

## Village of Chenequa

CHENEQUA VILLAGE BOARD MEETING  
MINUTES OF MONDAY, JANUARY 10, 2011  
Unofficial until approved by the Village Board  
Approved as written () or with corrections ( ) on 2-14-2011

The regular meeting of the Board of Trustees of the Village of Chenequa was held at 7:00 p.m. on Monday, January 10, 2011, at the Village Hall, 31275 W. Hwy K, Chenequa. Legal requirements for notification of the news media were met.

Following is the attendance list:

Mr. Robert Foote, Jr. / President – present  
Ms. Villavicencio / Trustee – present  
Ms. Wilkey/ Trustee – present  
Mr. Gehl / Trustee – present  
Mr. MacDonough/ Trustee – present  
Ms. Manegold/ Trustee – present  
Mr. Haase / Trustee – present  
Attorney Susan Sager / Village Attorney - present  
Mr. Douglas / Administrator -Police Chief – present  
Ms. Zimdars / Clerk-Treasurer – present

### Attendance

Carl Schwartz; James Williams

### Public comment period

Mr. Williams addressed the Board saying he wanted to thank Trustee JoAnn Villavicencio for all the hard work in having Chenequa named Bird City.

### Bird City Award Presentation.

Trustee Villavicencio introduced Mr. Carl Schwartz from the Bird City committee and said the Board was honored to have him here.

Mr. Schwartz presented a flag, plaque, and sign. These items can be displayed to remind everyone that Chenequa was chosen for the Bird City designation. President Foote then recognized Trustee Villavicencio for her commitment to this cause.

### Approve minutes of the December 13, 2010 Board Meeting.

Motion (Gehl, Wilkey) to approve the minutes of the December 13, 2010 Board meeting, Carried Unanimously.

### Clerk/Treasurer

#### Present invoices for approval.

Trustee Gehl questioned the price paid for three taser units, and Administrator/Police Chief Douglas told him it was most likely for three batteries only. Trustee Haase asked about the fee paid for the deer survey.

Motion (MacDonough, Haase) to approve the invoices as presented, Carried Unanimously.

### Report on Investment activity.

Investments were reviewed, and Clerk Zimdars explained that Hustisford State Bank said they will refinance all but our building loan for a six year term at 2.75% interest. She also said the Bank asked that the Village place a sum of money in a CD with their bank. The trustees agreed that \$25,000 would be the most they would like to tie up in a CD with Hustisford State Bank. Trustee Haase suggested finding out the bank's rating prior to doing any investing with them.

**Review and consider the ratification of the Chenequa Professional Police Officers 2011 contract.**

Trustee MacDonough, who also sits on the Personnel committee, explained that if the Village did nothing, the contract would automatically rollover. He said the committee was hoping to change a few things.

Administrator/Police Chief Douglas said one of the changes proposed would be going to a 12 hour shift, noting the negative to working a 12 hour shift is that it makes for a very long work day but the positive aspect of this proposal is the officers would have every other weekend off. Administrator/Police Chief Douglas said the Chenequa officers were not accepting of the proposal, so the committee agreed to do more research. He said the Village would gain 20 additional man hours per patrol per week, and the feedback he got from other Chiefs already using the 12 hour shift was positive. The 12 hour shift would also cut down on the amount of overtime paid. Trustee Manegold asked what the issues were with this proposal and Administrator/Police Chief Douglas told her basically it was the long hours. Trustee Haase noted that there was no increase in the employees share of health care and said the goal is to have employees pay more. Administrator/Police Chief Douglas said that the non union employee personnel handbook mimics the police contract and asked if when approving the contract the trustees also approve changes in pages 41, 44 and 47 of the non union handbook to reflect any changes incorporated with the Police Contract.

Motion (MacDonough, Haase) to approve the 2011 Chenequa Professional Police Officers contract, as well as the corresponding changes in the non union employee personnel manual, Carried Unanimously.

**Review and consider Street Sign Ordinance, and set date for public hearing on the ordinance.**

Administrator/Police Chief Douglas brought attention to sub (b) saying the need for the ordinance is so the signs are uniform and visible to emergency personnel. The signs need to be place 10 feet from the roadway and 3 feet from the end of the driveway. He said the sample address and Muscovy Road signs would be ready the week of January 17<sup>th</sup>. Trustee Haase asked who would be installing the signs, and Administrator/Police Chief Douglas told him it would not be done by the residents. Trustee Manegold asked if private wire would be located. Administrator/Police Chief Douglas told her the private firm hired to mark utilities should find everything and he would have highway/forestry personnel working alongside the installers. Trustee Manegold agreed the signs were needed but suggested perhaps they can't all be on the same side of the driveway.

Motion (MacDonough, Villavicencio) to set the public hearing for the Street Sign ordinance for Monday, February 14<sup>th</sup>, at 7:00 p.m. Carried Unanimously.

