

# VILLAGE OF CHENEQUA

CHENEQUA VILLAGE BOARD MEETING  
MINUTES OF MONDAY, OCTOBER 14, 2013.  
Unofficial until approved by the Village Board.  
Approved as written (✓) or with corrections ( ) on 11-11-13.

The regular meeting of the Board of Trustees of the Village of Chenequa was held at 7:00 p.m. on **Monday, October 14, 2013**, at the Village Hall, 31275 W County Road K, Chenequa, Wisconsin. Legal requirements for notification of the news media were met.

The following Village Board Members were in attendance:

Mr. Robert T. Foote, Jr. / President – present  
Ms. Jo Ann Villavicencio / Trustee – present  
Ms. Susan Wilkey / Trustee – present  
Ms. Carol Manegold / Trustee – present  
Ms. Dwyn von Bereghy / Trustee – present  
Mr. Bronson Haase / Trustee – present  
Mr. Jack MacDonough / Trustee – absent  
Attorney Michelle Wagner Ebben / Village Attorney – present  
Mr. Robert Douglas / Administrator-Police Chief – present  
Ms. Pamela Ann Little / Clerk-Treasurer – present

## Attendance

None

## Public Comment

None

## Approve Minutes of the September 9, 2013 and October 3, 2013 Village Board Meetings.

Motion (Wilkey/von Bereghy) to approve Village Board minutes of meetings held on September 9, 2013 and October 3, 2013. *Carried Unanimously.*

## Clerk / Treasurer

### Presentation of Invoices for Approval.

Motion (Foote/von Bereghy) to approve bills as presented. *Carried Unanimously.*

Item 11 moved up

## Review and consider approval of Resolution No. 2013-10-14-01 Approving the Village Board Meeting Time.

Attorney Wagner Ebben reported that Trustees proposed at the September 9, 2013 Village Board meeting an amendment to Section 1.05(2)(b) of the Village Code regarding the start time of all future Village Board meetings. As discussed the ordinance will now read, “*Regular meetings of the Board of Trustees shall be held on the second Monday of each month immediately following the Village Plan Commission but no earlier than 6:30 p.m. If such day falls on a holiday, the regular meeting for the month shall be held on the following Monday at the same time. No notice to members of the Board shall be required for regular meetings.*”

Motion (Villavicencio/Haase) to approve Resolution No. 2013-10-14-01 to Amend Section 1.05(2)(b) of the Village of Chenequa Codes of Ordinances relating to the Regular Meeting Times of the Village Board of Trustees, specifically, "Regular meetings of the Board of Trustees shall be held...*immediately following the Village Plan Commission but no earlier than 6:30 p.m.*" *Carried Unanimously.*

Item 12 moved up

**Review and consider approval of Resolution No. 2013-10-14-02 Approving the Application for a Loan through the Board of Commissioners of Public Lands.**

Attorney Wagner Ebben clarified for the record that the application for a loan through the Board of Commissioners of Public Lands was reviewed and approved by motion at a special meeting held on October 3, 2013. The resolution approving this application through the Board of Commissioners of Public Lands was then read into the record by Robert T. Foote, Jr.

Trustee Foote moved for adoption of the preamble and resolutions read and roll call was taken. Foote (aye), Villavicencio (aye), Wilkey (aye), Manegold (aye), von Bereghy (aye), Haase (aye) and MacDonough (absent).

A majority of the members of the Village Board of the Village of Chenequa having voted in favor of the preamble and resolutions were declared and adopted.

**Review and consider Certified Survey Map (CSM) submitted by Gordon and Grace Gunnlaugsson for reconfiguration of Lots 1, 2 and 3.**

President Foote advised that the Plan Commission unanimously approved the CSM submitted by Gordon and Grace Gunnlaugsson for reconfiguration of Lots 1, 2 and 3 with a stipulation that they receive a razing permit that has to be executed by April 30, 2014 because there are currently two residences on one lot. One residence is not habitable and will be used as a storage facility. The Plan Commission is recommending the Village Board approve the CSM.

Motion (Villavicencio/Wilkey) for final approval of CSM submitted by Gordon and Grace Gunnlaugsson for reconfiguration of Lots 1, 2 and 3 with the stipulation that a razing permit be issued with a completion date of April 30, 2014. *Carried Unanimously.*

**Review and consider plans for a detached garage submitted by Terrence & Victoria Gaynor of 6200 N Oakland Hills Road.**

President Foote advised that the Plan Commission unanimously approved the plans for a detached garage submitted by Terrence & Victoria Gaynor and recommended the Village Board to so approve.

