

SPECIAL VILLAGE BOARD MEETING
HELD JOINTLY WITH THE TOWN OF EAGLE BOARD
APPROVED MINUTES – March 19, 2009

Village President Spurrell and Town Chairman Kwiatkowski called their respective joint special meetings to order at 7:00 p.m. Open Meeting Law requirements were confirmed by Town Clerk Pepper.

Individual rolls were taken: (Village) Salmela, Scheff, Thomas, Rice, R. Spurrell – present; B. Spurrell and Couch were excused. (Town) Davis, West, Malek, Rasmussen, Kwiatkowski - all present. President Spurrell and Chairman Kwiatkowski led the Pledge of Allegiance. Other representatives included, Fire Chief Heim, Deputy Fire Chief Nelson and Town Treasurer Pasterski.

Citizens Comments – None.

Septic Repairs for the Municipal Building – Chairman Kwiatkowski explained that the cover to the septic system is cracked and is currently being held up by concrete blocks. The estimate received from Mr. Pett was \$6,256 however; the amount budgeted for the repair was \$4,170. President Spurrell explained that the proposal is to replace septic tank 2. Additionally, there are charges of \$80 and \$127 for permits and fees, as well as options to replace the manhole cover and installing guard posts. The recommendation is to take the additional monies needed out of savings.

In response to Supervisor Malek, Chairman Kwiatkowski explained that another quote can be obtained if directed. Mr. Murphy of Murphy’s Complete Septic Service has taken photos documenting the situation. If the septic system caves in, it could be a major issue.

President Spurrell explained that Mr. Pett was in attendance at the Municipal Building Meeting and has documentation that the tank is cracked and must be replaced. He added that Waukesha County also has the crack documented. Chairman Kwiatkowski stated that it was his understanding that the documented crack was for the tank cover and that the likelihood of locating a matching cover was unlikely. Chairman Kwiatkowski added that he could check with Mr. Pett to see if there is any documentation that the tank itself is cracked.

In response to Trustee Thomas, President Spurrell explained that the increase in cost is due to state mandated filters and the cost of the riser.

Chairman Kwiatkowski read a portion of the first line of the quote as follows: “Replace Septic Tank #2, found to have a “cracked” cover, and possibly other “cracks” in the bottom, as noted by Donald C. Murphy”. Discussion followed regarding having both Department of Public Works replace the topsoil as well as install guard posts, as a means to save money.

(Town) Motion by Supervisor Rasmussen, seconded by Supervisor West to authorize the replacement of the septic tank, if needed, not to exceed \$6,698 and to have the Departments of Public Works replace the topsoil, seed, and install guard posts. Upon voice vote, motion carried. Chairman Kwiatkowski stated that he will obtain a re-quote from Mr. Pett.

(Village) Motion by Trustee Rice, seconded by Trustee Thomas to authorize the replacement of the septic tank, if needed, not to exceed \$6,698 and to have the Departments of Public Works replace the topsoil, seed, and install guard posts. Upon voice vote, motion carried. President Spurrell added that, for clarification, monies exceeding the budgeted \$4,170 will be taken out of savings.

Fire Station Repairs- Deputy Fire Chief Nelson distributed photographs to the Boards, documenting the structural cracks where the trusses meet the girder trusses. These flaws are significant and need to be addressed soon. Deputy Nelson stated that he crawled up into the scuttle hole to take a closer look at the approximately 3/4" wide drywall crack, which is located in the new addition. Currently, the drywall is being held in place by the garage door opener. Deputy Nelson explained that there are also cracks in the concrete block and distributed the photos, which were taken from opposite sides of the building. Deputy Nelson stated that he checked for evidence of settling however; there should not be this much separation. He added that he will be meeting with Scherrer Construction, the contractors for the addition, early next week. Discussion followed regarding the horizontal webbing and bracing.

Discussion took place regarding which commercial inspector inspected the building. Fire Chief Heim explained that he was unable to locate that information. It was mentioned that it was neither the Town's nor the Village's Building Inspector.

Chairman Kwiatkowski explained that more information will be coming forth, once the meeting with Scherrer Construction has taken place.

