

**VILLAGE OF LANNON**  
**MINUTES OF THE VILLAGE BOARD MEETING FROM 5/8/23**

1. Call to order by presiding officer. President Yates called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance was recited.
3. Roll Call: Reek, Nellis, Lake, Yates, Piquette and Martin.
4. Statement of Public Notice was confirmed.
5. Discussion and possible action on the reading, correction, and approval of the minutes from the Village Board meeting from 4/10/23. Reek/Nellis motioned to approve the meeting minutes from 4/10/23. Motion carried unanimously.
6. Committee Reports:
  - a. Finance/Personnel-None
  - b. Legislative-None
  - c. Parks and Recreation/Beautification-First Meeting on Monday the 15th
  - d. Public Safety- None.
  - e. Public Works/Recycling/Sewer- items later on the agenda. Right of Way complaints, weather gets decent for grading and seeding on Forest View and Lannon Village Hills, visibility on Vine and Main St. We could ask homeowners to cut things back. Talking points regarding water issues on agenda.
  - f. Quarry- none.
7. Department Reports:
  - a. Clerk's Office – League of Municipality class for new board members. There are virtual and in person opportunities available. Working on utility billing issues. We discovered the sewer rate was brought over incorrectly so an internal adjustment has been done and you will see that adjustment on the next bill if you have not already contacted me for the correct amount. Board of Review is May 17<sup>th</sup> from 4:00 p.m. to 6:00 p.m. We will be working on accounting system training.
  - b. Police Department – Highlights from activity summary. Suspect in custody from BP break ins. Accident on Lannon and Good Hope Rd. Requested additional sign from the County. Bike Rodeo on June 3<sup>rd</sup> at Lannon Elementary from 10 to noon.
8. Citizens Comments:

(This is meant for Public Comments on any subject, without any discussion by Board of Trustee members or action, except for possible referral to a governmental body or Village agent). (Except as otherwise allowed by motion of the Board, citizen comments will be limited to 3 minutes per person although written comments of any length may be submitted prior to the meeting to the Village Clerk.)

None.
9. Discussion and possible action on approval of Resolution from State Trust Fund Loan. President Yates summarized the Loan amount and reason for loan. Yates read the Borrowing Resolution as included in the loan application into the record. Reek/Nellis motioned to approve the application for the Loan from the State Trust Fund. Motion carried by Roll Call Vote. Reek-yes, Nellis-yes, Lake – yes, Yates – yes, Martin – yes, Piquette – yes. One vacant position.
10. Discussion and possible action on Committee and Plan Commission appointments. President Yates summarized the proposed committee appointments with some temporary appointments due to vacancy. Nellis/Martin motioned to approve appointments to Plan Commission and Committees as presented. Motion carried unanimously.
11. Discussion and possible action on process to fill vacant Village Board Trustee position. President Yates summarized the options to fill vacancy's in Village Board. Members of the Board prefer an appointment process with some questions so that people who hadn't thought about running have an opportunity. We can look at them the Board can ask follow up questions and recommend appointment. SMS, Website and posting locations so citizens are made aware of opening. Nellis thought the process was good and fair as that is how he sat on board originally. Colleen Lake stated she appreciates that we are opening it up to everyone, you could just appoint it but you are opening it up to everyone. She also feels it should be done sooner than later. Reason for wanting to be on the board, presentation would be required. Special skills, talents, willing to make the commitment, etc. Do not need anything formal. Reek/Martin motioned to use the appointment option, ask the 3 questions available on website, hard copy posted, SMS systems by June 5, 2023 or email to Clerk. Motion carried unanimously.
12. Discussion and possible action to schedule a public hearing for the rezoning of parcels LANV0067965, LANV0067965001, and LANV0067965002, located at approximately 20151 W. Main St. from B-2 and Q to L-I, Light Industrial. President Yates summarized that the Plan Commission recommended that we schedule a Public Hearing for this matter. Because of the timing issues and process June 12<sup>th</sup> is the soonest it could get done. Hector summarized the process along with publication requirements. 2 insertions at least 7 days before hearing. Village Board holds the hearing. Reek/Martin motioned to hold a public hearing on June12th at 7:00 p.m. Motion carried unanimously.
13. Discussion and possible action regarding enforcement of undesirable storage issues previously referred by the Plan Commission. Outdoor storage issues on some properties throughout the Village. Hector has looked at the ordinances. In order to prosecute someone we have to have approval of the Village Board. When there is a complaint, it should also go to Building Inspector and Police Chief for enforcement. They can decide how they want to proceed. Follow up in 30 days and if they don't comply they can decide if there is effort or not. Policy decision by the Board on how it wants to proceed with these complaints. Board direct Village attorney, building inspector and chief decide how to proceed. Nellis stated we have done per diem in the past and it has worked. Trustee Lake questioned that we want to get people in compliance to approach them and explain to them what needs to be done. We need that step to work with them first. Reek/Nellis motioned to allow the Village Counsel, Building Inspector, Chief of Police to come up with process to enforce code violations. Motion carried unanimously.

