

VILLAGE OF CHENEQUA

CHENEQUA VILLAGE BOARD MEETING
MINUTES OF MONDAY, OCTOBER 12, 2015.
Unofficial until approved by the Village Board.
Approved as written (✓) or with corrections () on 11-9-15

The regular meeting of the Board of Trustees for the Village of Chenequa was held at 6:30 p.m. on Monday, October 12, 2015, at the Village Hall, 31275 W County Road K, Chenequa, Wisconsin. Legal requirements for notification to the news media were met.

The following Village Board Members were in attendance:

Ms. Susan Wilkey / Village President – present
Ms. Jo Ann Villavicencio / Trustee – present
Ms. Carol Manegold / Trustee – present
Ms. Dwyn von Bereghy / Trustee – present
Mr. Michael Pranke / Trustee – present
Mr. Robert Bellin / Trustee – present
Mr. Helmut Keidl / Trustee – present
Attorney David Krutz / Village Attorney – present
Mr. Robert Douglas / Village Administrator-Police Chief – present
Ms. Pamela Ann Little / Village Clerk – present

Pledge of Allegiance

The Pledge of Allegiance was recited

Attendance

None

Public Comment

None

Approve minutes of the September 14, 2015 Village Board meeting

Motion (Villavicencio/von Bereghy) to approve Village Board minutes of meeting held on September 14, 2015. *Motion carried*

Clerk/Treasurer

Present invoices for approval

Motion (Villavicencio/Pranke) to approve bills as presented. *Motion carried*

Review and consider Certified Survey Map submitted by Daniel & Nancy Holzhauer of W334 N6010 County Road M, Nashotah, Lot 1 of Certified Survey Map No. 9667 recorded as Document Number 3098041 in Volume 84 on pages 87-91 of Certified Survey Maps on November 13, 2003 in the office of the Register of Deeds, Waukesha County, and Lot 20, Map of Hohnbach Park on Okauchee Lake, being a subdivision of a part of the Southwest Quarter of the Northeast Quarter and the Northeast Quarter of the Southeast Quarter of Section 30, Town 8 North, Range 18 East, in the Town of Merton, Waukesha County, per Village Code 6.18 extraterritorial jurisdiction.

Administrator Douglas reported on the CSM – The CSM will legally combine two lots to allow the Holzhausers’ to build a larger home. This CSM also allowed for an adjustment to the easement for the driveway to be redone. A third lot which is a primary environmental corridor will be added on where there is a disturbance envelope. At some point, a secondary garage will be added. In exchange for the disturbance area, a preservation area was added for the primary environmental corridor.

Motion (von Bereghy/Keidl) for final approval of CSM submitted by Daniel and Nancy Holzhauser per Village Code 6.18 extraterritorial jurisdiction. Motion carried

Update on potential bike/walk/run path on CTH C

Administrator Douglas advised there was no new information at this time.

Review and consider revision to Section 5.24 and Section 8.23 to minimize adverse impacts of construction activities

Administrator Douglas reported that the PC and VB had given Attorney Krutz some parameters in which to write the ordinance. The draft was sent to the Trustees for comments and some minor revisions were made. Times were limited for outdoor construction but not indoor construction.

Outdoor construction activities or indoor construction activities which require activities outdoors such as preparation or staging shall not be conducted outside the following times:

No earlier than 7 am on weekdays (Monday through Friday); and

No earlier than 9 am on Saturdays.

The construction activities shall conclude by 6 pm.

No such activities shall take place on Sundays or holidays.

For enforcement and penalties, Chapter 8.23(6) would be utilized. An additional subsection regarding restrictions and limitations on construction activities was added; Chapter 8.23(7):

***CONSTRUCTION ACTIVITIES.** Provision regarding restrictions and limitations on construction activities are found in Section 5.24 of the Village Code. Nothing therein shall limit the Village’s ability to respond to Code violations and/or nuisance complaints under this Code or the right of the Village to enforce the Village Code or abate such nuisance in accordance with the applicable section of this Code or the Wisconsin Statutes.*

Administrator Douglas added that for notification purposes, when building permits are issued by Inspector Fockler a sticker with these terms will be placed on the permit.