**Review and consider Variance Notification Policy.**

Attorney Sager said the Board wanted an additional notice procedure beyond Wisconsin State Statute requirements. She went on to say most communities set the notification distance at 500 feet, but due to the nature of the landscape in the Village, she suggested going with 1000 feet. She said once the resolution is established, any action taken by the Board of Appeals could be void if the proper notification procedures are not adhered to. Trustee Villavicencio suggested noticing a certain number of houses that are adjacent. Attorney Sager said this needed to be a practical application. Trustee Wilkey asked why simply notifying adjacent property owners wasn't enough. Trustee Gehl said due to the uniqueness of the village, a property could that is not adjacent, could still be impacted. Trustee Manegold said she thought the distance for notification should be set at 1000 feet in all directions. Trustee Villavicencio asked which map would be used to determine the proper parties to be notified, and Administrator/Police Chief Douglas told her he would use the County GIS.

Motion (Gehl, Villavicencio) to approve the variance notification policy as stated, with a distance for proper notification set at 1,000 feet from the property requesting the variance, Carried Unanimously.

**Committee Reports**

**Public Safety** – no report.

**Operations** – no report.

**Plan Commission** – no meeting.

**Open Space** – no report.

**Board of Appeals** – no report.

**Personnel Committee** – no report.

**Hwy 83 Task Force** – no report.

**Emergency Government Committee** – no report.

**Lake Management Ad Hoc Committee** – no report.

**Police Commission** – no report

**Lake Country Fire and Rescue Board** – will meet Thursday, January 13.

**Report of Village Administrator.**

No report.

**Report of Village President**

President Foote addressed the Board saying the Village’s share of the County Library Levy was omitted from the 2010 tax bills. He said there are three options for making up this tax. The first would be to have all the tax bills redone and corrected bills sent. He said this could be done by January 14<sup>th</sup>, but property owners would then have to make payment by January 31<sup>st</sup> or be subject to a penalty. He said this would have a big impact, as many of the village residents are gone this time of year. The second option would be to add the 2010 library levy to the 2011 tax bills next December. In the meantime, the library levy would be paid from Village reserves. President Foote said this would not be the best solution, as it would cause problems if a property were sold during the year. The third option is to have the Village pay the library levy, and invoice the residents for their portion of the levy. Next Administrator/Police Chief Douglas read the breakdown of the distribution of the library levy among the tax keys on an assessment basis: 17 parcels would not receive an invoice, they are too small to be affected; 110 parcels will see an increase for less than \$100; 171 parcels will see an increase between \$100 -\$500; 89 parcels will see an increase between \$500-\$1,000 and there are 11 parcels that would see an increase of over \$1,000. Trustee Haase said he preferred the 3<sup>rd</sup> proposal as it was the cleanest and fastest. Administrator/Police Chief Douglas said if the library tax is not paid, a second notice would be sent and if the tax still remains unpaid the Village would be able to add the delinquent library tax to the property owner’s tax bill in 2011 as a special assessment. Trustee MacDonough suggested that the cover letter that is sent with the library levy notice include information that points out this is a County tax, not a tax by the village. He said it should be made very clear that this is a *county tax*. Trustee Haase suggested including information on the amount of tax required for Chenequa and what is sent to other taxing authorities.

**Report of Village Attorney**

Motion (MacDonough, Gehl) to go into closed session pursuant to sec. §19.85 (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning legal strategy to be adopted by the body with respect to litigation in which it is involved in with the Joint Revocable Living Trust of Terrance & Coral Wilkens, Gehl (aye); Manegold (aye); Haase (aye); Wilkey (aye); Villavicencio (aye); Foote (aye); MacDonough (aye). Board went into closed session at 7:50 p.m.

Motion (Hase, Villavicencio) to close the closed session of the January 2011 Village Board meeting at 8:05 p.m., Carried Unanimously.

Motion (Villavicencio, Haase) at 8:06 a.m. to return to open session pursuant to §19.85(2) and consider possible action, Carried Unanimously.

Motion (Gehl, MacDonough) to direct the Village Attorney to pursue a resolution to the Wilkens request for a change in their assessment, Carried Unanimously.


**Agenda items to be considered for future meetings of the Village Board.**

None.

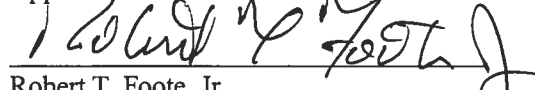
**Adjournment.**

Motion (Haase, Wilkey) to adjourn the January 10<sup>th</sup> meeting of the Village Board at 8:10 p.m., Carried Unanimously.

Respectfully submitted by:

  
Bonita Zimdars  
Clerk/Treasurer

Approved and Ordered Posted by:

  
Robert T. Foote, Jr.  
Chenequa Village President