

**EAST TROY
VILLAGE BOARD MINUTES
December 7, 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, Dusty Stanford and Ann Zess

Excused:

Others: Chief Boyes, DPW Miller, Clerk-Treasurer Suhm, Attorney Gray

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 – 11/16/2015**
2. **Consider Approval of Operators License – Lindsay K. Lewis, Mariah E. Kent**
3. **Consider Approval of Special Event – 1st Annual Sidewalk Chalk-Art Festival, Randy Timms-Chairperson, Village Square sidewalks, May 5, 2016, 7:30 am to dusk. Requesting waiver of all fees (\$70 (\$20 application fee, \$50 refundable deposit))**
4. **Consider Approval of the following Election Inspectors for the 2 year term of 1/1/2016 to 12/31/2017:**

Sharon Akey	Heidi Becker
Lois Clark	Diane Taylor
Terzah Merath	John Merath
Dorothy Kurtz	Pam Donegan
Cindi Morehouse	Diane Mullins
Vickie Muszynski	Rochelle Verick
Tom Kostopoulos	Jen Klei
Anita Klei	Jean Stephan
Larry Weber	Jim Haraldsen
Eleanor Haraldsen	Tom Cotter
John Grudnowski	Nancy Manshot
James Manshot	Mary Lou Reinholz
Jack Reinholz	Yvonne Lefavre
Delane Kampa	Sara Willert
Tom Senft	Therese Spoolhoff
Amy Serafin	Elizabeth Douglass

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Motion by Trustee Renucci, second by Trustee Seager to approve the consent agenda. Motion carried with President Timms and Trustee Douglass abstaining.

Miscellaneous Business

1. Discussion with Lions Club regarding future plans and the library

Mark Rhode, Lions Club Member, addressed the Board regarding the library building and recent discussions about potentially moving the library to a new location and school district administration to the existing library building. He reminded the Board the library was not paid for with taxpayer money. Reviewing the history he stated the land was leased from the Village, and the Lions club built the library building in 1968 which was completed in 1970 and opened as a youth center and offered public restrooms to the adjacent park area. In 1979 the Village approached the Lions club in need of a library facility. The Lions club donated the building for a library. He estimated approximately \$85,000 was donated by giving this building to the Village stating there were also many businesses and families in the community that contributed. He expressed the Lions club interest in being a part of future discussions regarding plans for this building. The Lions club may be interested in a repurchase agreement to acquire the building for civic purposes.

President Timms clarified there has never been discussion regarding demolishing the building, which was a concern Mr. Rhode had expressed. He explained no decisions have been made and the library steering committee as well as the school district are still exploring plans at this time. The item has not yet made it to the Board for discussion or a decision. The Board thanked the Lions Club for their input and confirmed they would be included in discussions as plans move forward.

2. Consideration of sanitary sewage agreement with Salvation Army Camp

DPW Miller reviewed the significant changes from the last agreement which included process control items such as BODs and phosphorus limits. The other change is the term of the agreement which was shortened from 20 to 10 years.

Motion by Trustee Stanford, second by Trustee Douglass to approve the sanitary sewage agreement with the Salvation Army Camp. Motion carried.

3. Consideration of increasing municipal judge's salary

Judge Cotter addressed the Board regarding the written request he had submitted for an increase in salary. The last increase in the judge's salary was in 2002. Board members expressed apologies this had not been reviewed more frequently.

Motion by Trustee Renucci, second by Trustee Stanford to approve increasing the judge's salary by \$1,500 (\$6,000 to \$7,500). Motion carried.

4. Discussion/Consideration of keeping restrooms on the square open during spring/summer months (Zess)

Trustee Zess suggested the restrooms on the square should remain open to the public from Memorial Day to Labor Day. Discussion occurred regarding lengthening the period of time the restrooms would be open rather than restricting it to summer months. Chief Boyes

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recommended the Board consider an automatic locking system for the doors and security cameras outside the building. The Board discussed at this time the restrooms will be open during the warmer months at 7:00 a.m. by a department of public works employee and closed at 8:00 p.m., or later if on police calls, by a police department employee.

Discussion also occurred regarding maintaining and cleaning the restrooms as well as the need to periodically check the restrooms. President Timms asked that the administration department check into the cost for the current contracted janitorial service to clean the restrooms and fill dispensers. Trustee Zess questioned if this would also remove the requirement for the nonprofit entities hosting special events to clean the restrooms after the event and also questioned if it might make more sense to have a DPW employee clean the restrooms.

Motion by President Timms, second by Trustee Stanford to approve the two public restrooms on the square be open to the public daily when DPW determines it is an appropriate time in spring because the threat of freezing is gone and closed when the threat of freezing is upon us, staff will look into having a janitorial service clean the restrooms three times per week and DPW staff will fill in during other times of the week, a DPW employee will open them at 7:00 a.m. and a police employee will close the restrooms 8:00 p.m. or later. Motion carried.

