

**VILLAGE OF WALWORTH**  
**GENERAL SERVICES COMMITTEE**  
Village Hall, 227 N. Main St. Walworth, WI  
Monday, December 3, 2018 – 7:00 PM

**MINUTES**

**Call to Order:** Meeting called to order by Chairman Nordmeyer at 7:00 pm.

Present: Trustee Nordmeyer, Mizialko, President Connelly. Absent: Trustee Maynard. Also Present: Chief Hammett, Chief Austin, Clerk Treasurer Waswo, and Trustee Czaja, Building and Zoning Administrator Ron Nyman, Ellis Border with Clearline Inspections, T. Welsh, City of Delavan Administrator Denise Perioni

**Comments from the Public** – None.

**Approve Minutes of October 29, 2018** – Mizialko/Connelly motion to approve. Motion carried 3 to 0.

**Discussion, Consideration and Recommendation on the following:**

**Building and Zoning Proposals received from Clearline Inspections and City of Delavan**

The Village had an intergovernmental agreement with the Village of Fontana. They ended up dissolving their Building and Zoning Department which effectively cancelled our contract. The Village has been actively engaged in trying to procure Building and Zoning Services. We have narrowed the field to two proposals. One option is entering into a new intergovernmental agreement with the City of Delavan and the second option is an agreement with a private contractor, Clearline Inspections. It has been beneficial to assess our current needs and decide what will be the best fit moving forward. The two options are very different. We spent a lot of time meeting with the City of Delavan and came up with a comprehensive idea of what we need. Ellis Border with Clearline Inspection also handles the Village of Genoa City and Town of Walworth. The Town Chair also provided a recommendation letter for Clearline Inspections.

The committee discussed zoning and growth issues. They questioned if the City of Delavan Building Inspector would be able to handle the Village as they are experiencing a lot of growth and also have an IGA with the Village of Darien. Zoning may be more of an expense with the City of Delavan. The Village can rely more on the Planner; however, Ellis has the zoning experience and could jump right in as needed.

The current Building and Zoning Administrator, Ron Nyman, has been involved with the meetings with the City of Delavan and Ellis. Based on those meetings, the proposals, and the needs of the Village, Mr. Nyman recommended Clearline Inspections. President Connelly takes Mr. Nyman's recommendation very seriously as he has been with the Village of Walworth for 15 years. Mr. Connelly felt from a budget and availability standpoint, Clearline would be the better fit for the Village. The board is also anxious about jumping into another intergovernmental agreement based on what just happened with Fontana.

President Connelly stated the meetings with Delavan and Darien were mutually beneficial as they shared ideas, went through the entire fee structure and contract and helped us understand which direction we needed to go. The Village needs code enforcement, zoning, and building inspections services. Clearline can provide all of those in one. Mr. Connelly felt having an outside contractor versus an IGA will be most beneficial and provide the village with more control.

Trustee Nordmeyer asked about a retainer fee and per permit caps. Ellis replied he has no retainer fees and caps would be implemented with larger commercial projects. Ellis said if an inspection fails, it would be up to the contractor or homeowner to pay the reinspection fee, not the Village.

Mizialko/Connelly motion to recommend Clearline Inspections Building and Zoning proposal to the full board. Motion carried 3 to 0.

**Fire & Rescue Department Monthly Report** – Chief Austin reported they had a busy month. Call response and attendance has increased. Medical Director, Dr. McNeal has noticed changes in our service for the better. They did have a fire that helped identify that the mutual aid system they put in place works well. He noted December 1 has traditionally started the new year; however, that is being pushed back to January 1. The payroll has changed from twice a year to quarterly. The department is starting a new tradition of a swearing in ceremony beginning in January.

### **Police Department**

**Monthly Report** – Chief Hammett reported they have 656 calls for the month. Winter parking starts November 1 and parking complaints are up. They had 4 dog at large issues. One dog chewed the seatbelt in the back of the squad. The consensus of the committee was to send the owner an invoice for the repair.

### **Original 2018-2019 Operator’s License application from Michelle Glaser**

Clerk Waswo recommended no action on this item as she is waiting for Michelle to turn in the responsible beverage servers training certification. No action taken.

**Big Foot High School Athletic Complex Parking on Prairie Drive (referred from 5/14/2018 Regular Board)**. This issue came up at an informational meeting. A group of neighbors came together and feel people will be parking on Prairie Drive and walking through their property. The committee discussed waiting until it is built to address the issue. Trustee Nordmeyer would like to see an aerial view. They will keep the item on the radar.

### **Truck Route – GPS.GOV Update**

Chief Hammett registered North Main, Elm, Adaline, Park, Howard, Maple, High, and Fairview Subdivision on 9 different sites. Wednesdays are usually the highest semi travel.

**Emergency Services Building Update** – Chief Austin will be meeting with Scherrer on Wednesday.

**Adjournment.** Mizialko/Connelly motion to adjourn at 7:40 pm. Motion carried 3 to 0.

/s/Sabrina Waswo, Clerk Treasurer