

**FREDONIA VILLAGE BOARD MEETING**  
**Fredonia Government Center**  
**242 Fredonia Avenue, Fredonia, WI**  
**April 17, 2014**

The regular village board meeting was called to order at 7:00 p.m. by President Lapicola. Present: Chuck Lapicola, Jill Bertram, Fritz Buchholtz, Donald Dohrwardt, Lisa Dohrwardt, Scott Ehaney and John Long. Also present: Mark Jaeger, Jason Nelsen, Brian Schommer and Jo Ann Wagner. Arriving later: David Kohlmann and David Kohlmann, Jr.

### **Pledge of Allegiance**

All stood and recited the Pledge of Allegiance.

### **Swear in Village Trustees**

Jill Bertram, Don Dohrwardt, and Lisa Dohrwardt were sworn in for a two year term as village trustee.

### **Consent Agenda**

The minutes of the April 3, 2014 village board meeting, the General Fund, Water and Sewer bills and March treasurer and utility reports were approved on a **MOTION** by Buchholtz, seconded Don Dohrwardt, and carried.

### **Open Session for Citizen Comments and Questions**

None

### **Committee Appointments**

After review the committee appointments as presented were approved on a **MOTION** by Buchholtz, seconded by Bertram, and carried. Because Long is now a village trustee he resigned from the Architectural Control Board. This was approved on a **MOTION** by Buchholtz, seconded by Bertram, and carried. Lapicola nominated Scott Ehaney as President Pro Tem. A **MOTION** to concur with this appointment was made by Don Dohrwardt, seconded by Bertram, and carried.

(David Kohlmann and David Kohlmann, Jr. arrived)

### **Outside Storage – 755 Tower Drive**

David Kohlmann stated he received a letter from the village requesting a fence around the outside storage at his property. He explained that he sold his building in Cedarburg and brought his things here. He is planning to build another building but this will not happen before the May 1, 2014 deadline. Kohlmann stated he will need to obtain permits and approval before he can begin building. After discussion a **MOTION** was made by Don Dohrwardt, seconded by Long, to delay any official action by forty-five days. Motion carried.

### **Sanitary Sewer Replacement – Edmaro Street**

No bids were received for the sanitary sewer replacement on Edmaro Street. The project may be piggybacked onto the Fredonia Avenue project. Decisions on the cost to the village and property owner and financing options was postponed until a future meeting on a **MOTION** by Don Dohrwardt, seconded by Buchholtz, and carried.

### **Update: Fredonia Avenue Road Construction Project**

Long expressed concern about the drainage problems in the parking lot of the Fredonia Government Center. Lapicola noted that additional drains will be added along the road with the swale to keep the water away from the road and building. Ehaney noted that a catch basin will be added in the parking lot. Further discussion was postponed until the next meeting on a **MOTION** by Lapicola, seconded by Don Dohrwardt, and carried.

### **Resolution No. 2014-A Approving Sale of Lane in Industrial Park**

The offer to purchase has not been received. The resolution was postponed until the next meeting.

### **Report from Village President**

Lapicola reported that Stan McDonald, our commercial electrical inspector, will be retiring the end of June. This was referred to the Personnel Committee. Lapicola stated the Plan Commission met and approved plans for a building contingent upon the conditions as recommended by the Director of Public Works. Lapicola noted the village board will need to discuss the procedure for change orders in the future.

### **Report from Fire Chief**

The report from the Fire Chief was reviewed. Schommer stated the light mast was sent for repairs and came back damaged. A claim was filed with UPS Freight which denied the claim. He has now called the company the light mast was purchased from and requested that they become involved. The repair was over \$4,000.

Schommer requested that agenda item 20B, the letter from Frank Byrne, be discussed. Schommer stated Byrne sent a letter previously regarding overbilling for ambulance services. He checked with Lifequest and found there had been an error made. Schommer has talked to Byrne personally and the bill should be reduced by about \$500. If Byrne doesn't hear anything within six weeks he will contact Schommer.

### **Report from Village Marshal on Operations of Village**

The report from the Village Marshal was reviewed.

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

No report.

FEE WAIVER FOR OZAUKEE COUNTY: Discussion on possible fee waiver for Ozaukee County for erosion control permits and sanitary sewer connection fee was postponed until the next meeting on a **MOTION** by Bertram, seconded by Don Dohrwardt, and carried.

### **Report from Wastewater Treatment Plant Manager**

The report from the Wastewater Treatment Plant Manager was reviewed. Don Dohrwardt questioned if the rain event caused an in-plant bypass. Nelsen explained the trash pumps were started to bypass the digester. This is a very normal occurrence. Normal lab days are Tuesday, Wednesday, and Thursday. Most of the influent will bypass the bio-tower so the plant comes back quickly. Long stated an analysis needs to be done to eliminate some inflow and infiltration. Nelsen commented that the Fredonia Avenue project should help. Updates on the phosphorous regulations were included for review.

### **Report from Clerk-Treasurer on Operations of Village**

The report from the Clerk-Treasurer was reviewed.

TREASURER'S COMPLETION COURSE: Approval was given for the Deputy Clerk-Treasurer to attend the Treasurer's Completion course with registration, lodging, meals and mileage on a **MOTION** by Don Dohrwardt, seconded by Bertram, and carried.

