

OFFICIAL MINUTES – MEETING OF MARCH 05, 2018

Village of North Fond du Lac – BOARD OF TRUSTEES

Board Present

Jim Moore – President
Keith King – Trustee
Ann Price – Trustee
Mike Streetar – Trustee
Mike Will – Trustee

Staff Present

Chuck Hornung – Administrator
Nick Leonard – Dir. Planning & Engineering
Darren Pautsch – Police Chief
Jake Flaherty – Fire Chief
Heather Wegner - Librarian
Darrin Parsons – Dir. Public Services

Others: Steve Schumacher
David DeTroye
Glen Mathes

A. ROLL CALL OF OFFICERS:

Moore called the meeting to order at 6:00 PM. Moore, Price, King, Streetar, and Will present.

B. PLEDGE OF ALLEGIANCE:

C. CITIZENS PARTICIPATION: (None)

D. ANNOUNCEMENTS: (None)

E. PRESIDENTS BUSINESS and Staff Reports:

1. Library-Heather Wegner – Heather reported that the Word Smith Club will be meeting this week. On Saturday, the Book Club is meeting to discuss “The Forgotten Garden”. Heather has finished and submitted her annual report.
2. Administrator – Chuck Hornung – Chuck has been working with a web designer to finish a re-write of the Village web site. He is hoping to go live in the next couple of weeks. He along with staff are preparing for the annual financial audit being held this week Wednesday through Friday. Chuck is also working through some desktop computer issues created from a recent Windows update.
3. Police Chief – Darren Pautsch –Darren reported that his staff has completed the Blood Born Pathogen training. Darren regrettably announced that the most recent hire has resigned. He has scheduled a PFC meeting to present the hiring process to fill the vacancy. The eligibility list has been exhausted and will need to be refreshed.
4. Fire Chief – Jake Flaherty – Jake has been recruiting additional staff for the department. He is looking for Paramedics and Advanced Certified personnel to ensure coverage for both the 911 and transport calls. Jake recently had a desktop PC malfunction and is piecing the information back. Chuck noted that he was able to recover all the emails from the previous night’s backup.
5. Nick Leonard – Nick stated that the bid opening for Indiana Ave was held this week. The bids and awarding the project will be discussed later on the agenda. He along with Darrin Parsons have been finalizing the utility budgets. Nick has also been a part of the FDL Wastewater Treatment Plant capital projects discussions. The questions being discussed is how the capital expense of any changes will be distributed to its members. Will it be by flow or capacity? Nick and Pete have been meeting with personnel planning the NFDL School District facilities upgrades. Traffic flows have been a concern. Nick has also been watching new legislation that has made its way to Governor Walker’s desk that would greatly improve the ability to move forward with projects being stymied by artificial wetlands.

F. CONSENT AGENDA:

1. Approve the minutes of the following Village Board Meeting: February 15th, February 19th, and February 19th (6:30), 2018.

2. Approve invoices and authorize checks to be drawn on the respective funds in the amounts indicated:

General Fund:	\$135,695.71
Outdoor Rec.	\$.00
Library Fund	\$1,030.74
EMS Fund	\$1,671.46
Capital Projects	\$3,007.25
Water Department	\$10,181.56
Wastewater Department	\$317,716.46
Community Dev. Authority	\$7,516.98
Storm Water Fund	<u>\$257.54</u>
	\$477,077.70

3. Approve or deny an operator's license for:

Gina Jo O'Neil

A motion was made by Mike Will with a second by Mike Streetar to approve the consent agenda. Questions were asked about invoices from Janesville Printing. Jake informed the board that this invoice was for forms relating to the transport service. All ayes.

G. ADMINISTRATION:

1. Discussion and possible action on approving electrical work in the Fire/EMS bay. Jake recapped the problem with wiring in the response vehicle bay. Vehicles plugged in to stay charged have been failing causing vehicles to not start when called upon. Darrin added more information as to what work was actually being proposed and answered some questions from Mike Will. A motion was made by Mike Will with a second by Mike Streetar to accept the quote from Kohlman Electric and charge it to the Fire / EMS budget. The budget can be noted that if it exceeds the approved budget, the overage can come out of fund balance if it occurs. All ayes. Ann Price asked if the board receives budget to actual reports during the course of the year. Chuck said the board can if they want one. It is left up to management to monitor their budgets through reports or a new feature call MiView.
2. Discussion and possible action on approving the bid for the Indiana Ave. street project. Nick reported on the bid opening and the results from the four companies submitting bids. The winning bid of \$165,968.50 was lower than the engineering estimate of \$184,120.00 and the budgeted number of \$200,000.00. The Village has contracted this vendor before. A motion was made by Streetar with a second by King to accept the bid from Ptaschinski Construction for \$165,968.50. All ayes.
3. Discussion and possible action with a review of Ordinance 10.07 – Snow & Ice Removal. Mike Streetar had asked for this item on the agenda. He wanted the board's opinion on the enforcement of the ordinance. Mike recapped a snow event from a couple weeks ago where he felt the action of the Village staff was not in line with the ordinance as to the timing of a shovel notice to residences failing to shovel their walks within 24 hours of the end of the snow event. Nick Leonard responded by saying that there are other circumstances that play into actually enforcing the 24 hour shoveling requirement. For the first time a resident is given a shovel notice, we have to wait until they receive it. If they do not shovel their walk, we have to contract someone to shovel their walk. In this particular case, 145 shovel notices were given out with only one having to actually be contracted to be shoveled. Most melted before the deadline. King added that he could see Streetar's concerns but was OK with the current practice. Mike Will asked Nick if there is a complaint, how soon staff reacts. He said immediately. No other board members commented.
4. Discussion of the 2018 Water Utility Budget. Nick presented the revenue side of the utility budge with Darrin commenting on the expenses. The utility budget is for discussion only and will be on the next board's meeting agenda for approval.
5. Discussion of the 2018 Wastewater Utility Budget. Nick presented the revenue side of the utility budge with Darrin commenting on the expenses. The utility budget is for discussion only and will be

