

**FREDONIA VILLAGE BOARD MEETING**  
**June 21, 2007**

**UNAPPROVED**

The public hearing on the proposed rezoning of the east portion of the lot at 242 Fredonia Avenue from Rs-1 (Single Family Residential) to I-1 (Institutional) was called to order at 7:00 p.m. by President Short. No comments were received.

**Close of Public Hearing and Call to Order of Regular Village Board Meeting**

The public hearing was closed and the regular village board meeting was called to order at 7:02 p.m.

**Pledge of Allegiance / Roll Call**

The Pledge of Allegiance was recited. Board members present: Joseph Short, Jill Bertram, Fritz Buchholtz, Don Dohrwardt, and Bruce Laabs. Also present: Allen Neumann, Mark Jaeger, and Jo Ann Wagner.

**Minutes**

Minutes from the June 7, 2007, village board meeting were approved as presented on a **MOTION** by Dohrwardt, seconded by Buchholtz, and carried, with Laabs abstaining.

**Approve Bills to be Paid**

The amount due to Hartmann Sand and Gravel was changed to \$411.20. With this change the General Fund, Water and Sewer bills were approved for payment on a **MOTION** by Laabs, seconded by Bertram, and carried.

**May Treasurer and Utility Reports**

The May treasurers and utility reports were approved as presented on a **MOTION** by Short, seconded by Laabs, and carried.

**Operator Licenses / Liquor Licenses**

Operator licenses for Jodene Johnson, Adam Reas, and Hope Tappa were approved on a **MOTION** by Laabs, seconded by Dohrwardt, and carried.

A Class B Beer and Liquor license was approved for Frederic Buchholtz, d/b/a Mr. Fritz's, at 504 Fredonia Avenue on a **MOTION** by Dohrwardt, seconded by Laabs, and carried, with Buchholtz abstaining.

**Unfinished Business**

**STORM WATER ISSUES – VILLAGE GREEN:** The minutes from the May 3, 2007, village board meeting were reviewed. Answers to the storm water questions were discussed and documented. The minutes were reviewed and approved by the village engineer. No other comments have been received in the last two weeks.

CLEAN UP AT 139 WISCONSIN STREET: The Village Marshal has stated, "There are no violations of Village Ordinance on the Beyer property rising to the level requiring enforcement action." He will continue to monitor the condition of the property.

VERIZON CELL TOWER LEASE: The Verizon cell tower lease was removed from the table on a **MOTION** by Laabs, seconded by Dohrwardt, and carried. The attorneys have reached agreement on most areas of the document. The rent will be split 50/50 between the general fund and water utility. A **MOTION** was made by Dohrwardt, seconded by Laabs, to approve the Memorandum of Agreement and cell tower lease with Verizon contingent on village attorney final approval. Motion carried.

USE OF EQUIPMENT POLICY: The Use of Equipment policy as revised at the May 3, 2007 board meeting was reviewed. A copy will also be given to each department manager.

ELECTRIC UPGRADES AT FIREMAN'S PARK: Per the request of the village board a proposal has been received from Wester Electric to install an additional breaker box at Fireman's Park. The 2007 budget included \$1,000 for this project. The proposal is \$2,290. After discussion, a **MOTION** was made by Bertram, seconded by Dohrwardt, to approve installation of the electric panel at Fireman's Park per the proposal from Wester Electric, with \$645 from the general fund contingency reserve, \$645 from the Parks Reserve, and the remaining \$1,000 per the 2007 budget. Motion carried.

### **Ordinance No. 2007-05 Rezoning Area East of Maple Lawn**

A **MOTION** was made by Laabs, seconded by Dohrwardt, to approve Ordinance No. 2007-05 amending Section 13-1-34 and 13-1-51 of the Zoning Code of the Village of Fredonia, rezoning the area east of 242 Fredonia Avenue (tax key No. 09-050-03-03.008) from Rs-1 (Single Family Residential) to I-1 (Institutional). Motion carried.

