

**Meeting:** Committee of the Whole  
**Place:** 106 South Main Street  
**Date:** Tuesday, May 26<sup>th</sup>, 2020 @ 6:00 pm  
**Webpage:** [www.poynette-wi.gov](http://www.poynette-wi.gov)

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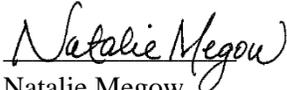
## MINUTES

- 1) Call to Order  
President Kaschinske called the meeting to order at 6:00 pm
- 2) Pledge of Allegiance  
All rose for the Pledge of Allegiance
- 3) Roll Call  
Board Present: Fiore, Mueller, Boor, Kaschinske, Polzer, Stronach and Burke  
Board Absent: None  
Staff Present: Public Works Director Gorman, Police Chief Fisher, Attorney Hughes, Administrator Shanks and Clerk/Treasurer Megow
- 4) Minutes for the Committee of the Whole from April 27, 2020  
Motion by Stronach to approve the Minutes for the Committee of the Whole from April 27, 2020, second by Mueller, MC 7-0
- 5) Business (Discussion)
  - a) Snow and Ice Removal for Village Trails and Parks  
Trustee Fiore would like to see the Village Trails cleared in the winter. The Board decided this item will be discussed further as a 2021 budget item.
  - b) Special Assessments Policy  
President Kaschinske brought this to the board. She would like to see special assessments discussed on the front end of a project. There is not a current policy on how assessments are handled in the village. Administrator Shanks explained the public is notified in several ways. Public informational meetings, public hearings, letters and notices get sent to homeowners who would be affected by a specific project. Trustee Mueller suggested sending certified letters to homeowners. The board liked the idea of sending a certified letter. The board decided not to move forward with a formal policy.
  - c) Village Engineering Services  
The board decided there is a need to compare costs. Administrator Shanks will research what other communities are paying.
  - d) Sunset Clauses or Performance Clauses for Village Subdivisions  
Trustee Mueller would like to see performance clauses in place when the Village fronts money for economic development purposes. Attorney Hughes explained the Board has specified timelines and performance standards on past properties. He also explained that many situations would have specific issues and a policy is helpful but there are too many variables on every piece of property that would need to be discussed. The Board decided not to create a policy but to keep performance standards in mind when dealing with properties and future development.

- e) Village provided Crossing Guards for new Elementary School  
There are 2 crossing guards that will be needed. No formal request has been made by the school district at this time. The Board discussed sharing the cost of an additional guard. Trustee Polzer would like this item on the next agenda for possible action to approve one crossing guard.
  - f) Improvements for North Street and Main Street Intersection  
The board feels that all school district children will benefit from the improvements to the intersection and suggested the school district help fund the improvements. Attorney Hughes suggested the school ask their attorney to see if the school can legally pay for improvements to a village/county street. The board decided to move forward with the improvements needed and Administrator Shanks will reach out to the school district to see if they can and will contribute. Mr. Shanks will also invite Dr. Shappell to address the board.
  - g) Sale of Old Water Tower Property (Parcel #8)  
Public Works Director needs to find out where the water line is located before listing the property. The property is currently zoned single family residential. The board directed staff to put the parcel on the market with a local realtor as soon as possible.
  - h) Status of Retention Ponds on Lakeside Property  
Trustee Boor thanked Administrator Shanks for the information in the packet. No discussion took place.
  - i) Property Maintenance for Buildings  
Trustee Burke would like to make sure that the process is being followed as per the Village Ordinance. Administrator Shanks explained that the Village does try to work with individuals to resolve the issue before citing them. The only enforcement option is to start citing people.
  - j) Update on 374 South Street  
Attorney Hughes did receive Mike Parrot's report. Administrator Shanks explained that there will be a raze or repair order implemented with a deadline. That decision will be brought back to the board at a later date.
  - k) Review Additional Village Actions related to the COVID-19 Pandemic  
The board decided to follow Administrator Shanks recommendations as presented.
- 6) Adjournment  
President Kaschinske adjourned the meeting at 7:48 pm

Approved 6/22/2020

Respectfully Submitted,



Natalie Megow  
Clerk/Treasurer