

Village of Roberts  
Village Board Meeting  
Monday, December 8, 2025

The Regular Village Board Meeting was called to order at 6:00 pm by President Kapaun.  
The meeting was properly noticed.  
The Pledge of Allegiance was said.

Present: Janelle Beal, Jeff Vogt, Shawn Dakovich, Katy Kapaun, Brian Tremblay, and Tim Johnson,  
Mary Shemon

Guests: Chris Holmes, Jerry Strohbusch, Chuck Pizzi, Tori Schoess (phone), Linda Simpson,  
Rand Waughtal, Brian Lane, Josue Gonzales, Terry Lubich, Peter Tharp

**Consent Agenda**

1. Approval of Village Board Meeting Minutes of November 10, 2025.
2. Approval of Special Village Board Meeting Minutes from December 1, 2025.
3. Approval of bills/checks written.
4. Approval of Operators License
5. Acknowledgement of Election Worker Request.
6. Acknowledgement of Holmes education request
7. Acknowledgement of Treasurer's Report.
8. Acknowledgement of the Police Departments Report.
9. Acknowledgement of Library Director's report.
10. Acknowledgement of the Clerks Report.
11. Acknowledgement of Library Board Minutes.
12. Acknowledgement of CDA Meeting Minutes.
13. Acknowledgement of the Building Inspectors Report.

**Agenda:**

**Discussion/approval of Consent Agenda.**

Motion to approve the consent agenda except for items #4 and #8 by Johnson, seconded by Dakovich. Motion carried.

**Discussion/possible action of any items pulled from the Consent Agenda needing further discussion.**

#4 – Operators License – There is nothing noted on the back, but this has been reviewed and everything is good for renewal. Motion to approve by Tremblay, seconded by Dakovich. Motion carried.

#8 – High risk calls for service: Can you tell us about them. Chief Strohbusch over in general what happened in both incidents. No injuries to either of the officers. Chief and the officers debriefed on the incidents. Kapaun added that there was a shelter in place order, but you need to sign up for these alerts through the county. Motion to acknowledge the police report by Dakovich, seconded by Shemon. Motion carried.

**Communications:**

- Legal Updates: no updates as there are nothing new reported for these cases.
- Lion's Head Leak at Park on Main St.: We are aware that it was/is leaking. There are two issues with this. There was a pipe that melted from too much heat tape being applied and we will also need to fix the curb stop to be able to shut it off properly.
- Election paperwork: You can pull papers now for the Village Board Trustee position.
- Lot purchase: The seller has accepted the Village offer and the goal is to close by the end of December.
- Employee lunch on 1/14 – will send out rsvp.

**Public Concerns:**

- Update on the sidewalk grant: no update at this time but will be coming back soon.

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- Negotiations meetings minutes with Police, these are set to be discussed in closed session later this evening.

**Old Business**

**Discussion/follow-up to revise the Special Assessment Ordinance 54-6 & 54-4 for clarification.**

This has gone back to the Plan Commission for discussion.

**Discussion/action regarding updating the Budget ordinance and removing it from agenda.**

No action on budget ordinance.

**Discussion regarding AT&T finishing their work in Rolling Meadows.**

Nothing to report here.

**Discussion/action regarding Chicken Ordinance**

Will come back next month.

**Discussion/action regarding Recycling Ordinance.**

Will come back next month.

**New Business**

**Acceptance of Park Donation from Linda Simpson for handicap accessible playground equipment.**

Kapaun discussed that Linda had approached the Village to discuss the need for special needs children. Simpson would like to present a check to the Village for the purchase of accessible equipment for children such as water features, or other equipment. Simpson bought the fundraiser and had a concert and invited 150 people and raised \$6200. Simpson presented Chuck Pizzi, Park Board Chairman a check for \$6,200. Thank you, Linda!

**Discussion/action regarding the 2026 Levy Limit and possible changes needed.**

Budget is back due to an error in calculating the TID districts. We are going to reach out to Ehlers to discuss moving the hydrant rental fees off the levy and move them to bills. What can we do with the TID to take some of the revenue back to the general fund? This will also be discussed with Ehlers. Motion to accept the changes that are proposed and fund outlays and continual appropriations as carryover instead of budget expense by Kapaun, seconded by Tremblay. Johnson abstained and Dakovich opposed. Motion carried.