### **Shared Hall Committee**

The Shared Hall Committee has interviewed three architects for the building project. They have requested additional information from two – Smies Architects and LJM Architects.

### **Finance Committee**

The Finance Committee reviewed the 2006 budget. Increased earnings and a decrease in expenses created a surplus at the end of 2006. The auditors have requested that the purchase of the 2007 truck be moved into the 2007 budget. This will require \$85,000 be moved to the 2007 budget. The committee also recommended that \$14,000 be allocated to a Reserve Account for Re-valuation of Property in 2008 and the remaining \$71,000 be allocated to the contingency reserve account. The Finance Committee also recommended that an additional \$1,500 be used for Celebrate Fredonia and that the 2007 budget be amended to reflect this. The committee also recommended that a stipend of \$110 per day, (two days for NIMS 300 and two days for NIMS 400) be paid for NIMS 300 and 400 training, with the money for firefighters taken from the additional money budgeted for wages in 2007 for the Fire Department.

## **Re-Allocation of 2006 Surplus Funds**

A **MOTION** was made by Dohrwardt, seconded by Bertram, to re-allocate the 2006 surplus funds as recommended by the Finance Committee, specifically that \$85,000 be used to purchase the truck in 2007, that \$14,000 be allocated to a Reserve Account for Re-valuation of Property, and that the remaining \$71,000 to added to the contingency reserve account.. Motion carried.

## **NIMS Training**

A **MOTION** was made by Dohrwardt, seconded by Laabs, to create a stipend of \$110 per day (for employees not on the time clock when attending) for NIMS 300 and NIMS 400 training (two days for NIMS 300 and two days for NIMS 400), with the stipend for Fire Department members coming from the Fire Department wage account which was increased by the Finance Committee for 2007. Motion carried.

## **Amend 2007 Budget**

A **MOTION** was made by Laabs, seconded by Dohrwardt, to amend the 2007 budget to add \$1,500 to the Celebrate Fredonia expense, with this money coming from the Contingency Reserve account. Motion carried unanimously.

## **Re-Valuation of Property**

A **MOTION** was made by Dohrwardt, seconded by Short, that the village request a proposal from Grota Appraisals for re-valuation of property in 2008. Motion carried.

## **Personnel Committee – Changes to Employee Handbook**

The Personnel Committee met and reviewed the Code of Ethics and the Employee Handbook. Recommended changes to the handbook include:

- On page 7 – include the sentence “Vacation is based on length of service.” as the last sentence on the page.
- On page 21 – under Voluntary Termination the second sentence, change *accrued vacation, on a prorated basis* to *benefits*, and the last sentence change *accrued vacation* to *benefits*.

Short explained that this will clarify that vacation is based on length of service and that vacation cannot be accrued. Currently, when an employee voluntarily quits or retires, they would be entitled to accrued vacation. Example: If an employee had two weeks of vacation, the employee would qualify for the two weeks of vacation as of January 1<sup>st</sup>. This vacation is due to the employee regardless of when that employee would quit. If that employee works until July 1, that employee would have accrued one week of vacation for the next year which would also be paid out to the employee upon voluntary termination with proper notice.

The other recommended changes to the handbook are:

- On page 13 – Change *Educational and Conference Reimbursement* to *Conference Reimbursement*. Take *schools* out and require submittal to the Personnel Committee before the Village Board authorizes.

- On page 13 – Add a section entitled Continued Education. The Village Board may authorize that full time employees receive a flexible 40 hour schedule and reimbursement of course costs (based off of grade point). Any requests under this policy must be submitted to the Personnel Committee prior to attending the courses. In return, the Village Board will ask for a (1) month of guaranteed service for each course credit achieved or percentage of reimbursement returned in cases of resignation or termination.

This change will allow for flexible work schedules to allow attendance at school. The employee would not be paid to attend class, but would receive a flexible work schedule. Re-imbursement of course costs would be based on grade point average. The board will ask for one month of guaranteed service for each course credit achieved.

