

Committee of the Whole  
October 27, 2025  
MINUTES  
6:00pm

Board present: Steve Buss, Claudia Simpson, Christin Keeffer, Brooke Baldauf, Dean Rood, Brandon Smith, Joe Hallstrom, Nicole Callos. Not present: Brian Peight. Also present: Brian Nott, Brandt Esling, Lindsay Buss, Louise Workinger, Joyce Roling, Robin Walton

**Call to Order**

1) The Committee of the Whole meeting of October 27, 2025 was called to order by President Buss at 6:00pm.

**Public Participation**

2) Louise Workinger was present to express her concerns and get a better understanding regarding the process of how the Village is plowed during snow events, specifically at the corner of Birch and Shippee Road. She was also informed by the Streets Department that she should move her snow fence back, as it could be damaged in its present location. She asked that snow be pushed across Shippee Road into the ditch. Buss explained that once snow is built up in the ditch, snow drifts back and makes a mess on the roads and requires more time spent clearing that area. It was also determined this is a drainage issue once the snow melts. Workinger stated snow gets piled up near the stop sign on birch and decreases visibility of Route 73. Esling explained it is protocol to remove snow from the stop sign at a certain point. Buss, Nott and Streets Department employee will coordinate with Louise Workinger to look at the area in person to address concerns.

Route 73  
m is print - Shippee

**Approval of Minutes – September 22, 2025**

3) On a motion by Keeffer second by Hallstrom approving the meeting minutes from September 22, 2025. ALL AYE.

**Discuss Christmas Lena Money for Employees**

4) Callos reviewed a list of Village employees. It was decided to move the new police hire to the full-time list.

**Discuss Tax Levy**

5) Callos presented the draft tax levy submitted annually. A public hearing will not be necessary and approval will be done in December. The Cemetery tax cap increase will require a referendum and public hearing; to be discussed with the Village Attorney.

**Discuss Downtown Streetlights**

6) Brandt Esling said the decorative street lights downtown that were installed in 2016 have been going out more often and are now out of warranty. 12-16 have been replaced under the 7 year warranty; repairs are now over \$1,000 per light. A budget line-item for repairs will be made.

**Discuss 2026 Street Improvements**

7) Nott reviewed projects the Village is wanting to in 2026. It was thought best to complete topography before snow falls yet this year to allow for a more accurate cost estimate and (fees from topography would go toward general engineering fee for 2025) and would allow for projects to begin sooner in 2026.

**Discussion Engineering Agreement**

8) Discussed under 2026 street improvements.

**Discuss Stormwater Management Ordinance**

9) Nott presented a draft ordinance for Board comment as the Village currently does not have an ordinance in place. Stormwater permits would be more for commercial properties and/or more than an acre.

**Discuss Occupancy of Right-of-Way Ordinance**

10) Nott presented a draft ordinance for Board review. This would update specifications for mailboxes and other structures that could be in the right-of-way. Nott stated any Village employee could be the authority according to the ordinance. It would allow for the Village to fine companies for not completing landscaping/site restoration in a timely manner. Nott asked that the Board review, make comments on the draft for discussion, and return to him.

**Discuss Positive Response System; JULIE Regulations**

11) Nott notified the Board of new regulations beginning January 1, 2026; all locates that come in will need to be logged back into the Positive Response System. There are mobile apps available. Esling stated the department is taking a class tomorrow regarding this. JULIE locates go to office currently; will need to find out from JULIE who requests will go to through the app. Nott explained it is acceptable to ask the utility company for the locates to be done by priority if they request a significant amount. In most circumstances 48 hours are allowed to have locates marked out.

**Discuss EPA Letter**

12) Nott updated next steps on Subway location: recorded in property deed regarding EPA requirements to hardscape the area due to contamination drainage issues. Site visits are generally every 5 years. The Village owns one small parcel, Subway is owned by a separate entity.

**Welfare of the Village**

13) Buss shared that Bridgette Stocks sent an email stating she believes the Village approval for Storm Water loan forgiveness is close. Dollar forgiveness, if approved, is announced in July. A Public Hearing will be held for discussion, and a Special Meeting to approve on November 24<sup>th</sup>, prior to the Committee of the Whole Meeting. Safe Routes to School will be announced in April.

**Adjournment**

14) On a motion by Keeffer second by Rood to adjourn the October 27, 2025 Meeting at 7:10pm. ALL AYE.  
Submitted by Claudia Simpson, Village Clerk