

VILLAGE OF WALWORTH
VILLAGE BOARD
Monday, August 12, 2019, 6:00 p.m.
Village Hall, 227 N. Main St., Walworth, WI

MINUTES

Call to Order: President Connelly called the meeting to order at 6:00 p.m.

Roll Call: Present: President Connelly, Trustees Czaja, Reiersen, McMahon, Nordmeyer. Dan Mizialko arrived at 6:01pm. Absent: Trustee Maynard. Also Present: Attorney Brad Lochowicz, Police Chief Milligan, Fire/Rescue Chief Austin, Clerk Treasurer Waswo, Deputy Clerk Treasurer Rogers

Pledge of Allegiance

PROCLAMATION declaring August 28th as Jim Haeni Day

President Connelly spoke with the Hanei's some months ago about a date for the proclamation. They suggested Jim's birthday would be a good day to honor him. Connelly read the Proclamation and will present the Proclamation to the family.

Czaja/Nordmeyer motion to happily accept the Proclamation declaring August 28th as Jim Haeni Day. Motion carried 6 to 0.

Approval of Minutes from July 8, 2019 Regular Board meeting, and August 8, 2019 Special Board meeting. Minutes were not ready for the agenda.

July 2019 Financial Reports – Village and Water/Sewer Budgets

The board reviewed the reports.

July 2019 Village and Water/Sewer Payables including Additions

Mizialko/Reiersen motion to approve the payables. Motion carried 6 to 0.

Comments from Citizens Present: Any item presented to the Village Board by a citizen will be heard and may be placed on the next regular meeting's agenda.

Bob Ball, 224 Fremont Street, commented on office staffing. He hoped there will be another person added to Clerk Treasurer's Office. The Village has long term civil engineering issues. He suggested hiring an intern who is responsible for looking into these problems.

Kelly Freeman, 410 Oak Hill Road, thanked each board member for the new ADA accessible doors. We still need a handicap parking place directly in front of the doors. The lip on the sidewalk should be evened out for easier access. She said the Village park with the new plantings and flowers looks wonderful.

Communication and Miscellaneous Business – Discussion, Consideration, and Action on the following:

Uniti Tower Update

Attorney Lochowicz has reviewed the contract and provided his suggested changes. President Connelly will reach out to Jeff Haley about the next steps.

Codification Revisions Update

Attorney Lochowicz will have his review completed in 2 weeks.

Filing Declaratory Judgment Action on 301 N. Main Street Update

Attorney Lochowicz has located all the individuals he is required to serve with the documents. Locating the individuals was time consuming, but we have to make at least a diligent effort. They will be served shortly. Connelly said we did have an offer to purchase that we are going to cancel as this process will take a couple months.

Electrical Inspection Agency Registration for Commercial Electrical Inspections with the WI Dept of Safety and Professional Services

Electrical Inspections can now be handled at the state level. Our Building Inspector cannot do the inspections himself; he has to subcontract them out. He prefers we let the state handle it.

Nordmeyer/McMahon motion to submit to the state and allow them to conduct the commercial electrical inspections. Motion carried 6 to 0.

Lowe's Hero's Donation of Fencing for Dog Park

McMahon stated we would need about 1,000 feet of fencing for an acre. We were looking at Toynton east for the location. Lowes has established a Lowe's Hero's organization where they complete projects to help different groups. Lowes would potentially donate two thirds of the cost. Connelly stated Laurie is concerned on the timeframe and would like formal action before accepting donations. The discussion was to complete the project in 2020 and ask other organizations for financial assistance. McMahon will inquire about the application process.

Standing Committee Reports – Discussion, Consideration, and Action on the following:

Finance: Meeting Update

a. 2018 Audit

The draft Audit and Letter to Management was discussed. The village did much better financially this year versus last year. Connelly is hoping next year will be even better as we will have 4 quarters of the fire protection fee on the water bill.

b. Contract with Abraham's On-Site Shredding Service for disposal of confidential records

The Police Department brought this to our attention. The cost is \$54 per month for containers at the Police Department, Clerk Treasurer's Office and the Fire/Rescue Department.