Motion (Villavicencio/von Bereghy) for final approval of plans for a detached garage submitted by Terrence & Victoria Gaynor of 6200 N Oakland Hills Road. *Carried Unanimously.*

**Review and consider Certified Survey Map (CSM) submitted by Andrew & Jennifer Koplín being a part of the NW ¼ of Section 30, T8N, R18E, Town of Merton, Waukesha County, per Village Code 6.18 extraterritorial jurisdiction.**

Administrator Douglas reviewed the CSM submitted by Andrew & Jennifer Koplín per Village Code 6.18 extraterritorial jurisdiction. On September 9, 2013, the Town Board for the Town of Merton approved combining lots as reflected on the CSM. The current parcel will be larger by taking a right-of-way which is approximately a 30ft strip that the Town of Merton is abandoning on the roadway that abuts this property and adding it to their own current property. Waukesha County has approved this CSM as well. The property is located on Lakeview Drive and Breezy Point Road. Administrator Douglas recommended final approval.

Motion (Haase/von Bereghy) for final approval of CSM submitted by Andrew & Jennifer Koplin per Village Code 6.18 extraterritorial jurisdiction. *Carried Unanimously.*

**Review and consider 2014 contract providing Animal Control and Humane Officer services with Elmbrook Humane Society.**

President Foote recommended that we renew our contract with the Elmbrook Humane Society. This is done annually.

Motion (Haase/Villavicencio) to renew the 2014 contract providing Animal Control and Humane Officer services with Elmbrook Humane Society. *Carried Unanimously.*

**Review preliminary budget for the Village of Chenequa for 2014.**

Administrator Douglas reviewed the proposed 2014 budget for the Village of Chenequa to the Trustees. The budget as presented meets the State of Wisconsin law of a 0% increase for the year 2013; however, it does include a 6.897% levy increase for new debt which is allowed under the state levy limit cap. The new debt is a 5 year loan for \$200,000 @2.75% for roadway work on Muscovy Road and Pine Meadows Lane with an estimated payment of \$43,090 which reflects 2.52% of the levy increase. The Village has the option to forgo the 2014 payment on the new garage and begin payments in 2015 should it so choose. These payments are \$64,083 annually for 20 years. This is a 3.749% levy increase. For both projects, debt payments would increase the overall tax levy by 6.897%.

The Public Safety Committee has not been able to meet but is scheduled to do so on October 29<sup>th</sup>.

The LCF&R budget may be reduced further prior to our November adoption of the budget due to the City of Delafield's rejection of the budget as presented. This was primarily due to the levy limits of the City of Delafield and their inability to fund the increase for 2014.

The Chenequa Police Department budget will be presented with no increases in the operations portion of the police budget. A replacement squad in 2014 is not needed which will overall reduce the police budget. The replacement of the Police Chief/Administrator's car is included in the operating expense line. Proposed is a 3 year/45,000 mile lease of a Ford or Chevy sedan at the rate of roughly \$325/month. With government pricing this seems to be the best route to take for this vehicle. The current use of this vehicle is 12-13,000 miles annually so this lease would be sufficient. To purchase such a vehicle it would be \$30,000 which would not fit into the 2014 budget.

The Deer Management Program was increased from \$16,500 to \$20,000 to further reduce the deer herd in the Village.

The Personnel Committee has met and has made an offer to the Chenequa Police Officers Association for a one year contract extension which includes a 2% pay increase. I have received a verbal response from CPPOA that this offer will be accepted and they will sign it in the near future. The remaining staff was also reviewed and recommendations to the Village Board are ready for consideration and approval.

