

JOINT MEETING OF TOWN OF WILLIAMSTOWN AND  
VILLAGE OF KEKOSKEE  
DODGE COUNTY, WISCONSIN

**Workshop Minutes  
February 28, 2017**

**CALL TO ORDER**

The joint meeting of the Town of Williamstown and the Village of Kekoskee was called to order by Don Hilgenford for the Town and Lloyd Lechner for the Village. A quorum of the Town Board and the Village Board were present. Messrs. Hilgenford and Lechner confirmed open meeting notice to the public. Also present was Town attorney John St. Peter, Town Clerk, Town Treasurer, Cindy Fredrick, Village Clerk, Bonnie Hoyt and Village Treasurer, Steve Bachhuber. The meeting was conducted as a workshop. Various members of the public were in attendance and, from time to time, were allowed to ask questions of the Boards.

**BACKGROUND**

Mr. St. Peter began the workshop by explaining that both the Town Board and the Village Board have adopted resolutions authorizing participation in the preparation of a cooperative plan pursuant to Wis. Stat. § 66.0307. The purpose of the cooperative plan is to set forth the terms and conditions for the orderly dissolution of the Village of Kekoskee. The adopted resolutions were circulated to a broad list of public entities pursuant to the requirements of Wis. Stat. § 66.0307. Mr. St. Peter concluded his introductory comments by describing the cooperative planning process which, among other requirements, will include a public hearing to receive comments on a draft of the proposed cooperative plan when available.

**WORKSHOP  
DISCUSSION  
TOPICS**

A list of discussion topics regarding the cooperative plan in conjunction with the proposed dissolution of the Village of Kekoskee was circulated prior to the meeting. A copy of is attached for reference. The respective Boards went through both the general discussion topics and the disclosure of Village records and activities. Among the significant discussion topics was the Village's financial responsibilities to the Joint Commission created in conjunction with the LeRoy Sanitary District No. 1 for the purpose of owning and operating the sewer system that transmits sewage collected from the Village and the Sanitary District to the City of Mayville for wastewater treatment. Mr. St. Peter, on behalf of the Town Board, stated that the Town Board will likely create a sanitary district encompassing the Village so that all sewer-related

assets and liabilities are confined to that sanitary district. The Village Board confirmed the likelihood of this action by the Town Board.

Throughout the workshop the Town identified various documents that the Village will need to disclose in conjunction with the due diligence leading to the preparation of a cooperative plan. The Village Board, Treasurer and Clerk agreed to produce the necessary documents. The Boards agreed that the Clerks for the Town and the Village would be the conduits and custodians for the record exchanges. In that regard, Mr. St. Peter will make arrangements for a DropBox cloud electronic filing system for access to the various documents.


**FOLLOW-UP**

The workshop concluded with agreement to next meet on April 6, 2017 at 4:30 p.m. at the Town of Williamstown Town Hall. The purpose of the meeting will be to review comments from various third party public agencies, to review documents produced by the Village to the Town, and to discuss in more detail the Village's assets and liabilities.

**ADJOURNMENT**

No other business coming before the Town Board and the Village Board, there were motions made, seconded and approved by the Town Board and the Village Board to adjourn the meeting.

Respectfully submitted,

  
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Mary Dessereau, Town Clerk

  
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Bonnie Hoyt, Village Clerk

TOWN OF WILLIAMSTOWN/VILLAGE OF KEKOSKEE  
DODGE COUNTY, WISCONSIN

**Discussion Topics Regarding Cooperative Plan  
in Conjunction with Dissolution of the Village of Kekoskee**

Joint Town/Village Meeting  
February 28, 2017

General Discussion Topics

- Timing of dissolution
- Limitations on Village activity pending execution of cooperative plan
- Interim budget pending execution of cooperative plan
- Discuss creation of oversight commission consisting of Town and Village representatives to oversee preparation and execution of cooperative plan
- Retention of third party financial consultants (Ehlers?)
- Clarify communication plan (a) between Town and Village, (b) to Town and Village residents, and (c) news media

Disclosure of Village Records/Activities

- Disclosure of Village incorporation documents
- Legal description of current Village boundaries
- Legal description of all Village-owned real estate
- Inventory of tangible assets owned by Village (vehicles, equipment, office materials, etc.)
- Disclosure of Village assets and liabilities
- Disclosure of Village contracts (vendors, employees, professionals, other municipalities, etc.)
- Disclosure of pending or threatened claims or assessments against Village
- Disclosure of previous five years' annual reports, audits or financial statements

- Copies of all existing debt instruments (loan agreements, promissory notes, etc.)
- Disclosure of judgments, orders, injunctions, settlement agreements or other agreements to which the Village is bound requiring or prohibiting any activity
- List and description of all insurance policies maintained by the Village, including the type of coverage, annual premiums, name of insurer, term of insurance and name of agent
- Disclosure of tax returns, reports, and information statements provided to IRS, Dodge County or Wisconsin Department of Revenue
- Disclosure of all government permits, licenses, and authorizations regarding Village activity (including water, sewer, underground storage tanks)
- Copies of all material reports filed with any governmental agency within the last 3 years
- Copies of all correspondence and memoranda relating to (a) complaints regarding the Village's services and/or practices, (b) regulatory inquiries regarding the Village's services and/or practices, and (c) evaluations of regulatory proceedings upon the operations and practices of the Village
- Copies of all Village ordinances
- Copies of all employment contracts and employee benefit documents
- Copies of all agreements with joint sewer commission formed between the Village and the Leroy Sanitary District
- All internal reports or memoranda relating to environmental matters, including any type of audit or investigation performed either internally or by a third party, and any records relating to environmental compliance
- Copies of all public works files
- Village policies and procedures

Follow Up Responsibilities

(To be completed during February 28 meeting)