McMullin, Clerk-Treasurer
Village of Oxford
Marquette County, Wisconsin