

**VILLAGE OF FREDONIA
VILLAGE BOARD MEETING
Fredonia Government Center
242 Fredonia Avenue, Fredonia, WI
January 18, 2018**

The regular village board meeting was called to order at 7:00 p.m. by President Donald Dohrwardt. Present: Don Dohrwardt, Jill Bertram, John Long, Rudy McCormick, TJ Meyers-Jansky, Kris Roden and Neil Wagner. Also present: Dave Brouillette, Attorney Eric Eberhardt, Mary Jo Lanser, Art Garcia, Maureen McCourt-Boylan, Rick and Courtney Abegglen, Josh Haas, Mike Davel, Chris Kunstmann, Roger Strohm, Brian Weyker and Sandi Tretow. Arriving later: Trevor Cary.

Pledge of Allegiance

All stood and recited the Pledge of Allegiance.

Consent Agenda

Dohrwardt would like to amend the January 4, 2018 minutes, on Report on Operations of Village by Village President where it reads “Dohrwardt would like permission to contact the village attorney” to state: “Dohrwardt recommends the village contact the village attorney”. With that amendment, the minutes of the January 4, 2018 village board meeting, and the general fund, water and sewer bills with the additional list, and the December Treasurer’s Report were approved on a **MOTION** by McCormick, seconded by Meyers-Jansky, and carried.

Open Session for Citizen Questions and Comments

Attorney Eric Eberhardt, representing Dr. David Brouillette, 509 Fredonia Avenue, requested the village enforce its ordinances concerning 601-605 Fredonia Avenue and the barriers being used as a “fence” on the property since it is in violation. Dohrwardt stated the village is working on a solution and will refer this to the building inspector

Presentation from Art Garcia, YellowBlue LED, regarding LED Lighting Proposal

Art Garcia presented information and cost savings opportunities from converting many of the village’s facilities from fluorescent lighting to LED. This would not include the village’s street lights at this time. Dohrwardt stated the village will consider the information and get back to him.

Approve CSM for land division in Town of Fredonia (extraterritorial jurisdiction) for Tax Key# 04-026-06-002.00 submitted by Mary Jo Lanser

Strohm stated the Plan Commission previously approved the CSM for the land division, and the stipulations were taken care of, so he recommends the approval. After discussion, a **MOTION** to approve the CSM for land division of tax key# 04-026-06-002.00 by Long, seconded by Roden, and carried.

Revisit from January 21, 2016 village board meeting concerning meeting attendance via other methods such as teleconference, Skype, Facetime, etc.

Dohrwardt stated teleconference for committees may be acceptable, but village board meetings should be discussed separately. Guidelines would need to be established to ensure compliance with open meetings laws, ADA requirements etc. Bertram stated this should be used in certain circumstances and not be abused. This should be directed to the personnel committee for further investigation and discussion. Dohrwardt stated there were two Ordinance Recodification Adhoc Committee meetings that TJ Meyers-Jansky attended via teleconference. After discussion, a **MOTION** to allow committee meeting pay for the two meeting that Meyers-Jansky attended via teleconference by Bertram, seconded by McCormick, and carried with Meyers-Jansky abstaining.

Revisit from August 3, 2017 village board meeting concerning February attendance at Wastewater Training Solutions, Basic General Wastewater, for public works employee

Strohm submitted a training schedule for the upcoming Wastewater Training Solutions courses. He would like to send Mike Kroeger to the Basic General Wastewater in March. After discussion, a **MOTION** approve attendance, use of a village vehicle, meals and

lodging for Mike Kroeger at the Wastewater Training Solutions Basic General Wastewater from March 19-23, 2018 in Green Bay, WI by McCormick, seconded by Roden and carried. Strohm stated that he would like to attend a WWOA training class in Saukville on February 1, 2018 in Saukville for \$25.00.

Report on Operations of Village by Village President

Dohrwardt stated the home on Manor Drive that was razed should not be left to wait for the County to begin foreclosure in September 2019. The village, as creditor, should initiate the probate process, so something can be done with the lot. A **MOTION** to begin the probate process by Meyers-Jansky, seconded by Wagner, and carried.

Report on Operations of Village by Fire Chief

The December 2017 Fire Department Ambulance financial report was reviewed.

Chris Kunstmann presented the LOSA information for 2017. Thirty-four members are eligible to receive a contribution for 2017. The state increased its match to \$390.00 per eligible member. A **MOTION** to match the state maximum of \$390.00 for eligible members for the 2017 LOSA contribution using \$12,000 budgeted dollars and the remainder from the LOSA reserve account by McCormick, seconded by Meyers-Jansky, and carried.

Report on Operations of Village by Village Marshal

The report from the Village Marshal was reviewed.