McMahon/Mizialko motion to approve contract with Abraham's On-Site Shredding Service. Motion carried 6 to 0.

c. 2019-2020 Insurance Renewal Proposals from R&R Insurance and Municipal Property Insurance Company

Insurance has gone up about \$5,000. CT Waswo explained the increases are due to an extra police squad for the SRO and additional items that needed be covered for the Fire Department equipment. There was discussion on increasing the deductible to save \$400, but Finance did not feel that was a good option. Our Worker's Comp actually went down, but because we hired more staff in the Police Department, it went back up as it's based on payroll.

Czaja/McMahon motion to approve the 2019-2020 Insurance Renewal proposal with R&R Insurance and maintain the deductible as the prior year. Motion carried 6 to 0.

d. Refund Annexation Fees paid by Town of Walworth for the 2015 Shodeen Annexation

Trustee Czaja found we had overpaid the Town of Walworth for annexation fees and we have requested a refund. The Town of Walworth located \$803.57 in 2015 Town taxes paid to the Village, that cannot statutorily be charged. This is netting the difference. The Village overpaid by \$2,537.05, less the \$803.57, leaving a refund total of \$1,733.48. It was noted this negates the next two years of payments.

Czaja/Mizialko motion to approve the amount to be refunded to the Village. Motion carried 6 to 0.

Authorization to allow Trustee Czaja to assist in organizing the records in storage

This is authorizing Trustee Czaja to assist the Clerk in organizing the records. CT Waswo noted this would be helpful as Louise was a prior Clerk and has experience with these records.

McMahon/Reierson motion to approve Trustee Czaja assisting in organizing the records in storage. Motion carried 5 to 1 with Trustee Nordmeyer opposed.

e. Village of Fontana/Village of Walworth Boundary Agreement Discussions

President Connelly attended a Village of Fontana meeting where a common developer made a presentation including our intergovernmental boundary agreement. The agreement was made in 2004 and follows the railroad tracks. Connelly was concerned as Fontana's meeting stated we had missed a deadline to renegotiate the contract. However, it says that Fontana and Walworth agree they shall not less than 10 years from initiation of the agreement commence discussions for a successor boundary agreement. Connelly believes they can have discussion but that does not mean renegotiation at this time.

f. Office Staffing

CT Waswo informed the Village Board we are in need another person in the Clerk Treasurer's office. With the conversion of the software the accounts payable has drastically increased. The transition of moving the Building and Zoning Department from Fontana back to Walworth has added another department to the Clerk Treasurer's Office. This has caused a lot of informational requests, higher workload and more interruptions. Finance is discussing hiring a part-time person to start and possibly changing it to full time after the first year. Waswo strongly feels the office needs another full time person. We are at the same staffing level we were about 20 or even 30 years ago. President Connelly said the Board needs to look at every department in the village and how all of them have grown, with the exception of Village Hall. There is a lot more responsibility than there used to be. All business that goes through the Village goes through that office. We can't keep leaning on two people for all these items. Finance is going to try and find something in the existing budget to fund this position as we can't borrow for operations. McMahon agreed. Waswo said another position will help with the separation of duties requested by the auditors.

g. Contract with Civic Systems in an amount not to exceed \$1,200 to assist with bank reconciliations. For \$1,200 we can get some assistance for lagging items from the conversion.

Czaja/Mizialko motion to authorize \$1,200 with Civic Systems to assist with bank reconciliations. Czaja congratulated the staff for the effort it took to combine all the accounts. Motion carried 6 to 0.

h. Budget Timeline

CT Waswo put together a draft budget timeline for the board to review dates.

General Services: Meeting Update

a. Revised Fire/Rescue Bylaws

Fire/Rescue Chief Austin stated with the reorganization of the department we were operating under 2 bylaws. We undertook this effort to revise working under two departments to one department to reflect our administration operations. The bylaws state any changes to the bylaws must be approved by the board. He was concerned about adding and removing membership as it's more of an organization of employees. There is one addition, if a member is removed from the department, the member could appeal to the Village Board. Other than that, the bylaws are essentially what we had before, just cleaned up. Connelly feels he needs more time for review. Trustee Nordmeyer stated General Services discussion was to have the Attorney review it. Connelly asked that trustees review the bylaws as well.