Easy IO Equipment for Ambulances- Fire Chief Heim explained that intraosseous needles are used in situations where typical intravenous needles are unable to be used. The Town of Mukwonago uses their IO equipment less than ten times per year. The City of Delafield has uses their device approximately twice monthly. The department is proposing the purchase of two of these devices, one for each ambulance, with the total cost of \$2,276.90. President Spurrell added that these are non-budgeted items which have since become available for IV Tech use.

(Village) Motion by Trustee Scheff, seconded by Trustee Salmela to authorize the purchase of two EZ-IO G3 Power Drivers with the funds for these devices to be taken from the ambo fund. Upon voice vote, motion carried.

(Town) Motion by Supervisor Rasmussen, seconded by Supervisor Davis to authorize the purchase of two EZ-IO G3 Power Drivers with the funds for these devices to be taken from the ambo fund. Upon voice vote, motion carried.

Joint Park & Recreation Committee's Responsibilities- President Spurrell explained that he had gone to the Library Board with his concerns and wanted to approach the Park & Recreation Committee however; Chairman Kwiatkowski suggested that this topic be raised at a Joint Board Meeting. President Spurrell explained that it is the Committee's responsibility to supervise, support, and oversee the department and the director. President Spurrell explained that some people have not been happy with some aspects of Park & Rec and he hopes that the Committee has been made aware and is stopping these issues. The Park & Recreation programs are great, the accounting aspect is now up to date, but the business aspect of the department needs to be overseen.

Supervisor Malek agreed that it is the Committee's responsibility to supervise and support the Park & Rec and questioned what issues in particular needed to be stopped and how many residents have complained. In response, President Spurrell explained that the issues he heard of were hearsay, he is unsure of the number of complaints, and hopes that these individuals attend a Park & Recreation Committee Meeting to voice their concerns. Supervisor Malek stated that of the few concerns that have been raised, the majority of those have been regarding registration procedures. In response to President Spurrell, Trustee Thomas stated that there was an issue several weeks ago which were addressed at the Park & Recreation Monthly Meetings. Supervisor Malek stated that there is a public comment section at the Committee Meetings and residents are encouraged to attend and comment.

President Spurrell stated that one issue was that the Committee met on a different weeknight than they normally meet. The Committee should try to maintain a regular meeting schedule. In response, Supervisor Malek stated that the most recent meeting was re-scheduled due to lack of a quorum and that this was the only time the Committee met on a different night. Trustee Thomas stated that while he agrees with President Spurrell's point, this meeting date change was a rare instance.

Chairman Kwiatkowski reported that he recently met with the Park & Recreation Director who raised concern that the Committee Meetings are held the same night as the Planning & Zoning Commission, causing their meeting to have to adjourn whether or not all the business has been conducted. Chairman Kwiatkowski suggested that if there is a problem with the meeting date, the Committee should consider changing the regular meeting date. Chairman Kwiatkowski also suggested closing the agenda a week in advance, in order to better control the agenda. In response, Supervisor Malek explained that the Committee currently meets on the first Monday however the Committee is currently considering changing their regular meeting date.

Joint Park & Recreation 2008 Financial Report/2009 Budget Status- President Spurrell explained that he has had the opportunity to review the financial status of the Park & Recreation Department and the budget prospect looks scary. Last year the Park & Rec Department went over budget \$10,000 and he's afraid that the department will be over budget again this year. President Spurrell referred to the Profit Loss Report from January. In response to President Spurrell, Chairman Kwiatkowski explained that the registration income shown in December was for the upcoming 2009 programs.

President Spurrell stated that he reviewed the financial statement and compared it to this year's budget. When the Village estimates their budget, the Village always estimates low on income and high on expenses. President Spurrell explained that last year's financial statement showed the income for the basketball program at \$770.00 yet the 2009 budget shows the projected income to be \$2,000. Discussion followed. President Spurrell stated that there are multiple programs in the budget that are shown to have a projected increase in income, some by \$100 or more. In his estimation, the Park & Rec Department will be over the income budget by \$13,536 and \$4,800 over budget in their expense budget. This would put the department over budget a total of \$18,300. President Spurrell offered to sit down with the Committee to review his numbers. Chairman Kwiatkowski suggested that Supervisor Malek and Trustee Thomas take this concern back to the Committee and report back to the Joint Board.

