

**VILLAGE OF PEWAUKEE
VILLAGE BOARD MEETING
August 16, 2016**

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call

President Knutson called the meeting to order at approximately 7:01 p.m. The Pledge of Allegiance was recited followed by a moment of silence.

Village Board members present on Roll Call: Trustee Paul Evert, Trustee Kevin Yonke, Trustee Heather Gergen, Trustee Joe Zompa, Trustee Tom Calder, and President Jeff Knutson, Trustee Cathy Baumann was excused.

Also Present: Village Attorney, Mark Blum; PD Lieutenant, Mark Garry; Park, Recreation, and Building Services Director, Kelley Woldanski; Village Administrator, Scott Gosse; Village Clerk, Chaz Schumacher; Deputy Clerk-Treasurer, Cassie Smith.

2. Approval of Minutes of Previous Meetings

a. Minutes of the Regular Village Board Meeting – August 2nd, 2016

Trustee Calder asked the Board to note the previous meeting is recorded as having ended at 8:23 p.m.

Trustee Zompa moved, seconded by Trustee Gergen to approve the August 2nd, 2016 minutes as presented. Motion carried 6-0.

3. Citizen Comments

Carole Stamm – 130 West Wisconsin Avenue, Unit 1 – Ms. Stamm stated the Village Board needs to work together as a team, at the last meeting one member was cruel and showed arrogance and disrespect towards their equals and the Village President. Ms. Stamm stated she called the Government Accountability Board and spoke with Diane Lowe regarding the recall process for a village board member. Per Ms. Stamm, Ms. Lowe agreed with her and explained what was needed for a recall. Ms. Stamm stated she would need 994 signatures to file a recall petition. Ms. Stamm stated she has received all the necessary paperwork to move forward with a recall. She stated she is very upset with she has seen and that she will be watching the board and will see about moving forward with the recall petition.

4. Ordinances

a. Ordinance No. 2016-12, Ordinance to Create Chapter 28 of the Municipal Code of the Village of Pewaukee To Establish a Code of Ethics

Administrator Gosse informed the board about his findings after reaching out to other municipalities regarding if they require financial disclosures. He stated 7 responded stating they do not require financial disclosures and 1 stated they do not currently but did at their previous municipality of Twin Lakes. The Twin Lakes disclosure has been included in the packet as an example. Gosse stated Kelley Woldanski from the City of Pewaukee informed him recently that the City does require a disclosure.

Trustee Calder thanked Administrator Gosse for gathering information from other communities. He stated this is needed in the Village and asked that the Board use the form Gosse provided in the packet, replacing information to reflect the Village's information.

Trustee Zompa stated his biggest concern with the financial disclosure is possibly creating a barrier to potential board members. He stated that the form presented is better and he would possibly support something like it. He stated there needs to be a balance of transparency for the electors without creating barriers because people may not want to put themselves into this light.

Trustee Gergen stated her agreement with Trustee Zompa. She stated she would like to see the City of Pewaukee's form and see if it is something the Village could use. The form presented in the packet is more palatable. Administrator Gosse stated Woldanski did forward a copy of the City's form and he will forward it to the Village Board.

Trustee Calder moved, seconded by Trustee Evert to defer this item until the information requested by Trustee Gergen is supplied. Motion carried 6-0.

Trustee Gergen stated she would like to see the complete ordinance with all edits included, prior to voting on the ordinance. She stated she thought the ordinance would be meant more as a guideline. Attorney Blum stated edits have not been made, he is waiting for direction from the board on who would be affected by the financial disclosure, is the ordinance meant more as a guideline and if so, there are State Statutes that provide for it, if the Board wants to move above and beyond that, standards will be needed and a complaint process established.

Trustee Calder moved, seconded by Trustee Evert to withdraw the original motion to defer this item.

Trustee Calder moved, seconded by Trustee Gergen that this item be deferred and that direction and input from the Board to the Village Attorney will be provided regarding what the ordinance will entail, and that the information requested by Trustee Gergen be provided to the Board. Motion carried 6-0.

5. Old Business

a. Discussion and Possible Action on Laimon Family Lakeside Park parking lot patching contract

Park, Recreation, and Building Services Director Woldanski stated she has safety concerns with areas of the parking lot and water not going where it needs to for proper drainage. She stated 3 quotes have been presented, they were not easy to obtain. She is recommending PLM Paving for the project.

Trustee Zompa asked if the Department of Public Works has been involved with the process. Woldanski stated she worked with DPW Supervisor Jack Straehler and Tom Opie on what was needed for the project and then the quotes were obtained. Discussion followed.

Trustee Calder moved, seconded by Trustee Yonke to award the project to PLM Paving for an amount not to exceed \$7,980. Motion carried 5-1, Trustee Zompa voted nay.