14. Discussion and possible action regarding landscape restoration proposals related the water system expansion project. Many attempts have been made for restoration after the water expansion project in the Village. None of them have been successful. These properties need to be taken care of. They did a survey of the properties to see what needed to be done. Engineer Ben summarized the process they took from there. There are 59 properties to include. We talked to landscapers before putting together a request for proposals. They can not use that netting that everyone complained about. There are other seed mixes that can be used. We put out a call for properties. We had a couple added to the list, some that want off the list, etc. The USDA stated they would support the Village hiring the contractor and paying for it out of contingency. Sent it to 7 different companies, the 2 in the Village declined. We received one submittal and a partial submittal today. Hartford Landscape and supply sent a completed submittal. Strand needs some direction as far as oversite on their end. Sommers stated from the audience that the description of top soil, it should be screened. Reek/Nellis motioned to use Harford Landscape and Supply for restoration proposal 23416. Motion carried unanimously.
15. Discussion and possible action regarding proposal from Strand Associates, Inc. for engineering services related to the water system and electrical upgrades at the Whispering Ridge and Lannon Estates Wellhouses. Engineer Ben Wood stated that it is for their services involved in the contingency fund use. We assumed that this loan has been expanded. We have to plan what we are using and for what and the USDA will take that back. Finalize over the next couple of weeks how we will use those funds. Bidding requirements could impact this and also TID funds. Ben will talk to Ehlers this week. Reek/Martin motioned to authorize Village President to enter into agreement(s) up to \$180,000 for Engineering services for future projects. Motion carried unanimously.
16. Discussion and possible action on approval of Temporary Beer permit for Hit a Thon. Nellis/Reek motioned to approve the application. Motion carried unanimously.
17. Discussion and possible action on approval of operator's license application for Hit a Thon. Nellis/Reek motioned to approve the operator's license application for Hit a Thon. Motion carried unanimously.
18. Discussion and possible action on approval of a Kid's Parade for July 3, 2023. President Yates stated that the Lannon Lion's Club brought this to his attention. Sommers stated that The Principle reached out to him regarding a kids parade. We would need the Police involvement for road closures, etc. School to Lion's Club and they provide hot dogs, chips and ice cream. Just for the kids with minimal cost to the Village. Would need to look into Insurance as a rider on policy. Start at 10 or 10:30, maybe an hour and a half then everything is at park. Do we want to put the Village at risk. The Board feels like it is too much of a rush and it should have been brought up earlier because of the permits to close County Roads usually takes 4 months. Reek/Martin motioned to deny. Motion carried unanimously.
19. Discussion and possible action on Water system operation and maintenance issues and upgrades at Whispering Ridge Pump House. Lannon Estates is repairing a leak. Did do some repair on their water meter. Got the vendor out, some damage done to meter. Sentiment in the water and turned the pump down. Flushed out and everything is good over there. Whispering Ridge, temporary generator hooked up. Thermostat housing and radiator repair on current generator. Chemical feed equipment has been ordered and will be installed soon. Cross Connection control inspections every 10 years, and every 2 years for non residential. Looking for contamination that could get back into the system from individual homes or businesses. 76 meters to be replaced to stay on schedule. This has never been done but required by State and DNR. We have had problems with accessibility and having Sussex replace meters then the other company could do it while they are there. Total Cost is under \$40,000 for business and residential for first year and replacement of meters to take up to one year. Bring us up to date where we have not been. Meter Replacement was already in the contingency and they can talk to USDA on cross connection. Cost of meters is the Village responsibility. Nellis/Reek motioned to approve hydrocorp for cross connection inspections and meter replacements to properties and direct Mid City to place order with distributor for a minimum of 100 meters. Motion carried unanimously.
20. Discussion and possible action on replacement of the generator at Village Hall Nellis stated he has reached out to a couple of people for quotes on replacing and bringing it down on the ground. We put it on the ground and put bolsters up to protect it. He is meeting with two different people this week. It could be up to \$20,000 to replace. It would be bigger than what we have now. Reek/Lake motioned to table until next month when we get quotes. Motion carried unanimously.
21. Discussion and possible action on current maintenance and improvements to Willow Lane. We have had some problems with plowing that. They did some investigations and got title searches back and found that the legal documents have reservations for use. It was never completed, the whole road is private. The processes would have to be started over. It would have to be paved if it were to become public. It doesn't meet the minimum width, etc. Work with Hector to write up an agreement with landowners, the Village would plow with public works vehicle and trees would need to be trimmed back. Hector recommends tabling it and study the cost of this down the road. Nellis/Reek motioned to table this and bring in the residents to the meeting to see what their thoughts are and bring back to board. Motion carried unanimously.
22. Discussion and possible action on Good Hope Rd. repairs and clean up including approval of adopt a highway application/permit. Trustee Nellis stated that these two entities want to take care of the roadsides on Good Hope Rd. Adopt a Highway is a nationwide program. They have to do a walk through twice a year. We provide the signage to recognize these groups, safety vests (\$80), garbage bags and garbage bag pickup when they are filled. Thanks to the car show and Jan they agreed to purchase one of the yield signs out there. Lake/Reek motioned to approve the applications for Adopt a highway sponsors on Good Hope Rd. Motion carried unanimously.
23. Discussion and possible action on approval of offer to purchase the 1929 Pirsch. Trustee Nellis stated that the Pirsch was the original engine of the Village of Lannon. We sold it once and when that guy wanted to sell it we bought it back. We maintained it and showed it off, when the fire department left it got lost. The Chief at that time sent it to Town of Lisbon who kept it. A resident has been storing it. We don't have a fire department and no way of showing it off, these folks have submitted an offer to purchase with the option to buy back if they ever sell it. It is a piece of history and we could display it but it loses its appeal without having a fire department. The price seems reasonable to everyone. Add "as is" condition. It should be with people who will take care of it. Nellis/Reek motioned to approve the offer for the pirsch with "as is" added to conditions. Motion carried unanimously.

