

**EAST TROY  
VILLAGE BOARD MINUTES  
August 24, 2015  
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**Call Meeting To Order; Pledge of Allegiance**

Clerk Treasurer Suhm verified the meeting was posted according to law.

**Roll Call:**

President Timms called the meeting to order at 6:30 p.m.

Present: President Timms, Trustees Fred Douglass, Linda Kaplan Fortune Renucci, Scott Seager, Dusty Stanford, Ann Zess

Excused:

Others: Deputy Chief Swendrowski, DPW Miller, Clerk-Treasurer Suhm

**Citizen Participation**

No citizen participation.

**Consent Agenda**

(One motion and second will approve all of the following items. Any item may be pulled from the list and voted on separately.)

**1. Approval Minutes – August 17, 2015**

Motion by Trustee Stanford, second by Trustee Douglass to approve the consent agenda. Motion carried.

**Miscellaneous Business**

**1. Consideration of purchasing picnic tables for total of \$1,744 to be taken from excess funds for dugout painting project**

DPW Miller reported the dugouts were painted by parks and recreation staff, which resulted in a cost savings. He stated they would like to use the remaining funds to continue their efforts to phase out wooden picnic tables.

Motion by Trustee Stanford, second by Trustee Douglass to approve the purchase of picnic tables in the amount of \$1,744 to be taken from excess funds budgeted for the dugout painting project. Motion carried.

**2. Consideration of awarding bid for parking lot at Mitchell Park to Gavers Pavers in the amount of \$51,337**

Motion by Trustee Stanford, second by Trustee Douglass to approve awarding the bid for the Mitchell Park parking lot to Gavers Pavers. Motion carried.

**3. Consideration of Change Order 2 for Mill Street Phase 2, reduction in cost (\$6,456.10)**

Motion by Trustee Zess, second by Trustee Stanford to approve Change Order 2 for Mill Street Phase 2. Motion carried.

**4. Consideration of approving work order for dissipative cooling study to be performed by Baxter Woodman, \$6,000**

DPW Miller explained staff met with DNR and was advised to do a study to determine if we have proper cooling from stream B to Honey Creek. They will put probes in the water to determine if all criteria are being met. The purpose is to prove enough cooling is currently present in the stream and the requirement will be removed for the next permit. He clarified this engineering study is a one-time requirement. The funds will be taken from the sewer engineering budget.

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Motion by Trustee Stanford, Second by Trustee Zess to approve the dissipative cooling study.  
Motion carried.

**5. Consideration of hiring a collection system operator in DPW department**

The Board discussed a potential increase in staff. Points of discussion included:

- The new hire in 2013 as a .50 FTE status was changed to 1 FTE status in 2014, in anticipation of a retirement for cross training. President Timms stated after retirement, staffing is .50 short of what it had been in 2013.
- Prior cost savings as a result of doing work in-house versus contracting out services and evidence there are savings with this position. Trustee Kaplan asked for information on how money would be saved and Trustee Seager asked if the savings in some way could be demonstrated to the Board.
- Trustee Zess expressed concerns regarding the how the position will be allocated in the budget and if it will be able to be accommodated within the 2016 budget. She also questioned the amount of time saved with the meter change-out project and new reading methods.
- Discussed concerns that current staff could be carrying too much of a workload as well as prioritizing projects.
- Questions regarding how much overtime we have paid in 2015.

Motion by Trustee Stanford, second by Trustee Kaplan to conceptually approve the position with final decision rendered at a later date. Motion carried 5-2 with Trustees Douglass and Zess voting no.

**Reports**

1. **Emergency Services District Minutes 6/4/2015** – Trustee Douglass reported as of July 1 the emergency services district started with the fourth full-time EMT. As a result, the response times have improved. Discussed trends in supplying bullet-proof vests in other departments to firefighters and EMTs. Trustee Douglass reported that has not been discussed yet. Deputy Chief Swendrowski clarified the police initially respond and will clear the scene prior to rescue entering if there is any concern as to their safety.

**Adjourn to Committee of the Whole**

Motion by President Timms, second by Trustee Stanford to adjourn to committee of the whole. Motion carried.