Motion (von Bereghy/Bellin) to accept and adopt changes made to Village Code 5.24 and 8.23(7). Motion carried

Discussion regarding Section 4.03(9)(b)-(c)

Administrator Douglas advised this matter is being deferred for the time being.

Review and consider 2016 Services Agreement providing Animal Control & Humane Officer services with Elmbrook Humane Society, Inc.

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

Motion (Pranke/Villavicencio) to renew the 2016 contract providing Animal Control and Humane Officer services with Elmbrook Humane Society. Trustee von Bereghy abstained.

Motion carried

Review and consider action to withdraw from the Local Government Property Insurance Fund

Administrator Douglas explained the history of the LGPIF (Local Government Property Insurance Fund) and the coming about of MPIC (Municipal Property Insurance Company). There would be an approximate savings of \$1,400 on next year's premium. It was recommended we switch liability carriers.

Motion (von Bereghy/Keidl) to withdraw from the LGPIF and switch liability carriers to MPIC for 2016 and to authorize Clerk Little to complete the necessary form pursuant to the requirements of Wisconsin Statutes 605.21(3). Motion carried

The Chenequa Village Board may enter into closed session pursuant to Wisconsin State Statute §19.85 (1) (g) confer with legal counsel and to hear advice concerning strategy which may be adopted with respect to litigation which the Village might become involved. Participating in the closed session will be the Village Board, Village Attorney, Village Clerk, and the Village Administrator

No need for closed session.

Reconvene into open session and consider any action resulting from closed session

No closed session.

The Chenequa Village Board may enter into closed session pursuant to Wisconsin State Statute §19.85 (1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility for the purpose of discussing wage and benefit matters. Participating in the closed session will be the Village Board, Village Attorney, and the Village Administrator

Motion (Villavicencio/Keidl) to go into closed session at 6:48 p.m. von Bereghy (aye), Manegold (aye), Keidl (aye), Bellin (aye), Pranke (aye), Wilkey (aye), and Villavicencio (aye). Motion carried

Reconvene into open session and consider any action resulting from closed session

Motion (Villavicencio/Keidl) to come out of closed session at 7:40 p.m. von Bereghy (aye), Manegold (aye), Keidl (aye), Bellin (aye), Pranke (aye), Wilkey (aye), and Villavicencio (aye).

Motion carried

Motion (Wilkey/von Bereghy) to approve that which was agreed upon in closed session regarding the Police and Administrative contracts.

Review and consider 2016 preliminary budgets for the Village of Chenequa

Administrator Douglas presented the proposed 2016 Village Budget for review and consideration which meets the zero levy increase requirements set by the state.

For 2016, the Village did see growth for the second consecutive year. We will be able to add \$22,313 to the levy for net new construction and still maintain the zero levy limit increase to taxpayers. All exceptions and modifications to levy limits that existed under previous law continue to apply.

The Personnel Committee met and made a tentative recommendation for some pay increases for the police officers with a new pay model being proposed. The budget does reflect personnel wages and benefits for the most part as discussed and approved by the personnel committee. For a second year,

premiums have remained steady in healthcare. Unity Health Insurance - Community has now entered into the ProHealth Care network in Waukesha County and is the lowest cost qualified plan for Waukesha County. Our dental plan is in place for all employees per contract through 2016. The Wisconsin Retirement System (WRS) has again reduced its contribution rates which helped the bottom line as well.

The Public Safety Committee did meet and reviewed the proposed Police, Deer Management and Lake Country Fire & Rescue budgets. The committee was supportive and recommended approval of the three proposed budgets. *DRAFT* minutes were enclosed.

The Lake Country Fire & Rescue Department budget was already reviewed by the Lake Country Fire & Rescue Board; a joint meeting with all ownership communities was held and all communities are in favor of adopting the proposed 2016 budget.

