

Village of Campbellsport

REGULAR VILLAGE BOARD MEETING

11/11/2013, Following Public Hearing on 2014 Budget
Village Council Room - 177 East Main Street - Campbellsport

The meeting was called to order by Village President Pat Twohig at 7:15 pm. Board members present were Steve Schickert, Joanne DelPonte, Janet Hafemann, Dave Schellhaass, Dave Krebs, and Robert Guenther. Also present was Village Clerk-Treasurer, Becky Tellier. Others in attendance: Mark Gruber, Jen Vodak, Tom Miller, Mary Baker, and Stephanie Remillard.

TR DelPonte requested the Clerk's Report be removed from the consent agenda since this is a new report. TR Schickert made the motion to accept the consent agenda with removal of the Clerk's Report and motion was seconded by TR Krebs. (Aye=7, Nay=0)

Clerk-Treasurer Tellier explained that the Clerk's Report is to keep the Village Board informed about happenings at Village Hall. In the past, the board was not aware of training of the Clerk-Treasurer or Deputy Clerk-Treasurer. On October 30th, we both attended training held by County Treasurer Julie Hundertmark in preparation of real estate and property taxes. Property owners and tenants were notified if there was an amount in arrears and given until 4pm on November 14th to pay the amount at the Village Office. The special assessment and water/sewer amounts left unpaid will be put on the tax roll. There is also a link on the Village website that will allow payments to be made online using GovPayNet. The services fees that are charged go directly to the provider and not to the Village. Payrolls for the month are also shown and the last pay period of each month will typically include the payrolls for the Fire Department and Ambulance Department. TR DelPonte made the motion to accept the clerk's report and TR Hafemann seconded the motion. (Aye-7, Nay-0)

Officer Dan Carroll was sworn in as a part-time officer for the Village of Campbellsport. Dan also works for Washington County and the Town of West Bend on a part-time basis.

Chris and Barb Schanen attended the meeting to discuss their issues with the sewer backup that occurred in September. At this time, the Water and Sewer Utility Committee is waiting for firm numbers instead of estimates. The Village's insurance is not assisting with these costs because there is not a rider on the policy for covering sewer or water backups. In order for the Village to have this rider, the cost would be \$1.75 per resident. The Sewer Utility will be covering the costs as determined by the Water and Sewer Committee. This topic will again be tabled for a future meeting.

Bowmar Appraisals sent us a renewal contract for 2014 in the amount of \$6900. TR Schickert made the motion to accept the 2014 contract for \$6900 and TR DelPonte seconded the motion. (Aye-7, Nay-0)

The Village Board discussed the ordinance for dog and cat licensing. TR Schellhaass made the motion to change the charges for spayed or neutered dogs and cats to be \$5 and for unsprayed or unneutered dogs and cats the fee would be \$10. TR Schickert seconded the motion. (Aye-7, Nay-0)

The Fire Department also requested changes to ordinances Sec. 2-246 thru Sec. 2-258. TR Schickert made the motion to accept the ordinance revisions as presented from the Fire Department and TR Schellhaass seconded the motion. (Aye-7, Nay-0)

Clerk-Treasurer Tellier suggested adding modules to our current Civic software program to increase efficiency at Village Hall. The Cash Receipting module would computerize all cash receipts so hand-written receipts would no longer be necessary. Currently, the steps taken to process an accounts receivable deposit consist of: #1 – enter all receipts in the appropriate receipt book, #2 - add the receipts and match to the money in the accounts receivable bank bag, #3 – enter the cash receipts in the general journal using the correct cash receipt file, #4 – attach the calculator ribbon to the cash receipt book and highlight the receipts that add up to the total deposit, #5 – fill out the bank deposit slip. Obviously, by computerizing the cash receipt books the Village Office could be more efficient and several steps would be eliminated. It was also recommended by our auditor to change our Chart of Accounts to match what is used by the state of Wisconsin.

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The timing for the change of Chart of Accounts would need to take place so it can be utilized by January 1, 2015. Using our current chart of accounts, our auditors need to change all our reports that are sent to the state to match their chart of accounts. The motion was made by TR Hafemann and seconded by TR Krebs to upgrade the Caselle software to include the Cash Receipting module for \$5350 and the restructure of the Chart of Accounts for \$1200. This would also increase our annual support by \$750. (Aye-7, Nay-0)

There have been contractors that have looked into the changes we would need to the Aurora Clinic building. We have only received verbal quotes at this time.