### **Utility Committee – April 10, 2014 Meeting**

The minutes from the Utility Committee meeting were reviewed. The committee discussed the current water rates which decreases the charge per thousand gallons as usage increases. If the charge was the same for each gallon of water revenue would increase by \$6,000. To change the rate structure a rate study is needed. In the interim a 3% rate increase should be requested. Don Dohrwardt noted that in the future any revenue from new cell tower lease agreements should all go into the water account. Long noted that the headworks at the WWTP are enclosed but the wood is failing. Someone may need to be hired in the future to repair. With the extremely cold weather some freezing did occur in the water tower this past winter. A mixer for the tower may be included in the 2015 budget.

SEWER USE ORDINANCE CHANGES: Action on the proposed changes to the Sewer Utility and Rates Ordinance was postponed until the next meeting on a **MOTION** by Lapicola, seconded by Long, and carried.

REFRIGERATOR AND CABINET PURCHASE FOR EFFLUENT SAMPLING: The purchase of a refrigerator, cabinet and sampler not to exceed \$5,000 was approved on a **MOTION** by Ehaney, seconded by Long and carried.

PURCHASE MS PROJECT MANAGEMENT SOFTWARE: Approval was given to purchase the MS Project Management Software at a cost not to exceed \$400 on a **MOTION** by Long, seconded by Don Dohrwardt, and carried.

### **Fire Department Modernization Committee Meeting – April 14, 2014**

The minutes from the April 14, 2014 Fire Department Modernization Committee meeting were reviewed. Lapicola noted that the study needs to be finalized. It is recommended that Option B and C be kept and add an option to consider a two story building. Schommer stated a two story building would not be a separate option but would be a design option. Lapicola noted the building could have a lift, but not an elevator. If the upper level is under 3,000 square feet an elevator is not needed. (Bob Lallensack arrived and left) The ambulance name in the study needs to read Fredonia Fire Department Ambulance. The purchase of a new ambulance was discussed. The committee supports proceeding with the purchase. Replacement of air tanks and masks was discussed. If the grant is not received these items may need to be purchased. The Fire Chief requested the village to consider making Public Works employees mandatory drivers for the ambulance and fire fighters. This would be for calls during regular work hours. Schommer stated it is difficult to get fire fighters and ambulance drivers during daytime hours. This was sent to the Fire Department Modernization Committee for review. It will then be reviewed by the Personnel Committee.

### **Personnel Committee – April 10, 2014 meeting**

COMPENSATION FOR ATTENDANCE AT NON-VILLAGE MEETINGS: The Personnel Committee will be discussing this at their next meeting.

### **Closed Session**

Per Wisconsin Statutes 19.85 (1)(c) and 19.85 (1)(g) the Village Board convened into closed session to discuss employee promotion and compensation and attorney information on a **MOTION** by Don Dohrwardt, seconded by Ehaney, and carried unanimously on a roll call vote.

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

A **MOTION** was made by Buchholtz, seconded by Ehaney, to adjourn closed session and reconvene into open session. Motion carried unanimously on a roll call vote.

### **Advertise for Utility / Public Works Position**

It was suggested that a second Public Works employee be hired from the applications being received. It was noted that a CDL will be required. The Director of Public Works may also be going to the technical colleges to look for applicants. No action was taken.

### **Summer Help Positions**

Approval was given for the Director of Public Works to hire temporary summer help within the approved budget amount on a **MOTION** by Long, seconded by Bertram, and carried.

### **Revisions to Employee Handbook**

Lapicola noted the Personnel Committee is still discussing some additional changes to the Employee Handbook. Bertram suggested that the Employee Handbook be sent back to the Personnel Committee for final “tweaking”. Don Dohrwardt questioned the change from fiscal year to calendar year on page 7. The village’s fiscal year is the same as a calendar year. Lapicola suggested that this section be re-written to reflect annual leave instead of vacation. Bertram suggested that this be combined into PTO (paid time off). Lapicola stated that this keeps people at work to accumulate additional time off. All paid time off would be combined into this. It could be used for personal time off, sick days, funeral leave, etc. Long noted that PTO should be allowed to be carried over into the next year. Don Dohrwardt questioned the sick leave as stated on page 8. The way it is written would give someone 2.5 hours of sick leave for taking ten days of vacation. He felt sick leave should be accumulated for “worked” days, not vacation. It was noted that this

would mean an employee with more vacation days to use would not accumulate as many sick hours. Page 9 requesting medical certification after a two day absence was also questioned. It was felt that this should perhaps be three days. The Employee Handbook was sent back to the Personnel Committee for review.

### **Correspondence**

The following correspondence was reviewed:

- League of Wisconsin Municipalities New Officials Workshops. Attendance at the June 6, 2014 New Officials Workshop by Long and Lisa Dohrwardt with registration and mileage was approved on a **MOTION** by Ehaney, seconded by Buchholtz, and carried.
- Letter from Frank Bryne regarding ambulance service charges (this was addressed by the Fire Chief during his report)

### **Items for Future Consideration**

None

### **Adjournment**

The meeting adjourned at 8:55 p.m. on a **MOTION** by Buchholtz, seconded by Don Dohrwardt, and carried.