Reierson/Czaja motion to have the bylaws reviewed by the Attorney. Motion carried 6 to 0.

b. Donation of Police Portable Radios to Agape House

Chief Milligan stated there were 4 large boxes of old Police, Fire, and Rescue radios at the grade school that are no longer needed. They were donated to the school as a talk around. Chief Austin stated we changed radio frequencies, so they are obsolete for Village use. Chief Milligan would like to donate these to the Agape House as they would be able to use them. This is good relationship building and a step in the right direction for all of us.

Nordmeyer/Reierson motion to allow Chief Milligan to donate the radios as necessary or deemed appropriate to the Agape House. Motion carried 6 to 0.

c. Original 2019-2020 Operator's License applications for Emily Vacula and Sharon Conte Mannella.

General Services recommended to approve both licenses as presented. Nordmeyer/Mizialko motion to recommend approval of the Operator's License applications for Emily Vacula and Sharon Conte Mannella. Motion carried 6 to 0.

Public Works: Meeting Update

a. Adopting Water and Sewer Usage Charge Adjustment Policy and Procedures

Trustee Czaja stated Public Works recommends this written policy to inform the public of the process when applying for relief from unusually circumstances. There has never been a written policy, it has been at will.

Czaja/Reierson motion to accept the recommendation of Public Works and adopt the policy as presented. Motion carried 6 to 0.

b. Billing Adjustment request from Susan Carlson and Mark Noble, 406 Beloit Street

Susan Carlson presented her application to Public Works. She had a faulty water softener, which was replaced with a new softener. DPW Boss reviewed the account. Public Works recommendation is to approve the billing adjustment for the basic water charge allowed by the Public Service Commission and a credit of the sanitary sewer billing. Deputy Clerk Treasurer Rogers will do the calculations to credit the account. The credit amount was not available at the time of the meeting, but Rogers estimated it would be between \$300 and \$320.

McMahon/Reierson motion to approve a billing adjustment for Susan Carlson and Mark Noble, 406 Beloit Street. Motion carried 6 to 0.

c. Billing Adjustment request from Kathy Springhorn, 120 Howard Street

This is the same situation with a faulty water softener. The average usage is 13,750 gallons and her reading went up to 74,000 gallons. It will be about same credit between \$300 and \$320. Deputy CT Rogers explained the PSC will let us refund the difference between the lowest and highest tier. They would get a 50 cent refund on the water overage. The sewer is at \$4.54 and is not regulated. The policy states the Public Works Director has authority to review the situation and make a determination of the average. They read the meter 3 different times to determine the average. She immediately disconnected the softener and had her plumber look at it too. Commercial, multi family, and industrial would need a certified plumber do the inspection.

McMahon/Reierson motion to approve a billing adjustment for Kathy Springhorn, 120 Howard Street, Motion carried 6 to 0.

d. Retiring 2000 model Dump Truck #17

Trustee McMahon stated the motor is shot. We are keeping the stainless steel box as it's in good condition. We have already spent \$7,500; and are looking at replacing it next year. Eventually we will put the truck on Wisconsin Surplus. No action needed.

e. Proposal by Utesch Construction Inc not to exceed \$9,266.91 to replace Devil's Lane Park Roof. This was budgeted in 2018 for \$10,000 and the amount was carried forward.

Czaja/Mizialko motion to accept the proposal by Utesch Construction Inc not to exceed \$9,266.91 to replace Devil's Lane Park Roof. Motion carried 6 to 0.

Commission and Special Committee Reports: Discussion, Consideration, and Action on the following:

Plan Commission: Meeting Update

We have a public hearing for a rezone that will require a comprehensive plan amendment. We also are working on a policy for updating the comprehensive plan, per state statute requirements. The intention is to make South Main Street more of a business corridor. Plan Commission also toured all of our existing facilities to determine departmental needs.

FWWPCC: Meeting Update.

We will have another clean water fund loan application for a build out at the sewer plant. This will meet the very high bar that's been set with regards to phosphorus.

Emergency Government: Meeting Update.

The siren was just maintained. Chief Milligan and Chief Austin will attend an Emergency Government State conference in September.

Library Board: Meeting Update.

Nothing to report.

Adjournment

Czaja/Mizialko motion to adjourn at 7:20pm. Motion carried 6 to 0.

Sabrina Waswo, Clerk Treasurer