

**The Village of Brainard  
Board of Trustees Board Meeting Minutes  
October 16, 2017**

The Board of Trustees of the Village of Brainard held a regular meeting on October 16, 2017 at 7:00P.M. at the City Hall. The meeting notice and agenda were posted in three public places: City Hall, the community bulletin board, and the Brainard Post Office. The agenda is kept current at the City Clerk's office and available for public inspection. This method is designated by the public body.

Chairman Elaine Fortik called the meeting to order with the recitation of the Pledge of Allegiance and the reading of the agenda. Chairman Fortik announced that a copy of the current Open Meetings Act was on display for public inspection.

Roll Call Present: Kevin Behne, Scott Foral, Elaine Fortik, Dave Havlovic, Ernest Kabourek

Staff Present: Clerk – Treasurer Robin Sullivan Utility Supt. Alan Kovar

Guests included – Steven Parr of JEO Consulting Group, Brian Foral, Emily Havlovic, and Bernice Swanda

**Public Hearing**

At 7:00P.M. Chairman Elaine Fortik opened a public hearing for the Notice of Liquor License application from Lori R. Ratkovec, Brainard Bar, Class C Liquor License for the purpose of all persons desiring to give evidence in support of or in protest against the issuance of said license.

The hearing remained open while the Board continued with agenda items.

**2018 One & Six Year Street Plan**

Steven Parr of JEO Consulting Group presented the current 2017 One & Six Year Plan for the Board to review and make suggestions for the proposed 2018 street plan. The Board discussed leaving the plan as it was for the 2018 One & Six Year Plan with adding the intersection of Brainard Street and Cleveland Street as a project in the one year street plan. The public hearing for the One & Six Year Street Plan would be scheduled after the first of the year.

**Building Permit**

The Board of Trustees reviewed a building permit application from home builder Dave Foral for a new home construction to be built on Lot 1, north half of lot 2, block 2, North Brainard Addition. Zoning Assistant Jeff Ray had reviewed the permit and had made the recommendation that the permit be approved.

Scott Foral made the motion, seconded by Ernest Kabourek to approve the permit as submitted.

Voting aye: Behne, Foral, Fortik, Havlovic, Kabourek

Voting nay: none  
The motion carried

The Board reviewed a building permit application from John Bruner for a fence to be installed north of his shop on north Cleveland Street. Zoning Assistant Jeff Ray had reviewed the permit and had made the recommendation that the permit be approved.

Dave Havlovic made the motion, seconded by Ernest Kabourek to approve the permit as submitted.

Voting aye: Behne, Foral, Fortik, Havlovic, Kabourek

Voting nay: none

The motion carried

The Board reviewed a building permit application from Jody Gans for a front step installation to her home at 312 S Lincoln Street. The proposed steps would have a 6' by 4' landing and the steps would be an additional 2' out from the landing. The project would be 21" high. Total footage of project would be 6' by 6' to be located on the east side of the home. Jody Gans had expressed concern that the urgency of the project did not allow time for Zoning Assistant Jeff Ray to review the permit plan. It was discussed that the project would be covering the concrete step landing already in place to make it more accessible for her husband.

Ernest Kabourek made the motion, seconded by Scott Foral to approve the permit submitted from Jody Gan's pending on Jeff Ray's recommendation.

Voting aye: Behne, Foral, Fortik, Havlovic, Kabourek

Voting nay: none

The motion carried

#### **Moravec & Associates, CPA, P.C. Agreement for Services**

Kevin Behne made the motion, seconded by Dave Havlovic to approve the agreement for services form Moravec & Associates, CPA, P.C. to prepare the year-end financial statements

Voting aye: Behne, Foral, Fortik, Havlovic, Kabourek

Voting nay: none

The motion carried

#### **Liquor License - Public Comment:**

One Brainard resident made comment in favor of the Brainard Bar opening for business within the Village of Brainard.

A public comment was made reporting that the trees and landscape vegetation at the corner of Cleveland Street and Jackson Street had become a visual nuisance for vehicles at this intersection. Clerk Sullivan was asked to send the property owner at this location a nuisance violation letter.

### **Review of Minutes**

Ernest Kabourek made the motion, seconded by Kevin Behne to approve the September 18, 2017 Regular Board Meeting Minutes.

Voting aye: Behne, Foral, Fortik, Havlovic, Kabourek

Voting nay: none

The motion carried

Kevin Behne made the motion, seconded by Dave Havlovic to approve the October 9, 2017 Special Meeting Minutes.

Voting aye: Behne, Foral, Fortik, Havlovic, Kabourek

Voting nay: none

The motion carried

### **Consideration of Claims**

Dave Havlovic made the motion, seconded by Ernest Kabourek to approve the October 2017 claims to be paid.

Voting aye: Behne, Foral, Fortik, Havlovic, Kabourek

Voting nay: none

The motion carried

### **Board Committee Reports**

#### **Electric, Sewer, Water**

Utility Supt. Alan Kovar reported that one of the new pumps at the Cecelia Lift Station had over heated and would need to be pulled. Alan had looked into it and felt it may be a problem with the electrical. Spark Electric would be helping pull the pump and checking for the problem.

Alan reported that several residential water service lines had been replaced.

#### **Parks, Pool, Streets, Trees**

Utility Supt. Alan Kovar reported that he would be working on tree trimming in November.

### **Employee Reports**

Utility Supt. Alan Kovar reported he would be finishing up winterizing the pool, park restrooms, and getting the street equipment ready for the winter months. Alan reported he had been busy over seeing water line replacements and doing normal duties.

Clerk Sullivan reported she would be attending the Municipal Power Pool training on Oct. 19, 2017 working on getting things ready for the audit, closing out year-end reports, and doing normal duties.

**Public Hearing – Liquor License**

Ernest Kabourek made the motion, seconded by Scott Foral to close the public hearing at 8:45P.M for the proposed liquor license application for Lori R. Ratkovec, Brainard Bar, Class C Liquor license.

Voting aye: Behne, Foral, Fortik, Havlovic, Kabourek

Voting nay: none

The motion carried

Dave Havlovic made the motion, seconded by Kevin Behne to recommend approval of the Liquor License Application for Lori, R. Ratkovec, Brainard Bar, Class C Liquor license.

Voting aye: Behne, Foral, Fortik, Havlovic, Kabourek

Voting nay: none

The motion carried

**Code Book Review – Chapter 7**

The Board reviewed Chapter 7, public utilities. The Board discussed in detail the water department procedures referring to the corporations, shut off valves, service to a property, and utility meter reading procedures. The Board would review Chapter 8 & 9 at the November 20, 2017 Board Meeting.

**Petitions, Communications, Correspondence**

Board Member Scott Foral presented a signed petition he had received from residents requesting the Village of Brainard provide the Foral’s Addition with pedestrian access to all services available in downtown Brainard, especially to the school system. The Board would review this request in more detail at the Nov. 20, 2017 Board Meeting.

Brian Foral reported he had finished the requests the Board had made with his recent purchase of the old creek well site. Brian reported that the old well had been capped off and the water line had been disconnected from service.

Ernest Kabourek made the motion, seconded by Dave Havlovic to adjourn the meeting at 11:10P.M.

Voting aye: Behne, Foral, Fortik, Havlovic, Kabourek

Voting nay: none

The motion carried