Supervisor Malek explained that fundraising income is a major source of the department's income. Trustee Thomas explained that one of the problem's with the budgeting process is that there was nothing to compare to before; this has since changed. The current economic situation which has been causing enrollment to decline is another problem.

President Spurrell suggested dropping programs fees as a way to increase enrollment and income. Chairman Kwiatkowski respectfully disagreed. Chairman Kwiatkowski explained that higher enrollment results in higher program costs. The Park & Rec already has the lowest program fees in the community, approximately \$20 to \$30 less on some programs than the Town of Mukwonago. Our low fees encourage non-residents to enroll in our programs, at our taxpayers' expense.

Supervisor Malek explained that that the Recreation Director and her intern are compiling a fee survey of Waukesha and Walworth County programs. Trustee Thomas explained that many of the program fees are set by the league. Also, the department keeps the fees low due to the utilization of previous year's uniforms.

Chairman Kwiatkowski suggested that programs be reviewed based on the current economic situation. He also suggested that when the Committee is forecasting the budget, that they put a flag note in as to the reasoning behind their projected increase or decrease.

In response to President Spurrell, Trustee Thomas explained that the reason monies were not expended in the membership dues and expenses account was because the Recreation Director was, due to programming conflicts, unable to attend the Wisconsin Park & Recreation Association Conference.

Supervisor Malek explained that the Committee allocated a certain dollar amount for the Director's insurance based on the Village's estimate that the rate would be lower. The final figure came back at a much higher than anticipated rate, thus throwing off the budget. In response, Chairman Kwiatkowski explained that it was discovered that the rate increase was due to the Director's change in age bracket.

President Spurrell questioned the business sponsor income. Trustee Thomas explained that the majority of the income covers the cost of the advertising; the remaining offsets the cost of the uniform. President Spurrell replied that he hopes that the Department is not saying that the fees are high because of the cost of the uniform.

Supervisor Malek stated that he and Trustee Thomas will discuss these concerns with the Committee and will report back to the Joint Board.

Joint Park & Recreation HR Policy- President Spurrell stated that the Village is revamping their policy and the guidelines have not yet been approved. He would like to discuss this topic at a later meeting. In response to President Spurrell, Supervisor Malek stated that the Committee does follow the current policy as a guideline, even though it has not been formally approved.

Joint Park & Recreation Office/Director's Hours- President Spurrell reported that he has received questions as to the Park & Recreation Director's regular office hours. Trustee Thomas replied that the Director's office hours are printed in the brochure as follows: Monday 11am to 7pm,

Tuesday, Wednesday, and Thursdays 11am to 4pm, and Friday 9am to 12 noon. Supervisor Malek added that these brochures are mailed to all Town and Village residents. President Spurrell added that there is a notation that states that hours may vary slightly.

President Spurrell questioned why the Park & Recreation office was not open at the end of December. President Spurrell stated that he reviewed Director Heywood's time sheets and she took five of those days as holidays, while only three of those days qualified as holidays. Two personal days were also taken. According to the policy, only two of those days were holidays. President Spurrell stated that Director Heywood's timesheet reflects no holiday taken on New Year's Day. On May 28, Director Heywood did not work nor did she claim the time as sick time or a holiday. On June 9, Director Heywood reported no hours work and no time taken. July 3rd and 4th was the same. President Spurrell stated that the HR Policy states that there is no overtime compensation. President Spurrell stated that, while he is not saying that she doesn't do her job, he has counted thirteen days in which Director Heywood has not worked nor accounted for the time taken. In response, Supervisor Malek stated that he would like a listing of those dates so he can investigate them and will report back to both Boards at a Joint Meeting.

President Spurrell stated that he hopes that the Park & Recreation Director is only doing her own job while working out of the Town offices and raised issue with the Director helping the Town for 15 1/2 hours during the Presidential Election. Chairman Kwiatkowski stated that yes she did help out with the election and that he will take this to the Town Board to reimburse the Village for half of the Director's pay for Election Day. In response to President Spurrell, Chairman Kwiatkowski explained that the Park & Recreation Office was closed on Election Day because the Historical Society, who is shared by the Town and Village, bumped her out of her office. In response to President Spurrell, Clerk Pepper explained that the Historical Society did not use the small conference room because the County Clerk suggested a new traffic pattern for the Presidential Election.

