

September 19, 2016 (Village Board Meeting)

**DENMARK VILLAGE BOARD MEETING
MONDAY, SEPTEMBER 19, 2016
4:30 P.M., DENMARK VILLAGE HALL**

CALL TO ORDER/ROLL CALL

President Mleziva called the meeting to order at 4:30 p.m. at the Village Hall, 118 East Main Street, Denmark, WI 54208

Present: Susan Selner, Vince Wertel, Milton Bielinski, Alan Schilke, Paul Hargarten, Mary Jo Bielinski, Gregory Mleziva

OFFICIALS/STAFF PRESENT

Clerk Sherri Konkol, Treasurer Kim Coogle, Director of Public Works Erika Sisel, DEO Jonathon Dzekute

REMARKS/COMMENTS BY VILLAGE PRESIDENT

President Mleziva stated that the agenda needed to be amended to add 2 items. The first item will be item number 17 on the agenda, TID Audit Report.

Mleziva/Schilke moved to add the TID Audit Report to the agenda as item number 17. Motion carried.

The second item to be added to the agenda as item number 18 is Resolution 07-2016, Authorized Representative to File Applications for Financial Assistance from State of Wisconsin Environmental Improvement Fund.

Wertel/M. Bielinski moved to add Resolution 07-2016, Authorized Representative to File Applications for Financial Assistance from State of Wisconsin Environmental Improvement Fund to the agenda as item number 18. Motion carried.

PREGISTERED CITIZENS TO BE HEARD

None

APPROVE CONSENT AGENDA. ALL ITEMS UNDER CONSENT AGENDA ARE CONSIDERED ROUTINE AND WILL BE ENACTED UPON BY ONE (1) MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A TRUSTEE SO REQUESTS IN WHICH EVENT THE ITEM WILL BE REMOVED AND PUT ON THE REGULAR AGENDA AS DESIGNATED BY THE VILLAGE PRESIDENT

President Mleziva mentioned that letter b. Monthly disbursements present billings to be paid by the Village can be taken off the agenda, as there is nothing to approve.

Selner/Mary Jo Bielinski moved to approve the consent agenda as presented with the exception of removing letter b Monthly disbursements present billings to be paid by the Village. Motion carried.

September 19, 2016 (Village Board Meeting)

BOARD DISCUSSION/ACTION ON NEW PUBLIC WORKS GARAGE

President Mleziva shared that the bid opening was on Thursday, September 15, and that all bids were significantly over what was budgeted for, and is hoping there will be a Plan B ready to present at the next Board meeting. The lowest base bid was \$1,062,538. The new Public Works Garage is on hold for now.

BOARD DISCUSSION/ACTION ON RECOMMENDATIONS FROM THE LAW ENFORCEMENT COMMITTEE REGARDING ALLOWING ATV'S/GOLF CARTS ON VILLAGE STREETS

Wertel, chairperson of the Law Enforcement Committee recommended no Golf Carts or ATV's be allowed on Village streets due to the hindrance and safety factor.

Selner/Wertel moved to accept the recommendation of the Law Enforcement Committee. Motion carried.

BOARD DISCUSSION/ACTION ON RECOMMENDATIONS FROM THE LAW ENFORCEMENT COMMITTEE REGARDING THE OPTION OF USING THE TNR (TRAP NEUTER RETURN) METHOD TO HELP CONTROL THE NUMBER OF FERAL CATS IN THE VILLAGE

Wertel stated that there was no recommendation at this time because there were a lot of questions after the presentation by Monica Hoff at the meeting regarding the cost to the municipality. Hoff explained to the Board that there is no set cost, and that the cost varies among municipalities. Cats Anonymous is asking the Village for endorsement.

Selner/Schilke moved to approve endorsing the Cats Anonymous Program for using the Trap Neuter Return method for cats in the Village. Motion carried.

BOARD DISCUSSION/ACTION HOUFEK PROPERTY NAMING

President Mleziva stated that there should be a name for the property west of I-43 other than the Houfek Property, and on a grading plan from July 2015 it was called the I-43 Industrial Park West.

M.J. Bielinski/Wertel moved to give the "Houfek Property" the name of I-43 Industrial Park West. Motion carried.

RESOLUTION 06-2016 DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES

Wertel/M. Bielinski moved to approve Resolution 06-2016 Declaring Official Intent to Reimburse Expenditures. Motion carried.

BOARD DISCUSSION/ACTION ON 2017 INSURANCE RENEWAL

President Mleziva stated that the question has come up in the past as to why the Village doesn't seek out any other Insurance Companies to provide insurance for the Village, or at least get quotes from other local insurance companies. Treasurer Cooke stated that Associates Insurance is an agent for insurance companies and bid annually for the best rate for the Village.

