

FREDONIA VILLAGE BOARD MEETING
March 4, 2010

The regular village board meeting was called to order at 7:00 p.m. by President Short. Present: Joe Short, Jill Bertram, Don Dohrwardt, Scott Ehaney, Mark Edbauer, Sr., and Chuck Lapicola. Also present: Christine Treder, Jennifer Clark, Frank Bauer, Kellee Sheik, Bill Richards, Keegan Richards, Mark Jaeger, Gary Buntrock, Allen Neumann, and Jo Ann Wagner.

Pledge of Allegiance

All stood and recited the Pledge of Allegiance.

Approve Minutes

Minutes of the February 18, 2010 village board meeting were approved as presented on a **MOTION** by Lapicola, seconded by Dohrwardt, and carried.

Approve Payment of Bills

With the additional list presented, the General Fund, Water, and Sewer bills were approved for payment on a **MOTION** by Lapicola, seconded by Edbauer, and carried.

Operator License

An operator's license for David Davis was approved on a **MOTION** by Lapicola, seconded by Dohrwardt, and carried.

Open Session for Citizen Questions and Comments

None

Report from Fire Chief on Operations of Village

The report from the Fire Chief was reviewed.

Report from Village Marshal on Operations of Village

The report from the Village Marshal was reviewed.

Report from Wastewater Treatment Plant Manager

Buntrock reported that the installation of the raw sewage pumps continues. A small area of the concrete pump base will need to be cut out and concrete with steel rods added to increase the size of the base. The property at the corner of Fillmore Street and Fredonia Avenue has a sewer problem. A broken sewer pipe has been found and will need to be repaired. In September a water main break was repaired in the area. In October a visual of the sewer showed it to be in good shape. This will be an expensive repair. (Buntrock left)

Report from Director of Public Works on Operations of Village

The report from the Director of Public Works was reviewed. Neumann reported that a problem has been encountered with the pool vehicle with the repair estimated at \$600. The cost of the jetter and camera work at 508 Fredonia Avenue is estimated at \$2,000. Replacement of the line will cost an additional \$3,000 plus asphalt and concrete repairs. The property owner has been asked if the entire lateral should be replaced at the time. The snow has been cleared by the property owner with some salting done by the village. Bertram stated that their sewer backed up two weeks ago and nothing was found in the sewer line out to the road.

Report from Clerk-Treasurer on Operations of Village

The report from the Clerk-Treasurer was reviewed. Thirty applications have been received so far for the Administrative Assistant position. Someone has volunteered to help out for a few hours if needed.

Personnel Committee – February 25, 2010 Meeting

Minutes from the February 25, 2010 meeting were reviewed. No changes were made to the Administrative Assistant job description.

Compensation for Administrative Assistant Position

Based on the recommendation from the Personnel Committee a **MOTION** was made by Bertram, seconded by Edbauer, to set a range of \$10.96 to \$14.83 per hour with a midpoint of \$12.90 for the Administrative Assistant position. Motion carried.

Changes to Employee Handbook

The changes to the Employee Handbook as recommended by the Personnel Committee were approved on a **MOTION** by Dohrwardt, seconded by Lopicola, and carried. The changes are as follows:

Part-Time Employee: An employee who is scheduled to work less than forty (40) hours each week, and who is reasonably expected to continue in their employment for longer than one year, is considered a regular part-time employee. Regular part-time employees who work at least thirty (30) hour or more hours per week are eligible to participate in the Village's group health, dental, short-term disability and life insurance plans, with the Village paying a prorated portion of the cost (based on the number of hours of they work per week compared to a full-time, 40-hour per week employee). Regular part-time employees who work at least twenty (20) or more hours per week are eligible for prorated ~~vacation, sick leave,~~ funeral leave, ~~and~~ holiday benefits, three sick days per year, and one personal day per year (based on the hours they work per week compared to a full-time, 40- hour per week employee). Employees working less than twenty (20) hours per week are not eligible for benefits.

HOLIDAYS

Regular full-time ~~and regular part-time~~ employees will be eligible for the following holidays after they have completed sixty (60) days of employment:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- One-half (½) day for Christmas Eve
- Christmas Day
- One-half (½) day for New Year's Eve Day
- Two (2) floating holidays
- One (1) personal day

If a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be the appropriate holiday. The personal day will be taken by mutual agreement of the employee and the immediate supervisor. Floating holidays and the personal day are not cumulative and those days not used during the calendar year cannot be carried over to the next year. However, if an employee is required to work on any of the above days, for any period of time, commensurate time off shall be authorized at the discretion of the immediate supervisor.

