

**VILLAGE OF FREDONIA  
VILLAGE BOARD MEETING  
Fredonia Government Center  
242 Fredonia Avenue, Fredonia, WI  
December 17, 2015**

The regular village board meeting was called to order at 7:00 p.m. by President Donald Dohrwardt. Present: Don Dohrwardt, Jill Bertram, Lisa Dohrwardt, John Long, Ryan Mueller, Jeff Rodgers and Neil Wagner. Also present: Mark Jaeger, Mike Davel, Brian Schommer, Roger Strohm and Sandi Tretow.

**Pledge of Allegiance**

All stood and recited the Pledge of Allegiance.

**Consent Agenda**

The minutes of the December 3, 2015 village board meeting and the General Fund, Water and Sewer bills with the additional list, an invoice from Jill Bertram for tree lighting supplies for \$68.10, and the November Treasurer's Report were approved on a **MOTION** by Lisa Dohrwardt, seconded by Bertram, and carried.

**Open Session for Citizen Comments and Questions**

Don Dohrwardt stated that he fell out of a tree on Tuesday, December 15, but he is feeling fine. He thanked Fredonia Fire Department Ambulance along with everyone who sent well-wishes.

**Report on Operations of Village by Village President**

**DRAFT LETTER TO WAUBEKA FIRE DEPARTMENT REGARDING INCREASE IN SERVICE FEES EFFECTIVE 2017:** Don Dohrwardt presented a letter that he drafted to the Waubeka Fire Department requesting intent to renegotiate the fee portion of the contract that would take effect in 2017. Don Dohrwardt would like to mail the letter in the next few weeks. A **MOTION** to approve sending the letter to Waubeka Fire Department by Lisa Dohrwardt, seconded by Rodgers, and carried.

**Report on Operations of Village by Fire Chief**

The report from the Fire Chief was reviewed.

**FIRE CONTRACT WITH NEWBURG FOR PORTION OF TOWN OF SAUKVILLE AREA:** Don Dohrwardt stated the contract with Newburg has historically shown an increase in payment each year. A **MOTION** to approve the contract with Newburg for the next three years by Long, seconded by Lisa Dohrwardt, and carried.

**Report on Operations of Village by Village Marshal**

The report from the Village Marshal was reviewed. Davel stated that winter parking citations are being issued. Davel left.

**Report on Operations of Village by Director of Public Works**

The report from the Director of Public Works was reviewed.

Strohm stated that he met with the County concerning Fredonia Avenue. Some credits will be applied towards the invoice for paving (manholes and valve boxes not set to specs), the wing wall not installed due to already being there, and some retaining wall issues that the village filled in. Don Dohrwardt questioned the control panel on the Oakwood Forest Lift Station. Strohm stated that it should be finished next week.

**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.

Tretow stated that \$412,158 in property taxes have been collected in the two weeks since the bills have been mailed out.

John Long questioned other media where an absent board member may be able to participate in a meeting – Skype, teleconference, Facetime etc. Tretow stated that it is a practice in other communities. Tretow will check with the League of Wisconsin Municipalities for guidance.

Don Dohrwardt reminded the incumbents that non-candidacy papers need to be filed by the December 28, 2015 at 5:00 p.m. deadline for any candidate not seeking re-election.

**Personnel Committee – December 8 & 17, 2015 meetings**

The minutes from the December 8, 2015 Personnel Committee were reviewed.

**Per Wisconsin Statutes 19.85(1)(c) the village board will convene into closed session to discuss employee performance, evaluations and Public Works Employee position**

(Jaeger and Schommer left)

Per Wisconsin Statutes 19.85(1)(c) the village board convened into closed session to discuss employee performance, evaluations and Public Works Employee position on a **MOTION** by Lisa Dohrwardt, seconded by Bertram, 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 Long, seconded by Lisa Dohrwardt, and carried unanimously on a roll call vote.

**Public Works Employee**

A **MOTION** to allow the Personnel Committee to make final decision and offer the Public Works Employee position to the candidate they choose after they meet on December 21, 2015 by Long, seconded by Lisa Dohrwardt, and carried.

**Call-in Pay**

A **MOTION** by Long, seconded by Wagner, and carried, to modify the paragraph of the Village of Fredonia Employee Handbook pertaining to Call-in Pay to read as follows:

*In the event full-time employees in the Department of Public Works, Sewer or Water Utility are called for work after their normal workday has been completed, they shall receive a minimum payment of one (1) hour of pay, ~~at time and one-half (1-1/2).~~ This provision shall not apply to hours contiguous to the scheduled workday. If called in hours cause the number of hours worked in that week to exceed 40, those hours in excess of 40 will be paid at time and one-half (1-1/2).*

**Holiday Pay**

After discussion, a **MOTION** by Bertram, seconded by Lisa Dohrwardt, and carried, to modify the third paragraph of the Village of Fredonia Employee Handbook pertaining to holiday pay to read as follows:

*For regular full-time employees, holiday pay shall be eight (8) hours for a full day and four (4) hours for a half-day holiday. In order to be paid for the holiday an employee must be present during the Village's normal work day before and the normal work day after the holiday, ~~unless the employee has received prior permission from the immediate supervisor for these days off.~~ A day of vacation may be prescheduled to satisfy the work before or after requirement; however, use of any sick leave hours will not meet the requirement.*

**Unfinished business**

Employee evaluations were completed at the December 3, 2015 meeting. Probationary employee evaluation will be added to the next village board agenda, and the changes to employee handbook will continue to be worked on.

**Request for Updates**

**BUILDING INSPECTOR – POSSIBLE UNSAFE LIVING CONDITIONS AT HOME ON MANOR DRIVE:** Don Dohrwardt will contact Ozaukee County Health and Human Services before the end of the year.

**OUTSIDE STORAGE AT 755 TOWER DRIVE:** The outside storage at 755 Tower Drive continues to be an issue. The property owner has been notified several times, has cleaned up the property, but then the situation reverts back. A **MOTION** by Lisa Dohrwardt, seconded by Long, and carried, to have the Village Marshal deliver a letter informing the property owner to clean up the property by January 15, 2016. If not, then daily fines start. If improvements are made, and then goes downhill, then fines shall start. Along with the letter, previous correspondence shall be delivered to the property owner.

**HILL AT 400 MARTIN DRIVE (CBRF):** A letter will be sent to the property manager requesting follow up response within 30 days. Long noted the approved plans do not include the hill.

**FREDONIA AVENUE LOAN:** Strohm is waiting for final numbers, but has a good estimate of the balance for the village portion of the Fredonia Avenue project. He will have a final number for the next village board meeting. Don Dohrwardt stated the village board has already authorized borrowing the funds from Port Washington State Bank, so the loan will just need to be set up.

**Correspondence**

The Grota Appraisals December 2015 Newsletter and 2015 Year in Review was reviewed.

**Items for Future Consideration**

Bertram stated a thank you needs to be sent to “Santa” for the Tree Lighting Ceremony. It will be added to the next list of bills to be approved at the January 7, 2016 village board meeting.

**Adjournment**

The meeting adjourned at 8:13 p.m. on a **MOTION** by Lisa Dohrwardt, seconded by Bertram and carried.

Respectfully Submitted:

Sandi Tretow  
Clerk-Treasurer