Discussion

- Insurance companies that are familiar with municipalities should be considered
- There are several other Insurance Companies in Denmark, and those companies should be able to give quotes

September 19, 2016 (Village Board Meeting)

- The Village should look for competitive rates

President Mleziva recommends a committee oversee this process, and because we are so close to our current contract expiring, the Village will keep Associates Insurance for the year 2017 and obtain RFP's for the year 2018.

M. Bielinski/Wertel moved to direct staff to contact outside consultants to assist in Request for Proposals (RFP's) for 2018. Motion carried.

EXTRATERRITORIAL CSM, DEFINING THE BOUNDARIES OF R. KANE LANE

Selner/M.J. Bielinski moved to approve the extraterritorial CSM, defining the boundaries of R. Kane Lane.

BOARD APPROVAL OF SPECIAL EVENTS PERMIT FOR RUNS WALKS AND SPECIAL EVENTS

Schilke/M.J. Bielinski moved to approve the Special Events application with a change Conditions of Permit number 1. All street intersection along the even route are to be supervised by a person "19 years of age or older" should read "16 years of age or older with a valid driver's license. Motion carried.

BOARD APPROVAL OF NOISE VARIANCE PERMIT

President Mleziva recommends referring Noise Variance to the Park and Recreation Committee for a recommendation to the Board.

Mleziva/Hargarten moved to send the Noise Variance permit to the Park and Recreation Committee for a recommendation, and to put the Special Events Permit previously approved on hold until the Park and Recreation Committee comes back with a recommendation. Motion carried.

BOARD DISCUSSION/ACTION ON EMPLOYEE EVALUATION PROCESS

President Mleziva explained that the Village is in need of formalizing the process for conducting employee evaluations which can be used for support for raises in the future. He reached out to Diane Biersteker of Human Resources Consulting LLC. Biersteker stated it would take approximately 4 – 6 hours and \$750 - \$1,200 to lead staff through a process on how to conduct the evaluation, train department heads, determine who evaluates who; work on job descriptions and develop a chain of command structure.

Selner/Wertel moved to approve the hiring of Diane Biersteker of Human Resources Consulting LLC for 4 – 6 hours and \$750 - \$1,200 to establish an evaluation policy for the Village. Motion carried.

APPROVAL OF LICENSES AND MISCELLANEOUS PERMITS

Wertel/M. Bielinski moved to approve the Homecoming Parade and Fireworks permits for the Denmark High School. Motion carried.

September 19, 2016 (Village Board Meeting)

BOARD DISCUSSION/ACTION ON TID AUDIT REPORT

The TID Audit Report was presented to the Board, and President Mleziva stated since the Board is seeing the report for the first time, discussion can be postponed until the next meeting.

Selner/M. Bielinski moved to postpone discussion on the TID Audit Report until the October 3, 2016 Board meeting. Motion carried.

RESOLUTION 07-2016 AUTHORIZED REPRESENTATIVE TO FILE APPLICATIONS FOR FINANCIAL ASSISTANCE FROM STATE OF WISCONSIN ENVIRONMENTAL IMPROVEMENT FUND

Hargarten/Wertel moved to approve Resolution 07-2016 Authorized Representative to File Application for Financial Assistance from State of Wisconsin Environmental Improvement Fund. Motion carried.

REPORT OF VILLAGE OFFICIALS

None

COMMENTS/SUGGESTIONS FROM CITIZENS PRESENT

Vicki Becker, 434 Grand Avenue, thanked the Board for taking on the Cats Anonymous TNA program. There have been 10,500 cats spay or neutered through their program in the last 10 years.

CLOSED SESSION

Schilke/Wertel moved to Convene into closed session pursuant to Wis. Statutes Section 19.85(1)(e) deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business, as it relates to Economic Development whenever competitive or bargaining reasons require a closed session.

and

WIS. Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee as it relates to the Building Inspector position, over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: Selner – aye, Wertel – aye, M. Bielinski – aye, Schilke – aye, Hargarten – aye, M.J. Bielinski – aye, Mleziva – aye. Motion carried.

RECONVENE INTO OPEN SESSION UNDER WIS. STATUTE 19.85(2) TO TAKE POSSIBLE ACTION ON ITEM(S) IN CLOSED SESSION

Selner/Schilke moved to reconvene into open session. Motion carried.

No action taken.

ADJOURN

September 19, 2016 (Village Board Meeting)

Selner/Mary Jo Bielinski moved to adjourn at 9:03 p.m. Motion carried.
Minutes submitted by Sherri Konkol, Village Clerk

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