

**Village of Waterford**  
**Official Minutes of the Village Board Meeting**  
**February, 10, 2014**

Present: President Roanhouse, Trustees Kluth, Denman, Scheele, Pollnow, Christensen, and Houston.

Also Present: Rebecca Ewald, Marcy Hasenstab, Jeff Dolezal, Judge Greg Miller, Barbara Messick, and Marge Schutte.

The meeting was called to order at 6:30 p.m. by President Roanhouse.

Marge Schutte from the Western Racine County Health Department provided an update on their activities over the last quarter.

Motion made by Scheele, seconded by Pollnow to approve the January 27, 2014 regular board minutes and the January 29, 2014 special joint meeting minutes. Motion carried.

Unfinished Business

Village staff, Barbara Messick, updated the Board on the project plan for the Waterford Information Portal (WIP). The plan has a timeline and further details. It was noted that website vendors will soon provide quotes for the work to create the informational portal along with their monthly charges to host and update as necessary. The Board members were enthusiastic about the project plan. Motion made by Pollnow, seconded by Christensen to approve the plan as submitted. Motion carried.

The Board was requested to review and act on the Teamster Union Agreement. The Union had already signed the agreement. Motion was made by Scheele, seconded by Houston to approve. Motion carried.

The Board was requested to review and act on amendment of snow removal Ordinance 614 and Resolution #749 Amending the Fee Schedule to include Fees for Permits and Other Reviews Required by Chapter 191 Streets and Sidewalks. Motion was made Houston, seconded by Denman to suspend the rules for the ordinance. A motion was made by Denman, seconded by Christensen to approve Ordinance 614 to eliminate the following language "*without a permit from the Department of Public Works, which may require to be paid a fee sufficient to reimburse the Village for the cost of removal of such snow*". Motion carried.

Motion made by Houston, seconded by Scheele to approve Resolution 749 which adds the costs to the fee schedule. As part of the review of Ordinance 191 it was determined that the costs associated with fees for right-of-way permits and snow and ice removal is not incorporated in the Village of Waterford fee schedule. Motion carried.

Motion was made by Pollnow, seconded by Houston to approve the violation procedure as outlined by the Public Works Committee which was to handle on a complaint basis only. Village police will be notified to go to the location, take a picture of the violation, issue a citation and contact Village Staff who will work with a contractor to have the snow removed immediately. Village Treasurer will bill the violator according to the amended Resolution 749 Fee Schedule. Motion carried.

New Business

Motion made by Houston, seconded by Pollnow to approve the court analysis court project plan with items 1, 2, 3, and 4 and to hold items 5 and 6. In 2013 the Village Board requested staff provide an outline for the analysis of the municipal court for approval in first quarter of 2014. The purpose of the analysis was made by the Board to review efficiency, recommend future direction, and resources allocated to the Court in the future. Judge Miller provided a couple of statistics to illustrate where the analysis is headed. Motion carried.

Motion made by Denman, seconded by Pollnow to approve newest HIPAA guidelines and forms as submitted. HIPAA Standard Operating Guidelines (SOGs) and associated forms for the Fire and Rescue Department were updated due to changes in the HIPAA laws. Dan Divan, Assistant Chief - EMS, is the Village's HIPAA officer responsible for updating the forms, training individual necessary at the Village, and ensuring the Village is in compliance with HIPAA regulations. Internal audits of the Village's HIPAA protocols will occur annually in May of each year moving forward by the Assistant Chief and Treasurer. Motion carried. .

Motion made by Christensen, seconded by Denman to approve Resolution #750 – 2014 Budget Amendment. Within the 2014 budget, \$160,800 was included in the contingency fund to maintain the allowable increase of general fund expenditures per the Wisconsin's expenditure restraint program. As in prior years, a budget amendment would be done to move amounts to capital accounts so that we can continue funding capital projects. Motion carried.

Motion made by Roanhouse to approve matching donation for Absolutely Waterford. An anonymous party has approached the Village to see if the Village Board would be willing to match a \$250 donation to Absolutely Waterford to assist the organization in this time of transition after the fire. Currently the Village provides \$13,333 in 2014 and 2015 for

operational expenses. The motion failed for lack of a second. Motion failed.

Motion made by Pollnow, seconded by Scheele to approve the appointment of Bob Nash to the Public Works & Utilities Committee. Motion carried.

Motion made by Houston, seconded by Denman to approve the operator's license for Ellen Valdez.

#### Invoices & Finances

Motion made by Kluth, seconded by Denman to approve the prepaid invoices in the amount of \$53,642.81. Motion carried.

Motion made by Kluth, seconded by Houston to approve the invoices keyed after February 6, 2014 in the amount of \$183,706.71. Motion carried.

The Board was updated of the Liturgical Publications Inc. (LPI) annual rebate. The Village contracted with LPI to print the Village newsletter in 2012. The contract stipulates that the Village will receive an annual rebate in the amount of 30% of the paid advertising revenue in excess of \$11,400 per publication year beginning January 2014. The Village received a rebate in the amount of \$495.90 for the calendar year 2013. The rebate will be distributed between Village, Library and W&S operations to offset postage costs. The Board requested the Clerk to provide the historical data on the costs of paper, printing, etc. when the Village coordinated the printing and mailing. This was an update only and no motions were made.

#### Report of the Village Administrator

Jeff Dolezal provided the Board with an update on salt quantities used to date this winter season and road conditions throughout the village. Jeff also updated the Board that a Run Water Press Release was to be issued later that evening due to the concerns of potential frozen water laterals.

The new Fire Chief will begin on February 24 and will take the oath of office at 5:30 p.m. before the regular board meeting. The Village Administrator was asked to coordinate a reception to honor the occasion. .

Rebecca reminded the Board that there is a need to fill a vacancy on the Fire and Police Commission.

#### Reports of Standing Committees

Steve Denman advised the Board that he attended the Western Racine Sewer District meeting this month and there was nothing to report.

Motion made to adjourn by Christensen, seconded by Pollnow at 8:15 p.m. Motion carried.

Submitted by, Carrie Orlovsky, Clerk