on the next board's meeting agenda for approval. Mike Will asked why the spike in the actual to budget for Maintenance Expenses – Collection System. At the time of the meeting, Darrin did not have an answer. Since the meeting, Darrin found the answer to be a force main repair across HWY 45. A company had to directional bore a new forced main due to a main break.

6. Discussion of the 2018 Storm Water Utility Budget. Nick present the budget stating this is a very steady budget due to the fact it is based on impervious surfaces in the Village and the run off effect or ERU's. Mike Will asked why the 2017 revenues were high. Darrin said that there were more municipalities that contracted street sweeping. Mike Will also asked where the funding was for residents who are approved to have a lateral installed to alleviate backyard flooding. This is part of the \$20,000 in Reserve Programs – Repairs. The utility budget is for discussion only and will be on the next board's meeting agenda for approval.
7. Discussion of the next steps of selecting the new Village Administrator. Discussion centered on the schedule and times for the candidates to meet department heads and the social later in the day. After several suggestions it was agreed upon to have two sets of interviews on the 24th. One panel of interviews would consist of other administrators from neighboring communities and another panel made up of the Village Board. All interviews would be in the morning. Each panel would have their own set of questions. Chuck will coordinate the interview questions with Steve Hintz and have them approved by the Village Board. Chuck will reach out to neighboring Administrators to set up the panel. Chuck will also initiate background checks on the candidates.
8. Discussion of filling a trustee vacancy following the Spring Election on April 3rd. Several board members discussed to what extent should the Village advertise the vacancy and when should the process start. The vacancy officially doesn't exist until April 17th when the new president takes over. The final vote by the board was to wait until the next utility bills go out and insert the vacancy advertisement with the utility bills. Also post the vacancy, place the advertisement on the web, and Facebook. By waiting, the vacancy would probably be filled mid-May. Chuck also asked the board about sub-committee board member vacancies created when John Duffy resigned. Ann was willing to be assigned to these sub-committees. She will be assigned as a Village Board member on – Administrative Rules Appeals Board – Board of Review – and Library Board. There is still a vacancy as an - Alternate Check Signer – that will remain vacant until the April 3rd election. I will contact the Library Board of the appointment.

H. RESOLUTION:

1. Discussion and possible action on approving Resolution R-01-2018 Wisconsin RPC & Green Lakes Basin Tree Planting Program. Darrin introduce this resolution. The resolution gives Darrin permission to apply for a \$20,000 grant for the removal and replacement of Emerald Ash Borer infected trees. There is a \$5,000 match that is already in the 2018 budget. A motion was made by Mike Streetar with a second by Keith King to approve R-01-2018. All ayes.

J. COMMUNICATIONS: (None)

I. UNFINISHED BUSINESS:

1. Mike Streetar wanted to remind pet owners that they are responsible to pick up after their pets while walking their pets as well as keeping the walkways clean leading up to their residents. Please forward any complaints to the village offices.

J. NEW BUSINESS: (None)

K. CLOSED SESSION:

1. Discussion of a personnel issue under Wisconsin State Statutes 19.85(1) (c) considering employment, promotion, Compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

1. EMS Staffing

A motion was made by Keith King with a second by Mike Streetar to go into closed session at 7:34 PM

Roll call: (Keith King – Yes) (Ann Price – Yes) (Jim Moore–Yes) (Mike Streetar–Yes) (Mike Will–Yes) A motion was made by Mike Streetar with a second by Ann Price to go into open session at 7:55 PM Roll call: (Keith King – Yes) (Ann Price – Yes) (Jim Moore–Yes) (Mike Streetar–Yes) (Mike Will–Yes)

L. ADJOURNMENT:

A motion was made by Ann Price with a second by Mike Streetar to adjourn at 7:56 PM All ayes.

Respectfully submitted,

James Moore, Village President

Chuck Hornung, Village Administrator