5. Discussion/Consideration of adding a budget item for holiday street decorations in 2017 (Kaplan)

Trustee Kaplan stated she has noticed a lot of communities have holiday decorations and she would like to see these in the Village of East Troy as well. She noted she felt it would be important to include Highway 20. She would like to begin doing fundraising efforts, but asked that the Village commit to budgeting for hardware installation prior to fundraising for decorations. Trustee Renucci stated he felt it was important to find out how much this will cost so the funding goal is known prior to proceeding. Trustee Kaplan stated this would be done in conjunction with Vanessa Lenz, Executive Director of the Chamber. The consensus of the Board was they are supportive of the effort, but needed the financial information prior to approving anything. Trustee Kaplan was advised to move forward with planning budgeting and bring the item back to the Board.

6. Compensation Study

a. Consideration of Resolution 2015-12 adopting a salary schedule, associated policies and setting 2016 wage rates

President Timms clarified the General Laborer position should have been at a step four and was reflected as a step three.

Motion by President Timms, second by Trustee Stanford to approve Resolution 2015-13 with the minor change of removing the parentheses from item 5 (three to five years) in the resolution and correcting the General Laborer position to step 4. Motion carried.

b. Consideration of Clerk-Treasurer job title

Motion by President Timms, second by Trustee Renucci to change Clerk-Treasurer title to Administrator.

President Timms discussed he felt the current title was limiting and gave examples of situations that he felt it was limiting due to the title not reflecting the responsibilities. He stated changing the title would lend credibility to the position and there would be no

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change in job description or pay. The organizational structure with the three department heads reporting to the Board will not change.

Trustee Stanford expressed concerns, stating he felt Clerk-Treasurer Suhm was doing a good job but he did not know if he was ready to change the title and asked for input. Trustees Zess and Seager stated they supported the change. Clerk-Treasurer Suhm explained she had experienced some issues with vendors and members of the business community because they did not recognize the responsibilities of the position. Trustee Renucci stated he was concerned this was too soon and he wanted to wait longer before changing the position to include the title administrator.

Vote on motion - Motion carried 6-1 with Trustee Renucci voting no.

c. Consideration of updated job descriptions for Department Heads

The Board confirmed all three department heads had reviewed the descriptions and were in agreement with them.

Motion by Trustee Stanford, second by Trustee Seager to approve the three department head job descriptions. Motion carried.

7. Consideration of Clerk-Treasurer's participation in Leadership Walworth program

Motion by Trustee Renucci, second by Trustee Stanford to approve Clerk-Treasurer Suhm's participation in the Leadership Walworth program. Motion carried.

8. Consideration of funding for FlexNet Software purchase authorized in September 2014

Clerk-Treasurer Suhm explained the purchase was approved in September 2014, but it was not clearly defined where the funding would come from. It was likely assumed it would be borrowed from the depreciation fund like half of the meter change out project, but it was necessary to have Board action indicating that is the desire.

Motion by Trustee Stanford, second by Trustee Douglass to follow the same funding as half of the meter change out project, borrowing from the depreciation fund. Motion carried.

9. Discussion of December Village Board meeting schedule

President Timms informed the Board a December 21 meeting would be necessary to take action on plan commission items. He asked the Board if they plan to be in town, to reserve December 28 for a potential meeting if it is needed regarding the U.S. Packaging development.

Ordinances

1. Ordinance 2015-09 – Repealing and recreating section 495-56 titled Impact Fees (removing parks and law enforcement impact fees)

Discussion occurred regarding the existing Honey Creek Development and the loss of impact fee revenue from the final three buildings. The Board also discussed the desire to include a parks contribution in all future development agreements.

Motion by Trustee Zess, second by Trustee Douglass to approve ordinance 2015-09. Motion carried 6-1 with Trustee Renucci voting no.

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Reports

1. **Village President's Report – October 2015** – President Timms responded to questions regarding his report. He stated the GAI streetscape project involves DPW Miller and they are working with a couple of businesses on the square. The Board can expect a full presentation on the potential project in February-March. He also clarified the meeting with Kapur & Assoc. was regarding potential services and opportunities for working with the engineering firm.
2. EMS Minutes - 09 29 15 – Trustee Douglass stated they are still in the process of obtaining an attorney regarding street dance issue. He also stated with the fourth full-time employee the emergency response times for many calls have dropped considerably.

Adjourn

Motion by Trustee Stanford, second by Trustee Seager to adjourn. Motion carried at 7:43 p.m.

Respectfully Submitted,

Eileen Suhm
Clerk-Treasurer