Report on Operations of Village by Director of Public Works

The report from the Director of Public Works was reviewed.

FAIR HOUSING IMPACT STATEMENT OF ANALYSIS OF IMPEDIMENTS IN 2017: As a member of the HOME Consortium, municipalities are required annually to select two action items to alleviate impediments to fair housing. After discussion, the consensus of the board is to allow the Director of Public Works to select two and reply back to Waukesha County Community Development.

Report on Operations of Village by Wastewater Treatment Plant Operator

The report from the Wastewater Treatment Plant Operator was reviewed.

Report on Operations of Village by Clerk-Treasurer

The report from the Clerk-Treasurer was reviewed.

Ordinance Recodification Adhoc Committee – January 9 & 16, 2018 meetings

The minutes from the Ordinance Recodification Adhoc Committee – January 9 and 16, 2018 meetings were reviewed. The committee is making much progress and has finished the police and fire department areas. Public Works is being worked on currently. More areas are being scheduled to complete the review before the March 1 deadline. The Committee of the Whole will need to meet and review before sending to the village board for final approval.

Personnel Committee – January 4, 2018 meeting

The Personnel Committee proposed changes to the Employee Handbook. The following changes were adopted on a **MOTION** by McCormick, adding “unpaid” to 30 minute lunch under items 8 and 9 and refer items 7 and 10 back to the personnel committee for further review, seconded by Bertram and carried. Roden stated she does not agree with the funeral leave.

- 1) Personnel records should be referred to as “life change”.
- 2) Funeral leave: Change from two days to one for employee’s grandparents, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law
- 3) Funeral leave: Remove one day for employee’s aunt or uncle to no days (zero)
- 4) Meal and Rest Periods: Add Punch out and back in if leaving premises.
- 5) Overtime for Hourly Employees:
 - 1) Add Employees are entitled to overtime pay for hours worked in excess of 40 hours per week (time off-such as holidays, annual leave, or sick leave does not count as time worked)

- 2) Add All overtime must be approved in advance by supervisor.
- 3) Add Employees may not voluntarily begin work early or work after hours to extend the workday for the purpose of accumulating overtime. Prior approval from the supervisor is required for any adjustment to the work schedule.
- 6) Call in Pay: Add Must punch in and out
Add: Anything less than one hour is straight time.
- 7) ~~Vacation and Short Term Disability: Vacation days will be called personal days. Three (3) days per year goes into short term disability up to 30 days. In addition to what the employee has now. Can only be used when short term disability starts. (Back to personnel committee 1-18-18)~~
- 8) Work Schedule for hourly public works employees (street):
 - 1) 6:30 a.m. – 3:00 p.m. for two employees – can be rotated
 - 2) 8:00 a.m. – 4:30 p.m. for one employee
 - 3) With one (1) – 12 minute break morning and afternoon
 - 4) One 30 minute unpaid lunch
 - 5) Break must be taken onsite
 - 6) Lunch may be taken at shop
- 9) Wastewater Treatment Plant Operator
 - 1) 6:30 a.m. – 3:00 p.m.
 - 2) With one (1) – 12 minute break morning and afternoon.
 - 3) One 30 minute unpaid lunch. If leaving plant, must be punch in and out
 - 4) Lab Work sent out and pick up by lab or UPS
- 10) ~~Employee Discipline: Add Punch in late or punch out early three times in three months charge person ½ (4 hours) personal day. If all personal days are used, and miss or punch in late one to three times, discipline action to be taken. One miss fourth time or punch in late four times — termination. (Back to personnel committee 1-18-18)~~

Per Wisconsin State Statutes 19.85(1)(c) the village board will convene into closed session to discuss employee performance and compensation

Per Wisconsin State Statutes 19.85(1)(c) the village board convened into closed session to discuss employee performance and compensation on a **MOTION** by Bertram, seconded by Wagner, and carried unanimously on a roll call vote.

Adjourn closed session and reconvene into open session

A **MOTION** to adjourn closed session and reconvene into open session by McCormick, seconded by Wagner, and carried unanimously on a roll call vote.

Wage for Utility Worker

A **MOTION** to proceed as discussed in closed session by Bertram, seconded by Meyers-Jansky, and carried.

Correspondence:

The following correspondence was reviewed:

- A. *Review of design drawings by Dixon Engineering concerning proposed Sprint antenna upgrade project on water tower.*
- B. *TRA The Retirement Advantage: Plan Sponsor Outlook – 1st quarter 2018 Newsletter.*

Items for Future Consideration by Village Board

None.

Adjournment

The meeting adjourned at 9:21 p.m. on a **MOTION** by McCormick, seconded by Meyers-Jansky, and carried.

Respectfully Submitted:

Sandi Tretow
Clerk-Treasurer