**Acknowledgement of the Public Works Report.**

Holmes stated that the salt has been delivered and will be paid for in 2026. The Clearas trailer has been here for six years. In an email from Ohio University, they want to legally unload the trailer as soon as they can. Move to acknowledge the Public Works Report by Tremblay, seconded by Vogt. Motion carried.

**Discussion/action regarding Certificate of Deposit Renewal.**

Rate changes – motion to renew into the 7month certificate by Dakovich, seconded by Tremblay. Motion carried.

**Discussion/action regarding test results from CTL and AgSource.**

There is a memo in the packet from Kay Curtain. No changes were made to the testing company.

**Discussion/action regarding Packer Drive Inlet Repair Pay Request.**

Macabe was here to get the work done quickly before it got cold. Ayres is recommending full payment be made. Motion to approve the pay request by Vogt, seconded by Dakovich. Motion carried.

**Discussion/action regarding West Blvd Plans.**

There is a memo from Ayres regarding this item. The Surveying is done. Looking at the combination of a future sidewalk and the street width is what needs to be decided. 2022 south of Pine is 36 feet face to face

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while Spring and Pleasant are 31-foot width. North of Pine Street with the existing ditch the original plan showed 24-foot width and added parking. To save costs we could do a 30 or 31-foot road and tie it to the existing cul-de-sac. From Pine Street to Elm Street if you are looking for parking you could do 30-foot width and then go back down to 24 feet at Main Street. Johnson called Hailey at West Central Regional Planning, and we would not be eligible for a Tap Grant as October 31<sup>st</sup>, 2025, was the cutoff date. If we do what was proposed, we could add parking North of the fire hall, but this would need to go back to the association. Do we want this to be part of 2026 or 2027? Fire Dept does not want to lose what they have. There is bad drainage area from Pine to Warren Street. The curb and gutter could help to reduce this issue. There is an existing culvert and there could be modifications made to this so it could collect more. The erosion around the culvert may need to involve the State but as of now, we are still looking for the right of way lines and would need to work with them if altering the road or adding parking. If we want to construct this summer, we will need to have design items done by March and build this summer. If we wait until 2027, we would have more time. Board would like to aim for 2026 but if there is something that comes up than push to 2027. Watermain from Warren to Main Street will get upsized and if we want to add sanitary there are issues with Main Street. Board is looking for revised notes with a clearer memo with the updates from tonight for the next meeting.

**Discussion regarding West Blvd Sanitary Sewer Replacement.**

Gonzales is looking to add Locust Street to the west as part of this project for sanitary sewer. Board would like to include this into the project including sidewalk from Pine to Locust. The question was asked regarding the flow channels and what it means that they are not correct. There are concrete channels to help with the flow, pointing out the flow to continue down Main Street instead of going to Locust Street. This slows down the flow, and it takes longer to get to the plant. There is a sag in Main Street which could cause possible backups. This is a dead-end where the grain mill building and a couple of other buildings go into this system. Ayres is looking to correct this because it is also older section from the 50s. Kapaun asked how long Main Street be torn up if we do it and it could be a month but part of it will already be dug up for the street project. Motion to include the area from West Blvd to Main Street as part of the project by Vogt, seconded by Johnson. Motion carried.

**Discussion/action regarding SCADA Assessment Update and recommendation.**

Old PLC is harder to get parts for and update. The service will end in 2030, but the remaining will continue to work which means finding replacements is more difficult. Energetic proposal is instead of trying to fit it together to upgrade it. Looking at \$75,000 in purchases. Could this be done in pieces – top two and even up to the next four can be done in blocks of two. We can wait a month to finish this discussion as this will take a while to sort through. There are other companies, but other local municipalities have gone to Energetics and are happy with the service. They offer better support time. Johnson would like to see another estimate. Looking for another estimate to be reviewed and have Energetic created proposal based on conversation. Send to multiple companies and have them bid this out for us. Motion to postpone this discussion and the Energetics proposal until January by Dakovich, seconded by Tremblay. Motion carried.

**Discussion/action regarding Energetics Proposal.**

Postponed until next month from action above.

**Discussion/action regarding Test Well Pay Application #3.**

Motion to postpone until next meeting by Dakovich, seconded by Vogt. Motion carried.