Library Board Responsibilities- Mr. Bob Anderson, Library Board President stated that the Library Board met to discuss the issues that were raised by Village President Spurrell. These issues are defined in State Statute. Mr. Anderson explained that the Wisconsin Department of Public Instruction oversees the Library Board. The Library Board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The Library Board shall supervise the administration of the library and shall appoint a librarian. The Town and Village Boards have the responsibility of approving the budget. Mr. Anderson explained that the Library Board representation is population based. The nine person board consists of six Town representatives and three Village representatives. Mr. Anderson added that there currently is a Town representative vacancy. In response to President Spurrell, Mr. Anderson explained that State Statute states that the Board shall consist of seven to eleven members. Mr. Anderson reported that Waukesha County Federated Library System Director Tom Hennen has been reviewing their resolutions and that the Library Board has been reviewing and updating their by-laws. Their goal is to have these completed and presented to both Boards sometime this summer.

Town and Village Representation and Responsibilities at Library Board Meetings- Mr. Bob Anderson, Library Board President stated that, in regards to Town and Village Boards members being a voting member of the Library Board, it is the Library Board's opinion that Town and Village Board Members should act as liaisons only. Discussion followed. Chairman Kwiatkowski explained that the state statutes refer to the membership of the Library Board but

the statutes do not address elected officials. President Spurrell suggested that the Village and Town Boards draft a resolution or ordinance to update the Library Board by-laws. Mr. Anderson added that sample resolutions can be found on the Department of Instruction website.

Discussion took place regarding school representation on the Library Board and discussion regarding other municipalities who have formed joint libraries.

Accounting and Payroll Services for the Park & Recreation Department and the Library- Chairman Kwiatkowski explained that the Department of Revenue determines a businesses withholdings filing frequency based on the total dollar amount reported during a one-year period. Because the Town processes payroll for the Town, Park & Recreation, and Library, the Town is now required to report withholdings bi-monthly. Chairman Kwiatkowski explained that this process has extended the amount of time that the Town takes to process payroll. Currently, the Library has been paying the Town a minimal amount for payroll services. The Park & Recreation Department has been paying nothing for payroll or accounting services. Chairman Kwiatkowski stated that the Town will be increasing their service fee.

Federal Identification Numbers for the Park & Recreation, Library, and Municipal Building- Chairman Kwiatkowski explained that the proposal is for the Park & Recreation, as well as the Library, and Municipal Building to obtain their own Federal Identification Numbers. Currently, these entities have been using the Town's number. The Federal Identification Number is used on 1099's and W-2's, as well as several accounts. Keep in mind that even though the payroll numbers would decrease from the individual identification numbers, the Town would not benefit from the reduction in labor until the Department of Revenue reviews the filing frequency, which won't happen for another year. The structuring of how payroll is processed will remain the same. President Spurrell added that the accounting function has been processed through the Town because of the state laws that govern how a Town can expend monies.

(Town) Motion by Supervisor Davis, seconded by Supervisor Malek to obtain Federal Identification Numbers for the Park & Recreation Department, the Alice Baker Library, and the Eagle Municipal Building. Upon voice vote, motion carried.

(Village) Motion by Trustee Scheff, seconded by Trustee Salmela to obtain Federal Identification Numbers for the Park & Recreation Department, the Alice Baker Library, and the Eagle Municipal Building. Upon voice vote, motion carried.

Workman's Compensation Insurance for Park & Recreation Director and Library Employees- Chairman Kwiatkowski explained that as the Town was going through their insurance bidding process, it was discovered that neither the Park & Recreation nor the Library are covered under the Town insurance. Clerk Pepper checked with the Village and those departments are not covered under the Village policy either. If these entities are placed only on the Town's insurance, the Town's rates would increase and the Village should absorb half of the cost. Discussion followed regarding state requirements as well as disability insurance.

There being no further business, the meeting was adjourned by:

(Village) Scheff/Rice 8:47 p.m. (Town) Davis/Rasmussen 8:47 p.m.

Respectfully submitted,

Lynn M. Pepper
Town of Eagle, Clerk