

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)

SPECIAL MEETING of the VILLAGE BOARD OF TRUSTEES
Monday, January 20, 2014

Village President Arvid Petersen called the special meeting of the Village Board to order at 5:46 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Trustees Present: Roll call vote: Pat Kenny, Rick Pappas, Cindy Wilson, George Spadoni, President Petersen, Tom McGreevy, Bill Gage (arrived at 6:00 pm)

Also Present: Director of Streets Ron Adams, Jade Bolack, Al Kaminski, Library Director Nancy Krei, Village Clerk/Acting Village Manager Dennis Martin, Building Inspector/Zoning Administrator Ron Nyman, Police Chief Steve Olson, David Prudden, Village Attorney Dale Thorpe, Interim Village Treasurer Scott Vilona, Tom Whowell

General Business

Village Human Resources Study and Recommendation – Al Kaminski

Allan Kaminski presented the Study and Recommendations for the Positions of Village Administrator, Village Treasurer, Village Clerk, Director of Public Works and Ancillary: Human Resource Management Assessment that he was contracted to complete. The study and recommendation report was released on a confidential basis to the Village Board members in late December. Kaminski asked the Village Board members if they had all read the report and if there were any questions. With regard to the Village administration position, Kaminski stated that his report recommends an internal candidate for the job, Village Clerk/Acting Village Manager Dennis Martin. Kaminski stated that his report recommends the probationary appointment of Martin to assume the administrator duties. Kaminski stated that since the former administrator also performed the treasurer duties, his report and recommendation addresses that scenario. Kaminski stated that his study concludes that the two positions should be separated and that the Village should consider making the treasurer's position part-time and a contracted service. Kaminski stated that he has had initial discussions with the interim Treasurer Scott Vilona and he would recommend the Village Board negotiate a half-time services position with Vilona, with the total hours not to exceed an average of 20 per week. Kaminski stated that if the Village Board approves the appointment of Martin to village administrator, the Village will have to hire a new municipal clerk as soon as possible to take over Martin's clerk duties. Kaminski stated that he also studied the Public Works Department and the Utilities Department and compared the current management structure to other area municipalities. Kaminski stated that with regard to the current situation with two directors and a union shop, it is not a good idea for the upper management position employees to also be union members. Kaminski stated that if the employees were just in "lead man" positions, it would not be a concern for them to also be union members; however, if they remain in the union, the Village Board should then hire a public works director to resume the administrative duties. Kaminski stated that the new village administrator and the Human Resources Committee should make it a priority to fill the public works director position as soon as possible. Following further discussion on the study and some questions about the Public Works Department study, Petersen asked if a motion should be considered to accept the report and approve the recommendations. Thorpe stated that the Village Board could consider a motion in open session to accept the report and approve the filling of the employment positions; however, specific names, employee evaluations and wages should be discussed in a closed session. Spadoni thanked Kaminski for the report and stated that he agrees with the recommendations. Spadoni stated that he likes the term "manager" versus "administrator;" however, following discussion on the need for ordinance amendments and other possible ramifications, Spadoni stated that it is not an important issue and he dropped the matter. Spadoni stated that he thinks it's a good idea to create a part-time treasurer's position, to outsource the job to a contracted services provider, and to offer the position to Vilona, who has been doing a good job in the interim position. Spadoni stated that lastly, he also agrees that the Village Board needs to hire a director of public works. Thorpe stated that there may be ordinance amendments necessary to change the treasurer's position as recommended, and he can bring back any necessary changes for

the Village Board to consider in the closed session. Wilson then asked Kaminski some questions with regard to the DPW director research and recommendation. Petersen stated that it would be appropriate for the Village Board to consider a motion to accept the report and to schedule further action for a closed session at the next monthly meeting.

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to accept the Study and Recommendations for the Positions of Village Administrator, Village Treasurer, Village Clerk, Director of Public Works and Ancillary: Human Resource Management Assessment completed and submitted by Allan Kaminski; to schedule the necessary action for a closed session to be held at the next monthly meeting; and to post the necessary open session items to approve the recommendations made in the closed session. The MOTION carried without negative vote.

Authorize Easement Work for Upper Abbey Springs Lift Station Generator Project and 2014 Indian Hills Storm Water Project

Thorpe stated that the Village Board and Plan Commission are required to authorize the drafting, negotiations and approval of easements for public construction projects. Thorpe stated that staff located an existing easement that may cover the Upper Abbey Springs Lift Station and the installation of a natural gas line to a new permanent backup generator; however, if necessary, a new easement may have to be drafted. Thorpe stated that he will review the existing easement and determine if it is adequate to cover the backup generator installation project.