The Deer Management Program is proposed to continue in the same manner. With increased efforts these past few years, the deer herd is holding fairly consistent. Continuation of the program will keep the herd in check and further reduce it. There was a substantial decrease in the deer harvest by our sharp shooter program. Since we started the program in 1995, the 2014-2015 winter was one of our lowest harvests. This past winter, sharpshooting efforts only produced 38 deer. In January, when we do our helicopter survey, we will see what the count is and adjust accordingly.

The Chenequa Police Department operating budget being submitted for your review and consideration is \$10,460 less than 2015. Reductions were made in the accounts for training, maintenance, joint operations and uniforms.

In the 2016 budget, there is a proposal for a new 2016 4WD Tahoe SSV which is a special unit developed for public safety use. Our vehicle list shows the 2011 Tahoe marked at the end of its public safety life with over 100,000 miles. Total cost of this unit is estimated at \$50,000. Replacement costs will include a new light bar and other lighting as most of this equipment is at the end of its useful life (13-14 years old).

A request will be made to the Chenequa Foundation for body cameras for our officers. The cameras will be the latest technology and are compatible with our squad camera system which is produced by Panasonic. Estimated cost is \$4,500 plus \$1,100 for a maintenance plan (\$5,600). (A resident has offered to donate funds to cover this expense.)

A third item requested was an upgrade to the digital recorders used by our officers when they narrate reports for the police clerk and which are also used by the Village Clerk for public meetings / minutes. Estimated cost for this project is \$3,700 which is not part of the budget.

Highway Department

The operations portion was submitted with a \$4,000 increase in 2016 for salt only. No other line items were increased. Equipment wise, the village's highway department is in very good shape. A replacement truck, two salters for the pick-up trucks, and some rental options for brush cutting and mowing equipment were submitted for consideration. These three items were not included in the 2016 budget. Debt service would be one way of purchasing these items.

The Operations Committee Draft minutes were attached from the annual Operations Committee meeting. The following items were reviewed by this Committee and items 1-6 are being recommended for repair / replacement:

- Replace village server
- Tuck pointing only (depending on roofer's recommendation)
- Caulk all areas of village hall and repair sidewalk at the rear of village hall
- Repair village hall gutters and downspouts
- Replace police department carpet
- Replace lobby foyer carpet

Garbage Services - As approved early 2015, the Village will begin waste and recycling services from John's Disposal beginning January 1, 2016.

Deferred Items

Items that have been postponed due to zero levy increase are being submitted for consideration under debt allowance. The Village Hall is in need of a few repairs and updated equipment. The Hall was remodeled in 1997-1998 and some of those areas and pieces of equipment have reached their lifespan and need to be replaced/updated. Administrator Douglas shared his concerns regarding exterior maintenance such as the cupola, copper gutters & downspout repairs, and painting & caulking. Other improvements to consider would be going from five furnaces to three with 98% efficiency plus additional duct work; replacement of carpeting in the Police Department and foyer of the Village Hall; a new phone system; digital recorders; and insulated garage doors. Hiring project engineer Steve Roth to assist us in obtaining bids would be helpful and was requested.

Priorities and estimated costs have changed from what was initially proposed at the Operations Committee meeting. Following is an updated list being submitted for consideration in order of importance which would require debt to satisfy the costs:

	<u>Estimated Cost</u>
1. Village server	\$ 10,000
2. Village rental house roof and chimney repair	\$ 13,000
3. Village Hall gutter and downspout repairs	\$ 12,000
4. Paint and caulk entire Village Hall	\$ 45,000
5. (2) Salters for Highway Department pick-ups	\$ 13,000
6. Village Hall furnaces	\$ 30,500
7. Carpet in police and lobby foyer areas	\$ 5,000
8. Village phone system	\$ 15,000
9. Digital Recorders for Police and Village Clerk	\$ 3,700
10. Replace garage doors with insulated doors	\$ 7,000
11. New dump truck	<u>\$ 65,000</u>
	\$219,200

Trustees discussed each item on the above list. Trustee Villavicencio, Chairperson of the Operations Committee, then reported on the Committee's recommendation of the initial list submitted to them for consideration. Those recommendations included the server, tuck pointing on the rental house, village hall repairs and carpet replacement.