Dean from Mead and Hunt came to answer any questions we would have regarding the Highway 67 engineering costs. They have done several jobs similar to what is needed for the Highway 67 project and that experience would help coordinate work with the Department of Transportation and necessary utility work. The design for the road is not going to begin until possibly the summer of 2014 and there will be a lot of meetings that Mead and Hunt will be at because they have the contract to do the utility work. Due to this, they would be aware of changes or issues and would communicate the information to avoid conflicts. If we would approve the current contract from Mead and Hunt, the prices would remain in effect for the course of the project. Manholes will be inspected and decided at that point if they are structurally suitable for several years. The design layout would also include looking at the Comprehensive Plan to confirm we are prepared for future development. Mead and Hunt would have an advantage in that the inspector would be able to do the inspections of roadwork and utility. This project would be funded by the Water and Sewer Utilities and the General Fund. Representatives from Mead and Hunt have shown interest by attending previous meetings. The estimate difference between Gremmer and Mead and Hunt is about \$23,000. If there are added costs required once the project starts, Mead and Hunt would come back to us with an addendum. For this part of the project, once the contract is signed the prices will remain in effect. If there is any additional work that needs to be done, Mead and Hunt would come back to us with an addendum. The motion to accept Mead and Hunt as the engineer for the Highway 67 Project was made by TR Schellhaass and seconded by TR DelPonte. (Aye-4 Schellhaass, DelPonte, Hafemann, Twohig, Nay-3 Krebs, Guenther, Schickert)

TR Schellhaass made the motion to accept the invoices as presented other than the payments to Boy Scouts and Cub Scouts which should have \$44.50 deducted from each donation to them from the Fire Department per Tom Miller. The motion was seconded by TR Schickert. (Aye-7, Nay-0)

The Water and Sewer committee made a recommendation to no longer give the sprinkling credit or sewer credit to residents. Many residents do not actually use the sprinkling credit for the purpose it was designed. Those residents that do water their lawns or have the need to use water from the outside faucets of their homes will have the option to have a separate meter which the resident would only pay water and base charges for. However, the extra meter would need to stay in year round so the base rates would still need to be paid monthly and the dedicated meter would need to be put in by a licensed plumber. TR Guenther made the motion to eliminate the sprinkling credit and pool credit beginning in 2014 and TR DelPonte seconded the motion. (Aye-7, Nay-0)

The board agreed to approve the contract for Independent Inspections. TR DelPonte made the motion to accept the contract and TR Krebs seconded the motion. (Aye-7, Nay-0)

TR Schickert made the motion to approve completing the application for Commercial Building Delegated Municipal Authority and TR Krebs seconded the motion. (Aye-7, Nay-0) This would allow Independent Inspectors to perform commercial inspections instead of having to wait for the state to do them.

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TR Schickert made the motion to approve the contract from Fond du Lac County Senior Services Department which would allow the community center to be used for the seniors if they would want to have lunches there again in the future. TR Hafemann seconded the motion. (Aye-7, Nay-0)

At 8:57pm, TR Schellhaass made the motion to go into closed session and the motion was seconded by TR Hafemann.

The meeting returned to Open Session 9:42pm.

TR Schickert made the motion and TR DelPonte seconded the Police Department's request to allow Jen Vodak to attend recruit school for 13-weeks beginning in January. While attending school, she will remain a full-time employee being paid \$13/hour with all current benefits for the 13-weeks. She will work from home or come in evenings or weekends to get her work done in the PD. After successful completion of recruit school, Jen will become a full-time officer at the rate of \$18/hour. After 6-months' probation, she will receive a \$.50/hour pay increase until she reaches \$20/hour and then she will follow the regular Village raise schedule. Jen has also agreed to sign a contract stating that she will remain working for the Village of Campbellsport for 3-years after completion of recruit training. If she decides to leave before the 3-year commitment ends, she will need to repay the Village for the wages received during recruit school on a prorated basis. (Aye-7, Nay-0)

Due to changes again occurring at Village Hall, TR Schickert made the motion to change the hours after tax season to be 7:30am-4pm and to fill the Deputy Clerk-Treasurer position as a 30-40/hr. per week flextime position. The position will be posted internally and then advertised if an internal candidate is not found. The motion was seconded by TR DelPonte. (Aye-7, Nay-0)

The motion to adjourn was made by TR DelPonte at 9:42pm and seconded by TR Hafemann.

Respectfully submitted,
Becky Tellier
Clerk/Treasurer