1. **EMS Signage within the Village for address numbers (Fred)**  
EMS concerns over variations in address signage within village, covered address signs and the inability to read them. Trustee Douglass explained signs will run \$30-\$35 per residence, but will help improve response times. The Board discussed communicating the need to have a visible address for emergency response. Suggestions for communication included the newsletter, mailers and website as well as a reminder to check the addresses when doing a reminder to change the batteries on smoke detectors.
2. **EMS 10 year plan services and equipment expectations (Fred)**

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Trustee Douglass discussed the need for the emergency services district to plan for growth stating they are looking for direction from the municipalities in that sense. He explained at this time they have 8-10 calls for paramedics per month at \$450 per a call. There is going to be a certain point when it makes sense for the district to have their own paramedics and system in place. The general consensus of the Board was that the numbers at this time do not justify changes, but this should be kept in mind going forward. It was also discussed that they could investigate a police and fire commission, with a potential threshold of the population reaching 5,000 to create a commission. The commission would need to be created in such a way that is representative of the communities served.

**3. Discussion of Impact fees**

Discussion occurred regarding prior staff recommendations to remove the parks and law enforcement impact fees from the ordinance and incorporate these fees into developer's agreements. With this recommendation discussed the need to come up with a per residential unit fee for park improvements and law enforcement needs so it is fair and consistent in developer's agreements. Clerk-Treasurer Suhm stated in light of the recent water rate case and discussions with the PSC, it is necessary to complete a study of the water impact fee so it is updated. Trustee Stanford expressed concerns related to the Honey Creek Development and parks revenue lost by eliminating the fees at this time. The Board also discussed the recreational facilities Honey Creek Apartments already provides to their residents and how high impact fees can impair development. Clerk-Treasurer Suhm will further discuss with Ehler's and bring back to the Board in September.

**4. Discussion of use of new logo/branding**

Discussed the logo options Ben Keating prepared and Clerk-Treasurer Suhm asked if the Board had a preference as to which logo would be used consistently. President Timms and Clerk-Treasurer Suhm were directed to review the logos and determine what logos will be used where. Trustee Zess discussed the need to incorporate the whole community (Town of East Troy, School District and Chamber of Commerce) with branding and how branding encompasses much more than just a logo or tag line, which was discussed at the prior session involving other community organizations. Also discussed the need to determine which logo will be used for the painting of the water tower.

**5. Discussion of Plan Commission site plan submittals, approvals and prior canopy requirements by the Village**

Clerk-Treasurer Suhm explained there were concerns with an approval made by the Plan Commission in August and the need for the applicant to come back for approvals. She wanted to clarify the intent of the conditions of approval were not requiring the applicant to come back to other meetings for approval. Discussed communication issues with the August Plan Commission meeting, the significant amount of applications received and packets/staff reports being distributed late. Clerk-Treasurer Suhm further explained the deadline for submittals for plan commission approval is one month in advance. However, there are times staff tries to accommodate late applicants if staff has the ability to provide a review in time. With this practice there will be circumstances when an approval needs to be made with conditions. She asked the Board for direction as to whether they wanted staff to continue and try to make accommodations and grant approvals with conditions or if they wanted staff to hold applicants to deadlines and complete applications, therefore, potentially making the applicant wait an

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additional month. The consensus was for staff to accommodate late applicants when it is feasible.

**6. Stipend for Plan Commission Members**

The Board discussed the proposal to provide a stipend for plan commission members and the duties and responsibilities of plan commission members. Concerns were raised regarding volunteers that serve on other committees within the Village and do not receive stipend. The proposal will be reviewed through the budget process and Trustee Zess requested information on how this might affect the FTE numbers in relation to the Affordable Care Act and health insurance.

**7. DPW, Water and Sewer Capital Budgets**

DPW Miller explained the majority of the water capital budget is for the water tower and well 5 rehabilitation. Funds were set aside in fund balance to loan money to water fund for the tower. He also explained streets and sewer budgets have either been reduced or remained the same.

The board will wait to review in more detail until the budget is reviewed in its entirety.

**Reconvene to regular session**

Motion by Trustee Renucci, second by Trustee Stanford to reconvene to regular session. Motion carried.

**Adjourn to Closed Session**

**Adjourn to closed session pursuant to Wis. Stats. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (US Packaging Development)**

Motion by President Timms, second by Trustee Renucci to adjourn to closed session pursuant to 19.85(1)(e). Motion carried on a roll-call vote at 8:25 p.m.

**Reconvene in Open Session**

**The Board reserves the right to take action on matters discussed in closed session**

Motion by Trustee Renucci, second by Trustee Stanford to reconvene in open session. Motion carried.

No action was taken.

**Adjourn**

Motion by Trustee Stanford, second Trustee Douglass. Motion carried at 8:46 p.m.

Respectfully Submitted,

Eileen Suhm  
Clerk-Treasurer