Motion (von Bereghy/Keidl) to approve the *proposed* 2016 Village of Chenequa budget.

Motion carried

Review and consider Resolution Authorizing the Securing of a Loan with First Bank Financial Centre to Finance Short Term Debt (Resolution 2015-10-12-01)

Discussion ensued on which items to be repaired/replaced and put on the tax levy by securing a short term debt obligation note through FBFC then followed.

Motion (Manegold/von Bereghy) for the securing of a loan through FBFC, subject to the bank's approval, not to exceed \$160,000 to finance short term debt and levying a tax in connection with the following items:

	<u>Estimated Cost</u>
A. Village server	\$ 10,000
B. Village rental house roof an chimney	\$ 13,000
C. Village Hall gutter and downspout repairs	\$ 12,000
D. Paint and caulk entire Village Hall	\$ 45,000
E. (2) Salters for Highway Department pick-ups	\$ 13,000
F. Village Hall furnaces	\$ 30,500
G. Carpet police and lobby foyer areas	\$ 5,000
H. Digital Recorders for Police and Village Clerk	\$ 3,700
I. Replace garage doors with insulated doors	<u>\$ 7,000</u>
	\$139,200

Motion carried

Establish a public hearing date and time for the consideration and adoption of the 2016 Village of Chenequa budget (Monday, November 9th)

A public hearing date will be set for November 9, 2015 at 6:30 p.m. for the consideration and adoption of the 2016 Village of Chenequa budget.

Motion (Pranke/Bellin) to set a public hearing date of November 9, 2015 at 6:30 p.m. for consideration and adoption of the 2016 Village of Chenequa budget. Motion carried

Review and consider action regarding Chenequa Foundation Trustee nominees

President Wilkey advised the Chenequa Foundation has requested that we consider nominations next month for the addition of two new trustees for the Chenequa Foundation Board. They are requesting a trustee from the Village Board be represented and an independent individual that would not need to be a Chenequa resident. Responsibilities for the Chenequa Foundation Board were reviewed. Trustee Villavicencio volunteered to represent the Village Board.

Establish Village of Chenequa Trick or Treat hours (Saturday, October 31st, 4-7 p.m.)

Motion (Manegold/Pranke) to establish the Village of Chenequa Trick or Treat Hours for October 31, 2014 from 4-7 p.m. Motion carried

Committee Reports

Public Safety – report included in the budget section and reported above

Operations – report included in the budget section and reported above

Plan Commission – reported above

Open Space – no report

Board of Appeals – no report

Personnel Committee – report included in the budget section and reported above

Hwy 83 Task Force – no report

Emergency Government Committee – no report

Lake Management Committee –

Police Commission – report included in the budget section and reported above

Lake Country Fire and Rescue Board – Trustee Bellin reported on expenses and revenues to date.

Report - Village Administrator

No report

Report - Village President

No report

Report - Village Attorney

No report

Other Items for Discussion

Trustee Villavicencio reminded everyone about a presentation which will be sponsored by the Village and the Kettle Moraine Garden Club hosting Mariette Nowak, author of Birdscaping in the Midwest, on Thursday, November 19th at 1:30 pm, here at the Village Hall.

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

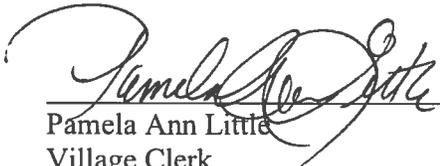
- Chenequa Foundation Nominations

Adjournment

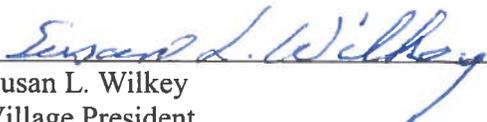
Motion (von Bereghy/Villavicencio) to adjourn the meeting at 8:47 pm. *Motion carried*

Respectfully submitted by:

Approved and Ordered Posted by:



Pamela Ann Little
Village Clerk



Susan L. Wilkey
Village President