For regular full-time employees, holiday pay shall be eight (8) hours for a full day and four (4) hours for a half-day holiday. ~~Regular part-time employees shall receive prorated holiday pay.~~ In order to be paid for a holiday an employee must be present during the Village's normal work day before and the normal work day after the holiday, unless the employee has received prior permission from the immediate supervisor for these days off.

Regular part time employees will receive prorated holiday pay for three holidays of their choosing per year.

SICK LEAVE

Employees will accrue ten (10) days of sick leave per year to a maximum accumulation of thirty (30) days. At the beginning of every fiscal year, each employee shall be credited with the number of sick days to be earned for that year (10 days for full-time employees, ~~prorated days for part-time employees~~). In the event the employee retires, resigns or is terminated, and the employee has used more sick days than he/she has earned, the amount of sick pay used, but not earned, shall be deducted from the employee's last paycheck. Regular part time employees will be eligible for three prorated sick days per year. Regular part time employee sick days do not accumulate.

Employees who have more than thirty (30) days in their sick leave bank will retain their extra days in their sick leave banks. Once the employee's sick leave bank drops below thirty (30) days, the employee can only accumulate a maximum of thirty (30) days thereafter. Wade Auer and ~~Doris Dommer~~ will be allowed to accumulate 720 hours of sick leave. (5-01-03)

These sections of the Employee Handbook will be updated to reflect the changes.

Public Safety Committee Meeting – March 1, 2010

Ehaney reported on the Public Safety Committee meeting.

HABITUAL ILLEGAL PARKING ON NORTHEAST CORNER OF FILLMORE STREET AND FREDONIA AVENUE: The area is used as a loading zone although it is marked "No Parking". It creates a safety hazard when a vehicle turns onto Fillmore Street from Fredonia Avenue. It was suggested that a sign be put up when loading is in process and have someone flagging when a vehicle is parked in the "No Parking" area. It was suggested that the "No Parking" area stop at the driveway.

TRAFFIC SIGHTLINE AT CORNER OF SOUTH MILWAUKEE STREET AND FREDONIA AVENUE: The options are limited for improving the traffic sightline as part of the problem is caused by the porch and railing of the building at 329 Fredonia Avenue. A **MOTION** was made by Lopicola, seconded by Bertram, to send the property owner a letter requesting them to trim the shrub at the corner of South Milwaukee Street and Fredonia Avenue because of the safety concerns. Motion carried.

RE-IMBURSEMENT TO FIRE DEPARTMENT PERSONNEL FOR LOST WAGES DUE TO COURT APPEARANCE REQUIRED FROM FIRE FIGHTING: Ehaney stated they had a brief discussion but felt this should be handled by the Personnel Committee as it involves compensation.

VILLAGE ORDINANCE ON SNOW REMOVAL: Village ordinance requires snow to be removed from sidewalks within 24 hours after a snow fall. A handful of complaints are received each year. The Village Marshal will contact the property owner regarding the ordinance. This usually takes care of the problem. No changes were recommended to current policy.

SEX OFFENDER RESIDENCY RESTRICTIONS: Ehaney reported that the committee discussed the possibility of sex offender residency restrictions. Many public comments were received at the committee meeting. The issue was brought to the board for their consideration. Maps were viewed showing the restrictions at 250 feet, 500 feet and 1,000 feet. Some communities have an appeal process in their ordinance. After discussion, a **MOTION** was made by Dohrwardt, seconded by Lopicola, to instruct staff to create a sex offender residency restriction ordinance to be reviewed at the board level. Dohrwardt requested that it be reviewed at one meeting, but scheduled for approval at the following meeting. Alternatives could be offered in the draft ordinance. Ehaney noted that the state is proposing a bill to prohibit municipalities from enforcing sex offender residency restrictions. Motion carried.

Mid-Moraine Municipal Association Meeting – March 24, 2010

The next Mid-Moraine Municipal Association meeting is scheduled for March 24, 2010. Any one wishing to attend should contact the Clerk-Treasurer before March 19, 2010.

March and April Village Board Meetings

To facilitate the hiring of the Administrative Assistant, it was recommended that the second board meeting in March be moved to the fourth Thursday, and the April meetings be changed to the second and fourth Thursday. This would also allow committee appointments to be made in April. A **MOTION** was made by Dohrwardt, seconded by Lopicola, to schedule the second board meeting in March on the fourth Thursday and to schedule the April board meetings on the second and fourth Thursday. Motion carried.

Board of Review – May 19, 2010

The Board of Review is scheduled for May 19, 2010 from 6:00 p.m. until 8:00 p.m.

Items for Future Consideration by the Village Board

Resolution 2010-B on the Plan for County Library Service in Ozaukee and Sheboygan County – 2011 to 2015 will be offered at the next board meeting.

The meeting adjourned at 7:58 p.m. on a **MOTION** by Edbauer, seconded by Lopicola, and carried.