A **MOTION** was made by Dohrwardt, seconded by Laabs, to update the Employee Handbook as recommended by the Personnel Committee. Neumann thanked the board for providing the opportunity for education and appreciated the back and forth conversations that were had to reach this agreement. He stated that eliminating the accrued vacation is somewhat arbitrary, and was not discussed with the employees or received any input from the employees. Although it is a once in a career happening, it is a benefit that is being taken away with no forewarning. Discussion followed on how vacation is accrued, what has been past practice, and if this should be discussed with employees. Dohrwardt amended his **MOTION** to accept the changes to the Educational and Conference Reimbursement section of the Employee Handbook and the addition of the Continued Education section to the Employee Handbook and to send the changes to the vacation and voluntary termination back to the Personnel Committee for further discussion. Motion carried.

### **Parks Committee**

The Parks Committee met on May 31<sup>st</sup> and discussed Celebrate Fredonia and also items for future consideration including soccer field and parking area, parks program, and skate park. The Parks Committee also met on May 17<sup>th</sup> and walked through the village parks. The committee created a list of items to be completed. This will help schedule the summer help. Laabs noted that general painting, play boundaries and replacing some benches are important items along with painting the Stoney Creek park shelter and swing sets. He also questioned the height of the merry-go-round at Stoney Creek Park. Neumann will check on the ownership of the fence at the Maple Lawn site, as the fence is broken and rusted and should be removed. Neumann will prioritize the list and let Laabs know of any items that will not be completed. Buchholtz will contact Jerry Shoemaker about the Watry memorial sign at Stoney Creek Park. Neumann stated they have started hauling ground to the tot lot on Forest Street.

### **Architectural Control Board**

The Architectural Control Board approved building plans submitted by the Northern Ozaukee School District for a concession stand / scoring press box, denied the remodeling of 110 N. Milwaukee Street from a garage to a residential unit, and approved a roof over the existing deck at 504 Fredonia Avenue.

### **Meeting with Northern Ozaukee School District**

A letter has been received from the Northern Ozaukee School District requesting a meeting between the Fredonia Village Board and the NOSD Board. They suggested meeting in August or October. Short stated that he would prefer meeting in August and asked board members to let him know before the end of the month what days in August would work for them. This will be a special board meeting.

### **Report on Operations at WWTP**

The report on the operations at the Wastewater Treatment plant was reviewed. The letter in the packet refers to replacement of the brushes on the fine screen at the WWTP.

### **Report from Director of Public Works on Operations of Village**

The report from the Director of Public Works was reviewed. Work has started on the grading for the tot lot on Forest Street and the Marie Kraus Park parking lot. The Martin Drive project will soon be ready to bid and should be on the next agenda.

### **Report from Clerk-Treasurer**

The report from the Clerk-Treasurer was reviewed. Water bills will be mailed the end of next week along with a newsletter, Consumer Confidence Report and letter from Village President.

### **Correspondence**

Correspondence received and reviewed include:

- Letter from village attorney regarding non-conforming structures (this will be forwarded to the Plan Commission).
- Ozaukee County Board agenda for June 20, 2007.

### **Closed Session**

Per Wisconsin Statutes 19.85 (1)(e) the village board convened into closed session to discuss the possible purchase of land for a storm water detention pond on a **MOTION** by Dohrwardt, seconded by Laabs, and carried unanimously with a roll call vote.

### **Adjourn Closed Session and Reconvene into Open Session**

The closed session adjourned and the meeting reconvened into open session on a **MOTION** by Dohrwardt, seconded by Laabs, and carried unanimously with a roll call vote.

### **Possible Land Purchase**

A **MOTION** was made by Short, seconded by Dohrwardt, to have the Director of Public Works negotiate a land purchase with the property owner at 603 South Milwaukee Street as discussed in closed session. Motion carried.

The meeting adjourned at 8:32 p.m. on a **MOTION** by Laabs, seconded by Dohrwardt, and carried.