

**EAST TROY
VILLAGE BOARD MINUTES
November 16, 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, Forty Renucci, Scott Seager (seated at 6:38 p.m.), and Ann Zess

Excused: Trustee Dusty Stanford

Others: Chief Boyes, 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 – 11/2/2015**
- 2. Consider Approval of Operator License – Karissa M. Kadow, Ashley E. Vogel**
- 3. Consider approval of Application for Walk/Run to benefit the East Troy Area Historical Society, August 27, 2016 from 9 am to 10 am, Silver Circle Sports Events, LLC, Sean Osborne, Chairperson, based on route provided with application. Contingent upon receiving written confirmation of approval to use School District property.**

Motion by Trustee Douglass second by Trustee Zess to approve the consent agenda. Motion carried with Trustee Kaplan abstaining from the minutes.

Trustee Renucci commended the East Troy Historical Society for submitting their special event application so far in advance.

Miscellaneous Business

- 1. Consideration of recommendation from the Plan Commission to approve a conditional use for elementary school located at 2131 Townline Road, East Troy Community School District applicant**
- 2. Consideration of first amendment to Airport FBO Lease Agreement – expires 12/31/2015 (Miller)**

Motion by Trustee Renucci, second by President Timms to approve the conditional use for the elementary school to be located at 2131 Townline Road. Motion carried.

DPW Miller stated the current agreement will be expiring as of 12/31/2015. He clarified this agreement is for the fuel farm, stating Walter Watkins is under another contract to manage the fuel farm. The Village receives 5 cents per gallon for the fuel sold and a monthly report is submitted to Deputy Clerk Alexander.

Motion by Trustee Zess, second by Trustee Kaplan to approve renewing for a two-year term. Motion carried.

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3. Consideration of airport land lease renewals 2015-2016 (Zess)

Trustee Zess discussed the history of land lease renewal increases. She stated staff reported the Municipal Cost Index would no longer be published and at that time the Board approved an annual 3% increase in lieu of using the Municipal Cost Index (MCI) referred to in the leases. Approximately a month ago Matt Johnson met with Trustee Zess, Clerk-Treasurer Suhm and Deputy Clerk Alexander and at that meeting it was discussed the MCI is no longer included in the publication, but is available on a web site. Staff had been given incorrect information regarding future availability of the MCI. The airport committee is requesting that the Village go back to using the MCI for increases. Deputy Clerk Alexander reported the last published index was May of 2014 so that was used rather than the June 2014. May was 2.19 and June was 2.37, resulting in a slight increase. The June 2015 index was -0.73, which would result in a negative rate adjustment. Netting the two, results in approximately a \$1,700 refund overall.

Motion by Trustee Zess, second by Trustee Seager to make the corrections to the leases for 2014 & 2015 using the Municipal Cost Index and to follow that policy going forward. Motion carried.

4. Airport Manager's update

Walter Watkins, Airport Manager, extended an invitation for the Board to take a guided tour of the airport giving the option of a group or individual tours. Mr. Watkins summarized activities of the airport including:

- Grounds maintenance – weed control, grass mowing and snow removal. He explained the state and federal funded equipment is utilized for snow removal and Village mowing equipment is utilized for grass mowing.
- AWOS system - The system is near completion.. It has been commissioned by the FAA, which means it will appear in all publications and charts produced by the FAA. Mr. Watkins reported this may be beneficial for some charter operations when their manuals restricts landing only at airports with a AWOS system.
- Upcoming projects – He explained the State and FAA have influence over the priority of projects at the airport in order to qualify for State and Federal funding (The Village pays 5% of these costs). There are some items they would like to see addressed at the airport, but the State informed the Village the resurfacing of the taxiway and apron should be done prior to any other projects.
- He reported general aviation interest had decreased. Fuel sales are down approximately 10%. He estimated there are roughly 70 aircraft based at the airport.
- Promoting Airport – The committee is making efforts to promote the airport. Mr. Watkins has also acquired a crew car for the FBO, which is available on a first come, first served basis.
- Businesses at the Airport – Mr. Watkins informed the Board there are some very unique businesses at the airport that they may not be aware of. He gave an example of Tab-Air, owner Sam Taber. Mr. Taber has owned a hangar at the

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airport since 1990 and business since 1994. He specializes in repair of 1940s military aircraft. Mr. Taber was present and shared pictures of his work. In addition, Airshow News is published by an airport hangar owner, there is a welding business specializing in cone repair (there are only three of these businesses in the United States), two helicopter businesses, aerial photography businesses, an airplane maintenance business, the parachute club and a Kenosha firm that specializes in aviation parts will be relocating at the airport.

5. Consideration of Library's request for personnel policy amendment related to vacation time for Library Assistants

Library Director, Alison Senkevitch explained the Library assistant is a position between library aide and librarian. The librarian position receives paid prorated vacation and she proposed an amendment to the personnel policy that would also grant prorated vacation to the library assistant. Discussion occurred regarding the number of hours per day versus a formula used to calculate hours per day based on hours worked the prior year.

Motion by President Timms, second by Trustee Zess to approve the amendment to the personnel policy. Motion carried.

6. Consideration of minor construction project in lower level of library building to create a permanent Makerspace area. Total project cost estimate of \$2,000 will be funded by a donor.