6. New Business

a. Discussion and update by Assessor Regarding 2016 Assessment Process and Possible 2017 Revaluation

Dean Peters of Associated Appraisal introduced himself to the Board, he stated he wanted to discuss the market conditions and the need for a revaluation in 2017. He stated the most recent information from the DOR certification of equalized value shows an approximate 4% increase in market value from January 2015 to January 2016, the market is healthy. He stated the assessments are within 92-93% of the market value, as per the agreement to keep the assessments within 10% of the market value, but the assessments are getting close to the 10% difference. He stated there are some concerns with looking at the previous assessment records because there are 3 different sets and it's been a rocky conversion to put them all into the digital format, all of the residential and some commercial have been entered. He stated there was difficulty in entering the remaining commercial records as there were large discrepancies between the paper records, the GIS records, and actual properties. He stated a substantial increase in assessments will gain public attention. He stated values need to be updated in 2017 and if a revaluation is done it would be up to date and meet the DOR requirement of being digitally maintained.

Trustee Zompa stated he assumes taxes will increase for the residential properties, but asked about the empty store fronts and how they will be impacted. Dean Peters stated the DOR is saying there's a 2% increase for commercial properties. Peters stated he has tried to talk to the DOR about the assessed values on the empty storefronts being too high but there have been above assessed value sales and that could be impacting it.

Trustee Zompa stated if the Village decides to move forward with revaluation, citizens need to be prepared for it. Dean Peters stated Associated Appraisal has materials to help with this process.

Trustee Calder asked for the ratio of equalized values for Commercial and Residential properties. Peters stated the values are 92-93% currently, in the past there was a disparity between them but right now both are about the same.

Trustee Gergen asked if the Village needs to decide now or if it can wait until the budget process and until other things are sigend. Trustee Zompa stated the costs have been built in and quantitated in the 2017 budget and the Village should do it now or the costs for a revaluation could increase. Zompa stated the Village needs to move forward with the revaluation. Discussion followed.

Trustee Calder asked that the revaluation be up for discussion and possible action at the next Village Board meeting.

President Knutson thanked Dean Peters for his time.

b. Discussion and Possible Action on Adoption of Emergency Operations Plan

Police Lieutenant Mark Garry presented the emergency operations plan for the Village. Garry stated the Board has received a condensed version of the plan as the actual product has sensitive information included. He stated all departments heads have had an opportunity to review it and understand the rules and guidelines it provides. He stated it is a living document so it will change over time.

Trustee Zompa stated he has worked with Emergency Operations Plans and asked what plans are in place to keep the document current. Lieutenant Garry stated a large scale exercise will be done sometime in the next year and the Village Board will be involved with the tabletop exercises. Garry stated the City of Delafield is performing a large scale exercise and he will be assisting with it and using the experience to bring back to the Village.

Trustee Evert complimented Lieutenant Garry on his work and everyone else who worked on the emergency operations plan, it is very good.

Trustee Gergen asked if the Village would be coordinating with Red Cross or other agencies and where the emergency shelters will be located. Lieutenant Garry stated there are several locations such as WCTC, multi-family units, even businesses, it would depend on where the event is occurring .

President Knutson asked why the Administrator was not included in the DRT. Lieutenant Garry stated it would depend on what role the administrator takes.

Trustee Gergen asked if the fire chief had signed off on the plan. Lieutenant Garry stated the fire chief has signed off on it.

The Board thanked Lieutenant Garry for his work on the emergency operations plan.

Trustee Calder moved, seconded by Trustee Gergen to approve the Emergency Operations Plan for the Village of Pewaukee as presented. Motion carried 6-0.

c. License Approvals and Vendor Payments

Trustee Gergen moved, seconded by Trustee Evert to approve new Regular Operator Permits for the remainder of the July 1, 2016 through June 30, 2017 license term as presented for the following applicants:

Taylor Covert Amanda Buskirk Lukas Kohanowski Stacy Levenhagen

Motion carried 6-0.

d. Monthly Approval of Checks and Invoices for all Funds – July 2016

Trustee Calder noted that the fire administration fees continue to climb.

Trustee Evert moved, seconded by Trustee Gergen to approve the July 2016 Treasurer's Report in the amount of \$593,921.62. Motion carried 6-0.

7. Citizen Comments

None.

8. Closed Session - *The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a negotiating strategy regarding a fire and EMS agreement with the City of Pewaukee; and pursuant to Wis. Statute Section 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 to consider employment of an Equipment Operator candidate.*

Trustee Calder moved, seconded by Trustee Evert to move into Closed Session at approximately 7:58 p.m. Motion carried on Roll Call vote, 6-0.

9. Reconvene into Open Session

Trustee Calder moved, seconded by Trustee Gergen to reconvene into Open Session at approximately 8:33 p.m. Motion carried on Roll Call vote, 6-0.

10. Adjournment

Trustee Evert moved, seconded by Trustee Zompa to adjourn the August 16, 2016 Village Board meeting. Motion carried 6-0.

Meeting adjourned at approximately 8:34 p.m.

Respectfully Submitted,

Chaz M. Schumacher
Village Clerk