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to approve the drafting and negotiations of an easement for the Upper Abbey Springs Lift Station backup generator project if necessary, and subject t to Plan Commission review and approval. The MOTION carried without negative vote.

Thorpe stated that staff requires the same approval to initiate the negotiations and approval for easements for 2014 village storm water management projects, including one on Van Slyke Drive at Hillcrest Drive, which is in the preliminary planning stage. The final design proposal and easement specifics will be brought back for Plan Commission and Village Board consideration.

Trustee Spadoni/Trustee Pappas 2nd made a MOTION to approve the planning, negotiating and drafting of the required easements for the Van Slyke/Hillcrest Drive and 2014 Village storm water projects, subject to Plan Commission review and approval. The MOTION carried without negative vote.

KAS Cleaning 2014 Contract Approval – Tabled 1/6/2014

Martin stated that KAS Cleaning indicated that the \$7,140 fee for the 2014 cleaning services at the Village Hall and Library on every other Wednesday night, or 26 times per year, includes \$495 for the cleaning of the exterior windows two times, or \$247.50 for each cleaning. Martin stated that he did not solicit any other bids for the cleaning or for the window washing because KAS submitted an RFP in 2010 when the cleaning services were last put out to bid with the other contracted services.

Trustee Spadoni/Trustee McGreevy 2nd made a MOTION to approve the 2014 Cleaning Contract for Village Hall and the Library as submitted by KAS Custom Cleaning. Elkhorn. The MOTION carried without negative vote.

Village Attorney Monthly Invoice for December 2013

The monthly invoice was not submitted in time to be reviewed for the monthly meeting packets for the January 6, 2014 Village Board meeting.

Trustee Spadoni/Trustee McGreevy 2nd made a MOTION to approve payment of the \$7,091 invoice submitted by the Village attorney's office for December 2013, and the MOTION carried without negative vote.

Raze or Repair Decision for 138 Fontana Boulevard Water Damage

Petersen stated that frozen and burst water pipes at 138 Fontana Boulevard resulted in significant damage to the upper level residence and ground floor commercial space. The Village property insurance policy will cover the cost of repairs and refurbishing the building, or the expenses for razing it, less a \$1,000 deductible. Petersen stated that the DPW crew cleaned up the water damage and rented equipment to dry out the building, but a decision has to be made on whether to raze or repair the building. The property is going to be listed on the MLS by Keefe Real Estate agent Jay Hicks, who discovered the burst water pipes when he visited the property to shoot photographs for the listing. Hicks indicated that if the building can be repaired and refurbished, it will be worth more

money and make the property more attractive for potential buyers.

Trustee Spadoni/Trustee Pappas 2nd made a MOTION to direct staff to have the property located at 138 Fontana Boulevard restored and to submit the expenses for the Village insurance company for reimbursement. The MOTION carried without negative vote.

Closed Session

Trustee Spadoni/Trustee Kenny 2nd made a MOTION at 6:15 pm to adjourn to Closed Session, pursuant to Wis. Stats. Chapter 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically Street and Utility Directors Administrative Compensation for 2014; and pursuant to Chapter 19.85 (1)(e), to deliberate or negotiate the purchase of public properties, the investment of public funds, or to conduct other specified public business, whenever competitive or bargaining reasons require, specifically WPPA Union Contract, Abbey Springs Water Main and Standpipe Project easements/land acquisition, and Duck Pond Development Site negotiations, and the Roll Call Vote was as follows:

Trustee Pappas – Aye

Trustee Wilson – Aye

Trustee Spadoni – Aye

Trustee Gage – Aye

President Petersen – Aye

Trustee McGreevy – Aye

Trustee Kenny – Aye

The MOTION carried on a 7-0 vote.

Trustee Kenny/Trustee Wilson made a MOTION at 6:44 pm to adjourn the Closed Session and to reconvene in Open Session, and the MOTION carried without negative vote.

Adjournment

President Petersen/Trustee Kenny 2nd made a MOTION at 6:44 pm to adjourn the meeting, and the MOTION carried without negative vote.

Minutes prepared by: Dennis L. Martin, village clerk

Note: These minutes are subject to further editing. Once approved by the Village Board, the official minutes will be kept on file at the Village Hall.

APPROVED: 2/3/2014