The Operations Committee met on October 9th to review the Highway/Forestry Department budget as well as other portions of the Village budget they are responsible for. The Operations Committee recommends approval of the budget as proposed which includes the Highway Department budget as presented as well as the following:

Muscovy Road is in need of major reconstruction and repaving. This item has been before the Village twice in the past and was postponed due to push back from some residents on Muscovy Road. Muscovy Road is a Village roadway that requires the Village to maintain it. The Village Board did adopt a Road Policy in 2009 which states the Village would pay all costs initially incurred but would assess property owners 75% of the costs who have ingress and egress to their properties. The Muscovy Road residents would have the ability to pay back the assessment the first year at no additional cost or over three years on an interest charged basis.  
**\$150,000**

Pine Meadows Lane is also in need of repair. The first 600 ft is the Village's responsibility and after that it is all private. This portion of Pine Meadows was once STH 83. Pine Meadows Lane needs to be resurfaced, replacing a culvert and address drainage issues. Estimated cost is \$50,000. Pine Meadows Lane residents would also be reassessed at the established 75%/25% contribution rate as stated above.  
**\$50,000**

Garbage Services costs have stabilized for now and there will be some new options coming in 2015 as well some new opportunities to have other companies bid on our services. **\$73,000**

Trustees reviewed line items on the budget with clarification by Administrator Douglas. Assessment letters will be sent to residents on Muscovy Road and Pine Meadows Lane advising them of the repaving project. Residents will be charged 3% interest.

Motion (Wilkey/von Bereghy) for preliminary approval of the proposed 2014 budget for the Village of Chenequa. *Carried Unanimously.*

**Establish a Public Hearing date and time for consideration and adoption of the 2014 Village of Chenequa budget.**

A public hearing date will be set for November 11, 2013 at 6:30 p.m. for the consideration and adoption of the 2014 Village of Chenequa budget. No objections.

Motion (Villavicencio/von Bereghy) to set a public hearing date for consideration and adoption of the 2014 Village of Chenequa budget. *Carried Unanimously.*

**Establish Village of Chenequa Trick or Treat hours (October 31<sup>st</sup> 4-7 p.m.).**

Village of Chenequa Trick or Treat hours will take place on Thursday, October 31<sup>st</sup> from 4-7 p.m.

Motion (Villavicencio/von Bereghy) to establish the Village of Chenequa Trick or Treat Hours to October 31, 2013 from 4-7 p.m. *Carried Unanimously.*

**Committee Reports**

**Public Safety** – as reported above; will meet on October 29, 2013

**Operations** – as reported above

**Plan Commission** – as reported above

**Open Space** – no report

**Board of Appeals** – no report

**Personnel Committee** – as reported above

**Hwy 83 Task Force** – no report

**Emergency Government Committee** – no report

**Lake Management Committee** – no report

**Police Commission** – no report

**Lake Country Fire and Rescue Board** – Budget was revised; no new updates

**Report of the Village Administrator**

Administrator Douglas advised Trustees that the STH 83 property would be closed on by Friday, October 18<sup>th</sup>. The possibility of a referendum for the 2014 Spring Election on April 1, 2014 was then discussed. While we have been able to meet village needs in operating costs since 2010 with zero increase in levy limits, additional backup funds will not be available if there is an emergency. By having \$60,000 (\$26,000 in for the Vettleson Road project and foregoing the purchase of new squad car) we were able to make the 2014 budget work. When looking at the 2015 budget and to be prepared properly to meet the needs of our residents, options might include: a referendum, or a cut in services or foregoing our state aid.

On or after July 2, 2013, within the 2013-2015 state budget (2013 Wisconsin Act 20), the state created Wis. Stats. Sec. 66.0602(2m)(b) which states that if a municipality adopts a new fee or a fee increase for covered services (which were partly or wholly funded in 2013 by property tax levy), that municipality must reduce its levy limit in the current year by the amount of the new fee or fee increase, less any previous reductions.

After much discussion, it was decided that the Trustees take the preliminary budget report home and review each line item for the operating budget to discuss further at our November meeting.

**Report of Village President**

None

**Report of Village Attorney**

None

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

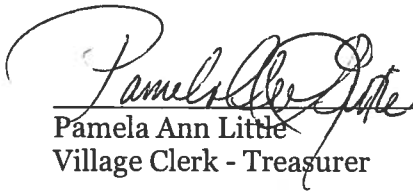
None

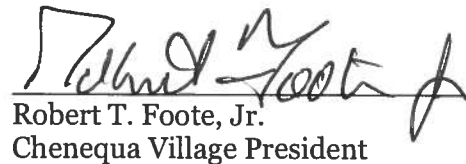
**Adjournment**

Motion (von Bereghy/Haase) to adjourn the October 14<sup>th</sup> meeting of the Village Board at 8:30 p.m. *Carried Unanimously.*

Respectfully submitted by:

Approved and Ordered Posted by:

  
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Pamela Ann Little  
Village Clerk - Treasurer

  
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Robert T. Foote, Jr.  
Chenequa Village President