

Village of Waterford
Village Board Official Minutes
February 24, 2014

The meeting was called to order by President Roanhouse at 6:33 p.m.

President Roanhouse called for a moment of silence in Honor of Trustee Joseph Scheele, who recently passed away.

Present: Roanhouse, Kluth, Denman, Pollnow, Christensen and Houston.

Also present: Rebecca Ewald, Rick Huening, Chief Richard Mueller, Lt Dan Klatt, Lori Peternell, Stephanie Charapata, Gil Amborn, Bryanna Henry

Public Appearances - Lt. Dan Klatt, Sheriff Department Representative, briefed the Trustees on the Waterford Police Services for the month of January 2014. Lt Klatt noted that the Sheriff's Department will be conducting training during the month of March so employees will know how to react to various disturbances that may occur at the workplace. Fox River Middle School had a lock down drill exercise. This included a K-9 sweep of the lockers, a lockdown drill and also 911 phone testing. It was discovered during the 911 phone testing that all phones outside the main office that dial 911 actually register at the dispatch center as coming from Evergreen Elementary School instead. The school is now aware of the problem and is working on correcting it but may not have it corrected until summer. The dispatch center is also aware of the problem as well as Chief Ditscheit with the Town of Waterford. The phone systems will continue to be an item checked during future lock down drills.

Roanhouse stated there will not be a motion on the 2/10/14 Village Board regular meeting minutes since they were not completed in time for this meeting.

Unfinished Business - First reading of Ordinance #615 – Direct Sellers. The Public Works & Utilities Committee met with the Village Attorney at their 1/20 meeting to review options for the ordinance and on 2/17 to review a draft ordinance with their suggested revisions. Houston touched on some of the changes. The main change is a \$5,000 insurance bond is now required to sell anything in public areas of the Village. Other changes are noise restrictions and restrictions to sell during high traffic times in the downtown area. This was a first reading only, no action was required.

New Business– Motion made by Pollnow, seconded by Christensen to appoint Rick Mueller as the new Fire Chief for the Village of Waterford. Motion carried. President Roanhouse welcomed Rick Mueller as the new Fire Chief. Rick Mueller in turn thanked the Trustees for their support and stated he looks forward to working with them as well as the citizens of Waterford to provide excellent emergency services.

The Board was requested to review and act on approved organizations that utilize the Ray Seidel Community Building. Houston provided the Trustees with a summary of the request. The Public Works & Utilities Committee was requested to review the list of approved non-profits that are allowed to utilize the community building free of charge and consider allowing additional non-profits within the Village the opportunity to utilize the building free of charge as well. Organizations currently approved to utilize the building free of charge are: Lions Club, American Legion, Waterford Youth Baseball & Softball, Cub Scouts, Boy Scouts and Senior Group. Community United Methodist Church is requesting to be added to the list of approved non-profit organizations. Included in the Trustee's packet was a letter from Pastor Markus Wegenast. The PW&U Committee recommended that Community United Methodist Church be added to the permanent list of non-profit organizations that can utilize the Ray Seidel Building and Pavilion at no charge. It was noted they most likely will only use it up to twice a year and informed they must make sure to do a thorough cleaning after their event. The Village Attorney voiced concerns that all non-profit organizations are not treated equally. Staff voiced concerns that there is not a consistent process in determining who qualifies as non-profit and who doesn't for future situations that may arise. Motion made by Houston, seconded by Denman to go with the PW&U Committee recommendation that Community United Methodist Church be added to the permanent list of non-profit organizations that can utilize the Ray Seidel Building and Pavilion at no charge. Motion carried. Denman voiced concerns on where we will draw the line on who is approved if other non-profits come forward. Houston said that we should take it on a case by case basis and if things get out of hand we will need to revisit the parameters and qualifications that determine which non-profits qualify for the free rental.

