

# NOTICE OF CEDAR GROVE VILLAGE BOARD MEETING

**MONDAY, FEBRUARY 12, 2024**

**Starting Time: 6:00pm**

**Cedar Grove Public Library – Community Room, 131 Van Alton Avenue, Cedar Grove, WI**

## AGENDA

- 1. Call Meeting to Order**
- 2. Verification of Meeting publication/posting** – *Village website, Village office, Post office, Library*
- 3. Approval of Prior Meeting Minutes**

Jan 8 VB meeting    Jan 17 Fire Law Safety meeting    Feb 5 Fire Law Safety meeting

**4. Public Comment** – *Note: the public may comment on any topic, but WI Open meeting laws do not allow for action to be taken on issues not listed on the agenda. The Board reserves the right to limit time for comments.*

## **5. Review / Approval of Claims**

## COMMITTEE REPORTS

### **6. Fire, Law, Safety**

- Fire Department Agreement

### **7. Street, Sewer, Water**

- Third Addition to Grove Meadows
- Sheboygan County invoice – County Rd LL/LLL

### **8. Public Works Manager**

### **9. Public Buildings**

### **10. Finance**

### **11. Park & Recreation**

- Cedar Grove Sports Complex - Schedules

### **12. Amsterdam Park**

### **13. Museum**

### **14. Library Board**

- Library - Alarm System

### **15. Personnel**

- Employee Handbook Update – Review and Approval

### **16. Planning Commission**

### **17. Clerk**

- Ordinance 1 of 2024 – Revision and Codification of Village of Cedar Grove Ordinances
- March Village Board meeting
- Postage Machine

### **18. Legal**

### **19. President**

### **20. Adjourn Meeting**

*Next Scheduled Village Board meeting: Monday, March 11, 2024*

Julie Brey, Village Clerk/Treasurer - (Notice posted Feb. 9, 2024)

*\*\*Agenda items may be taken out of order as listed. Any person wishing to attend the meeting requiring accommodation due to a disability should contact the Village office at (920) 668-6523 at least 24 hours prior.*

**VILLAGE OF CEDAR GROVE**  
**Village Board Meeting Minutes**  
**Monday, February 12, 2024 6:00pm**

*At Village of Cedar Grove Library, Community Room  
131 Van Altena Ave, Cedar Grove WI 53013*

Meeting agenda was posted: Village website, Cedar Grove Post Office, Cedar Grove Public Library and Village Office

Village Board Members Present: Mike DeHaai, Benjie Meerdink, Peggy Houglum, Dave Reichle (arrived 6:04pm), Tom Getschman. Ken Hoopman (via Zoom), Kevin Lorge

Also Present: Jan Hoitink, Tom Bruggink. Kyle Voskuil, Dave Huenink

Village President Mike DeHaai called the Village Board meeting to order at 6:00pm.

**Review of Minutes**

Peggy Houglum made a motion to approve the minutes from the January 8, 2024 Village Board meeting, the January 17, 2024 Fire, Law, Safety meeting and the February 5, 2024 Fire, Law, Safety meeting, seconded by Benjie Meerdink. Roll call vote YES 5 NO 0

**Public Input**

No one was present for Public Input.

**Review the Claims**

Ken Hoopman made a motion to approve and pay all claims as presented, seconded by Kevin Lorge. Roll call vote YES 6 NO 0

**Committee Reports**

- Fire, Law & Safety
  1. Fire Department Agreement – Dave Huenink provided an updated draft of the Fire Dept. Agreement. A new appraisal is needed on the Fire House and #10 in the Agreement needs to be addressed.
  2. Tom Bruggink reported the Fire Dept. personnel are again applying for a grant for the Air Paks.
- Street, Sewer & Water
  1. Third Addition to Grove Meadows – brief discussion regarding the Third Addition to Grove Meadows project. PTS is contracted for the job. They will possibly begin on March 1, 2024. Ron Wolf of McMahan & Associates requested a meeting to review permits, schedules, etc. Tentative meeting scheduled for Monday, February 26, 2024.
  2. Sheboygan County Invoice – County Rd LL/LLL – Invoice received from Sheboygan County for \$28,485 for the Village's portion of the County Rd LL/LLL project. It was decided to include this in the 2025 Village budget.
- Public Works Manager – Jan is working on ordering entry signs for the Cedar Grove Sports Complex.
- Public Buildings – Nothing to report

- Finance – Nothing to report
- Park & Recreation
  1. Cedar Grove Sports Complex Schedules – soccer and baseball tentative schedules were reviewed. When both schedules are set - soccer, baseball and Park & Recreation Committee should plan to meet.
- Amsterdam Park – Nothing to report
- Museum – Nothing to report
- Library Board
  1. Library – Alarm System – the alarm system is in need of updating. Quotes will be forthcoming for options at the Library to include the fire alarm system.
- Personnel
  1. Employee Handbook Update – The Employee Handbook was updated with the previously discussed changes for the work/vacation/sick hours. Peggy offered to review the document for the correct pronouns.

Ken Hoopman made a motion to approve the updated Employee Handbook, pending Peggy’s review and changes, seconded by Benjie Meerdink. Roll call vote YES 6 NO 0

- Planning Commission – Nothing to report
- Clerk
  1. Ordinance 1 of 2024 – Revision and Codification of Village of Cedar Grove Ordinances. Julie presented Ordinance 1 of 2024 for the new Code Book. No questions or concerns.

Ken Hoopman made a motion to approve Ordinance 1 of 2024 – Revision and Codification of Village of Cedar Grove Ordinances, seconded by Peggy Houglum. Roll call vote YES 6 NO 0

2. March Village Board meeting – Discussion regarding changing the March Village Board meeting to March 18, 2024 instead of March 11, 2024. Julie will post and publish the change of the meeting date.
3. Postage Machine – Julie researched and received quotes for a postage machine for the Village office. First quote received was for a lease for \$1,200 per year. Second quote was lease cost of \$323.40 per year with a 6% discount on standard first class mail.

Tom Getschman made a motion to approve the lease for the postage machine from Quadient for \$323.40 per year, seconded by Kevin Lorge. Roll call vote YES 6 NO 0

Meetings: Ken – 2, Peggy - 0, Benjie - 1, Tom – 1, Mike – 2, Kevin – 0, Dave - 2

- Legal – Nothing to report
- President – Nothing to report



- Tom Getschman made a motion to adjourn the meeting, seconded by Ken Hoopman. Roll call vote YES 6 NO 0. Meeting adjourned at 7:33pm.

Respectfully Submitted by:

Julie Brey ~ Village Clerk/Treasurer

\*Please note: some topics for discussion / action were not presented in the same order as presented on the agenda.