**Discussion/action regarding Well #3 future design considerations.**

Gonzalas discussed that well #1 & #2 are strictly one room buildings with no testing rooms. If chlorination is added in the future, there would need to be a separate room for this to be done in. The recommendation would be to expand the well-house for the anticipated need. The cost should not change much except for construction cost. It would be setting up the bones to be ready but not actually setting it up. Motion to approve the Well #3 future design considerations by Dakovich, seconded by Beal. Discussion continued.

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Currently only eye washing stations are required. No sewer discharge so it will be a French drain. Motion carried.

**Discussion/action regarding the complaint for the property at 101 Graham Street – Liebenow.**

We have received a complaint regarding Liebenow running a business out of his home and the complaint is in writing. Ordinance 70.43 talks about this and what is related to business. Business is listed on Google. We can try to get in compliance with a simple letter. Ordinance does talk about a small family-based business. Move to send a letter by Dakovich, seconded by Shemon. Motion carried with Johnson abstaining.

**Discussion/action regarding Dump Ordinance.**

Motion to postpone by Dakovich, seconded by Johnson. Motion carried.

**Discussion/action regarding the Sex Offender Ordinance – to correct a clerical error on the violation section.**

Sex offender ordinance clarification is needed. Right now, everything in the ordinance reads 500 feet except in one location, and it says 200 feet in the violation section. This has nothing to do with the State. Motion to correct the clerical error on the violation section by Dakovich, seconded by Beal to make it 500. Motion carried.

**Discussion/action regarding carryover funds from 2025 to 2026.**

Motion to approve the following carryover funds up to the amounts listed by Dakovich, seconded by Shemon. Motion carried.

Legislative = \$2,000, Village Attorney \$20,000, Municipal Code = \$3,000, Police Department wages = 125,000, Police unused budget = \$7,500, Machinery & Equipment = \$8,000, Machinery and Equipment Continual Appropriations of \$16,000, Street Maintenance = \$32,000, Snow and Ice Removal = \$4,800, Storm Sewers = \$24,000 and Weed & Nuisance Control of \$2,000, Parks Continual Appropriations for Tennis Court = \$1,500, Parks Outlay of \$25,000, Summer Recreation = \$3,000 and Library of \$15,000.

**Discussion/action regarding purchasing a fence for the WWTP.**

Fence and security gate for the brush pile at WWTP. Cyclone is the only bid that we have. Dakovich wants another estimate. What is a gooseneck stand and that is where you mount the motor for the gate. The existing gate will stay but have a motor. Move to postpone in hopes for the second bid by Dakovich, seconded by Shemon. Motion carried.

**Discussion/action regarding purchasing an UTV for the WWTP.**

This was postponed last month for a second bid from Airtech. The quote from Airtech has more features on it for less money. Warranties are the same. Motion to purchase the Airtech model by Tremblay, seconded by Beal. Motion carried with Vogt, Shemon and Johnson opposing.

**Discussion/action of vacation time for Village Clerk and Public Works.**

Motion to carry over the Public Works vacation and carry 100 hours and pay out the remainder for Village Clerk by Dakovich, seconded by Beal. Motion carried.

**Discussion/action regarding Committee Assignments.**

- Fire Association – Phil Oboes
- Water/sewer will be Jeff Vogt as Chair and Barry Brandvold as member.
- Library Board – did not include Michelle Odden – but was appointed.
- Police Review Board will add Tim Demulling
- Micro Fund and Twin Lakes – not making new appointments as they are inactive.

Motion to approve as described by Dakoch, seconded by Tremblay. Motion carried.

Motion to convene into closed session per Wisconsin State Statutes 19.85(1)(c), considering employment,

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promotion, compensation or performances evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding Part-time employee wage increases and the Wisconsin Professional Association contract and hiring a Water/Sewer Clerk by Tremblay, seconded by Dakovich. Roll call: Beal – yes, Vogt – yes, Dakovich – yes, Kapaun – yes, Shemon – yes, Tremblay – yes and Johnson – yes. Motion carried.

Motion to adjourn from closed session to reconvene into open session by Dakovich, seconded by Shemon. Roll call: Beal – yes, Vogt – yes, Dakovich – yes, Kapaun – yes, Shemon – yes, Tremblay – yes and Johnson – yes. Motion carried.

**Any action needed from closed session.**

No action taken.

**Items for future agendas.**

Agenda Items from above.

Motion to adjourn by Dakovich, seconded by Beal. Motion carried.

Megan Dull  
Village Clerk