The Board was requested to review and act on appointing a new Village representative to attend the Western Racine County Sewerage District meeting. President Roanhouse recommended Steve Denman as the new Village representative to attend the meeting. Motion made by Christensen, seconded by Houston, to designate Steve Denman as the Village representative to attend the WRCSD meeting. Motion carried

The Board was requested to determine whether they would like to have a table at the home and commerce show this year. It was the consensus of the Trustees that they would like to continue the tradition of staffing a table at the show. This year they will pass out note pads and a brochure on the Clean Sweep Saturday in April - 4/26/14. The Village

Administrator will e-mail out a sign-up sheet to all the Trustees.

The Board was requested to review and act on the new purchasing procedure. Staff members met to review and discuss the draft procedure and purchase requisition on February 6th. Staff has provided recommendations to be included or clarified in the policy for review by the Finance Committee at their February meeting. After discussion the procedure and purchase requisition was revised to include staff and Finance Committee's changes. The recommendations have been included for reference. Motion made by Pollnow, seconded by Houston to approve the new purchasing procedure with the following change to Item 7c: for purchases over \$25,000, the Village Administrator and the Village President must give written approval of the purchase. If either the Village Administrator or the Village President is not available, a Trustee must also sign. Motion carried.

The Board received a letter of intent from Morena Marquez regarding the Safety Building property. This was for information only, no action was required.

Invoices & Finances – The Village Treasurer gave an update on the CDA Lease Revenue Bonds refunding opportunity. Jim Mann from Ehler's provided the Treasurer with information regarding an opportunity of refunding the CDA Lease Revenue Bonds in July of this year. Staff is bringing this to the Board now as this is the first time the Village has had the opportunity to refund these bonds, and we want to provide a solid understanding of the process. The CDA will be advised and included in the discussion of refunding at the March 3rd meeting because they are a signatory on the bonds. Included in the Board's packet is the analysis that reflects an approximate savings of \$624,743.60. Staff has requested further detail on associated fees and a timeline for the process that will be presented to the Board, Finance Committee and CDA at a later date.

Report of the Village Administrator – The Village Administrator gave an update on the run water notice. A customer who is running water at the request of the utility, in accordance with Wis. Admin. Code PSC 185.35(7), would need to be provided a credit. Director Dolezal anticipates withdrawing the request at the end of February but the decision will be based solely on the weather. The Village Administrator gave an update on the project plan: Analysis for burying overhead utilities.

Reports of Standing Committees – Trustee Denman gave an update on the February 18 Western Racine County Sewage District Meeting. Denman stated there is currently Legislation in Madison aimed at cutting phosphorus coming from municipal wastewater dischargers. This will potentially increase costs to the end user as additional funds or treatment will be necessary to meet the new compliance standards. Dolezal talked to local legislatures to try to get this steered off. Trustee Pollnow gave an update on the new employee annual review form. The Personnel Committee approved the utilization of the attached forms for employee reviews. Reviews will now be completed annually by the end of the first quarter each year. The amendments condense what was previously used for the review process. Also the employee may provide a pre-review of their performance goals and expectations on the previous year.

Closed Session - Motion made by Denman, seconded by Pollnow to adjourn into Closed Session for the purpose of considering compensation for public works & utilities and performance of police services in accordance with 19.85(1)(c) by roll call vote at 7:29 p.m. Roanhouse – aye Kluth – aye Denman – aye Pollnow – aye Christensen – aye Houston – aye.

Reconvene into Open Session - Denman moved and Christensen seconded to reconvene into open session at 8:12 p.m. Pollnow moved and Denman moved to approve an appreciation bonus of \$4,000 for Dolezal and \$3,000 for Bergles for efforts in dealing with the lack of emergency personnel and unusual and extreme weather conditions, after the method of payment is reviewed and the most advantageous for the employee and report on and approved by the Village Board at the following meeting. Christensen moved and Pollnow seconded to adjourn at 8:14 p.m. Motion carried.

Respectfully submitted,
Rachel Ladewig, Deputy Clerk