Library Director, Alison Senkevitch explained her desire to have a Makerspace area where people can collaborate and create. She has been able to obtain some equipment through grants, but so far she has only been able to provide programs where everybody does the same project at the same time. She explained she would like this to become a permanent space where people will have the ability to work on longer-term projects and store materials from session to session. The area will be located in the kitchen downstairs, which is an approximate 10' x 15' area. DPW Miller reported he had no concerns with the proposed project. Funds for the project will be donated.

Motion by President Timms, second by Trustee Douglass to authorize the library board's approval of use of that space. Motion carried.

7. Consideration of change order #3 for Mill Street phase II, \$4,793.84 credit

Motion by Trustee Zess, second by Trustee Douglass to approve change order #3 for Mill Street phase II. Motion carried

8. Consideration/Discussion of Impact Fees

President Timms reminded the Board they approved a 90-day occupancy for Honey Creek Apartment's most recent building pending an impact fee decision by the Board. He expressed concern they are about halfway into that 90-day period and the Board had not made a decision. He suggested the Board should consider taking the consultant's recommendation to remove parks and law enforcement and pursue a park's fee in

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developer's agreements. The Board discussed working on a template developer's agreement so the park's fee is not missed. Clerk-Treasurer Suhm explained the ordinance amendment will be brought to the Board at their next meeting. The new impact fees will not be effective until the ordinance is published.

Motion by Trustee Seager, second by Trustee Douglass to eliminate parks and law enforcement impact fees. Motion carried.

9. Consideration of request to order dump truck for 2016 total price \$158,422

DPW Miller stated the budget includes a payment toward the dump truck in 2016. In order to receive it by next season he will need to place the order soon. He also explained if the order is placed this year there is a potential \$4,000 savings. The Village has five dump trucks. All dump trucks are very low mileage, but are aging. The dump truck being replaced will be 30 years old. He also noted there was a payment option in his memo that included three years of payments and utilizing \$70,000 from fund balance, but stated the financial decision could be made at a later date.

Motion by Trustee Renucci, second by President Timms to approve ordering the truck for 2016. Motion carried.

10. Consideration of policy decisions related to adoption of the pay structure recommended by Carlson Dettmann through the compensation study

Clerk-Treasurer Suhm went through the memo with policy decisions to be made by the Board accompanied by a draft resolution. She stated she would finalize the resolution for the next meeting based on the decisions made by the Board.

The item of discussion was what authority the Board would like the Department Heads to have when determining a starting wage for a new employee within a position on the pay structure. The Board discussed if it was in the budget they did not have an issue hiring up to the control point based on qualifications and experience.

Based on the draft resolution the following motion was made:

Motion by President Timms, second by Trustee Renucci to amend item 7 giving authorization for a department head to hire up to the control point for the position. Motion carried.

Clerk-Treasurer Suhm reviewed the options for placing positions on the pay structure presented by Carlson Dettmann along with financial considerations. The following motion was made:

Motion by President Timms, second by Trustee Renucci to adopt selection 2, giving a 2% increase across the board with adjustments to the next step (excluding the four positions that were under minimum pay or moved to exempt status). Motion carried 5-1 with Trustee Kaplan voting no.

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Clerk-Treasurer Suhm asked the Board to look at items 4 and 5 pertaining to a payment in lieu of raise related to merit payments if an employee is at or above the 120% of pay and periodic market updates of the pay schedule. No issues were raised with either of the items. The consensus was to leave the two items as stated in the resolution.

11. Consideration/update on 2016 health insurance rate increase

Discussion occurred regarding the renewal date of the plan and looking into the possibility of changing the renewal date to October or November to assist with the budgeting process.

Motion by Trustee Zess, second by President Timms to take the \$23,780 from the 2015 surplus in the insurance budget to cover the 2016 shortfall for health insurance. Motion carried.

12. Updates on plans and progress on municipal building HVAC, signage and lobby (Timms)

DPW Miller reported the Board approved putting HVAC out for rebid. He stated they are in the process of doing this and he is hoping to get some results in January. He stated they are bidding the system with the alternative of placing the units inside the building or on the rooftop.

Nothing has been done on exterior signage. DPW Miller stated the signs affixed to the building will be removed when the building is repainted. Water collecting behind the signs has caused damage to the stucco on the building. Discussion occurred regarding the need for clearer directional signage outside the building and how that could be accomplished. Interior signage was also discussed along with reconfiguration of the front entrance.

Ordinances & Resolutions

1. **Ordinance 2015-08 – Recommendation from Plan Commission to approve text amendment to allow limited light industrial and warehousing uses in the Highway Business (HB) zoning district.**

Motion by Trustee Zess, second by Trustee Douglass to approve Ordinance 2015-08. Motion carried.

Reports

1. **Plan Commission Minutes – 11/9/2015**
2. **Library Board Minutes – 10/13/2015**
3. **Police Report – October 2015**
4. **Municipal Court Report – October 2015**
5. **Airport Advisory Minutes – 9/14/2015, 10/12/2015**
6. **Revenue and Expenditure Report – October 2015**

Closed session

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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)T

Motion by President Timms, second by Trustee Zess to adjourn to closed session pursuant to Wis. Stats. 19.85(1)(e). Motion carried on a roll call vote at 8:24 p.m.

Reconvene in Open Session

Possible action on closed session matters

No action was taken.

Adjourn

Motion by Trustee Kaplan, second by Trustee Seager to adjourn. Motion carried at 9:23 p.m.

Respectfully Submitted,

Eileen Suhm
Clerk-Treasurer