24. Discussion and possible action on the “Safe Streets and Roads for all Grant 2023” program due July 10, 2023. Trustee Lake stated there is a grant available to us from the federal government. Planning and implementation grants. If we have a safety plan or action plan. We are eligible to submit by July 10<sup>th</sup>. We need to reach out to Baker Tilly to see what we have to do. Safety issues at intersections, sidewalks, etc. The timeline is pretty tight and we probably won’t be able to take advantage of the full scope. Get the entities that have jurisdiction to help take some action. No idea of what the Village is at being successful, it has been bigger communities that have been getting it. Do you think we can even put a safety plan together in time. Action plan grant that would help fund the study. Lake/ Nellis motioned to table pending further investigation. Motion carried unanimously.
25. Discussion and possible action on the use of Village Provided email accounts for all elected officials. The IT company set up a separate email for simplicity and it is a good policy to segregate those things. Should all officials have their own email accounts. Open Records requests are easily filled. How do we transition those accounts, do we get new ones, etc. Lake/Reek motioned to adopt an elected official email format under the village account. Motion carried unanimously.
26. Discussion and possible approval of Pitney Bowes Quote for postage meter. The Clerk stated with the new billing system, it takes about 5 to 6 hours including sealing and putting stamps on envelopes. This would save us time and also you get a break on the postage. Nellis/Martin motioned to approve postage meter for the office. Motion carried unanimously.
27. Discussion and possible action on payment of the bills. The Clerk summarized the bills. Reek/Nellis motioned to pay the bills. Motion carried unanimously.
28. Engineer's Report. None.
29. Attorney's Report. None.
30. President's Report. Thank Don Sommers and Trustee Kelly for their time and service on the Board and Thank the people who did support him and entrusted him with the responsibility.
31. May convene into a closed session pursuant to Wis. Stat. § 19.85 (1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved in with respect to the failure of certain properties to connect to available municipal water service in the Village of Lannon by the commencement of enforcement actions seeking the imposition of fines and/or injunctions compelling their connection. Martin/Reek motioned to go into closed session. Reek-yes, Nellis-yes, Lake-yes, Yates – yes, Martin-yes, Piquette – yes. Motion carried unanimously by roll call vote.
32. May reconvene into open session to take action, if any is required, with respect to the subject matter of the close session referenced above. No action taken.
33. Adjournment. Nellis/Reek motioned to adjourn at 10:25 p.m. Motion carried unanimously.

May 16, 2023  
Respectfully submitted,  
Brenda Klemmer  
Village of Lannon Clerk/Treasurer

\*Notice is hereby given that the Municipal Building is accessible to elderly and disabled persons.\*\*Notice is also hereby given that members of other governmental bodies from the Village of Lannon may be present at this meeting to gather information about a subject on which they may have decision making responsibility and may constitute a quorum of that governmental body. No action by any of those governmental bodies, except the Village Board of Lannon, will be taken at this meeting.