

VILLAGE OF REDGRANITE
REGULAR BOARD MEETING – APRIL 21, 2015

A regular meeting of the board of trustees was held at the Municipal Building on April 21, 2015. Meeting called to order by President Sieg at 7:00 p.m. Members present: Joel Kalata, Angie Ralls, Joan Kapp, Rob Wilcox, Paul Mertz, Sandy Lyles and Jerry Sieg. Motion by Kalata, seconded by Lyles to approve the agenda as printed (noting the request from WE Energies to abandon services on Courtney Lane – under Miscellaneous Business – was withdrawn. Motion carried.

PUBLIC FORUM: Karen Piechowski reported that the Redgranite Women's Club disbanded on April 9th after 50 years of service and the group wanted to use their fund balance to install a commemorative stone bench on the west side of Veterans' Memorial Park. The quote received (from Carved Stone Creations of Kaukauna) was higher than their fund balance so they suggested that a couple of strong young men help with the unloading of the components upon delivery to save on the cost or they will order an alternate less expensive bench. The bench will need a base of 48" X 45" poured concrete. Jerry stated that perhaps the Lions Club could offer to hire some men for the project. Karen requested that the group be allowed to purchase the bench under the Village's federal ID number to save on sales tax – the clerk will check into this option.

A motion by Ralls to approve the minutes for the March 17th regular meeting was seconded by Kalata and carried.

CLERK'S REPORT: It was reported that the ending balance of the CDBG revolving loan fund as of March 31st was \$66,564.56 and of that \$32,326.87 is available to loan. The Waushara – Waupaca Counties 2015 Clean Sweep (Collection of Household Hazardous Chemicals) will be held from May through October at the Waupaca County Processing & Transfer Facility on Swan Road in Manawa (contact the village clerk for information). This year's Open Book will be held from 10 a.m. to 12 p.m. on May 12th and the Board of Review will be held from 6 p.m. to 8 p.m. on June 8th; Joan Kapp and Angie Ralls offered to serve as village board representatives on the Board of Review. To comply with state statutes, the Board of Review will be called into session immediately preceding the May 19th board meeting and adjourned to the June 8th date when the roll will be ready.

PRESIDENT'S REPORT: Jerry reported that he had approved ordering two "No Littering" signs to be printed by Waushara County at a cost of \$18 each – the village has the sign board material; they will be placed on County Road EE. The Village has received a proposal from Baker Tilly Virchow Krause to assist in submitting a water rate increase application through the Public Service Commission at a cost of approximately \$6,000. The Wautoma High School Senior Class will be painting and working in Willow Creek Park on April 22nd for their class project and Rob Wilcox will be the Village Board representative present at an award ceremony thanking the students for their efforts. Municipal Court fines collected for the village in March totaled \$1,489.53. Sieg then reported that he would like to retain the same committee assignments as the current ones. A motion by Ralls was seconded by Lyles to retain the same committee assignments for village board members. Motion carried.

FINANCE/PERSONNEL/INSURANCE: Motion by Ralls, seconded by Wilcox to approve general fund disbursements - check #8535 through #8592 (Farmers Exchange Bank) for a total of \$43,192.42, water fund disbursements - check #6203804 through #6203829 (Farmers Exchange Bank) for a total of \$12,000.20, sewer fund disbursements – check #6304277 through #6304301 (Farmers Exchange Bank) for a total of \$92,998.56 and electronic transfers from general fund savings for payroll liabilities in the amount of

\$7,051.34, creating a grand total of \$155,242.52 and financial reports ending March 31, 2015 for General, Sewer and Water Funds. Motion carried.

President Sieg proposed the appointment of Christy Groskreutz as salaried Village Clerk-Treasurer at a wage rate of \$14.00 per hour with other employee benefits and Annette Duke as part time Village Deputy Clerk-Treasurer at a wage rate of \$11.00 per hour without benefits working between 25 to 29 hours per week. Christy questioned the offer stating that she had been told that the wage rate would be closer to \$32,000 per year. A motion by Mertz was seconded by Lyles to approve the appointments of Christy Groskreutz and Annette Duke as stated above except that the salary rate for Christy would be \$15.38 per hour. Motion carried.

Sieg reported that he had a few questions for the audit representatives from Baker Tilly regarding the Draft Communication To Those Charged With Governance and Management regarding loans receivable, IT items, sick leave and vacation policies, the library financial position and other library accounts, interfund balances (paying down the General Fund balance to the TIF) and accounting adjustments. Some changes have been made and many items were left as previously stated following an explanation by the auditor. A Baker Tilly representative will be asked to attend the May 19th meeting to present the 2014 financial statements and answer questions by board members.

Renewal of the current employee health insurance plan with UnitedHealthcare was presented with an increase in premium of 5.6% for the period June 1, 2015 through May 31, 2016. It was noted that coverage for Berube will be terminating after July 2015, Groskreutz will be added – possibly with dependents and Olander will be removed so the actual premium will be less than the quoted premium of \$4,292.39 per month. The employee contributes 13% for single plan coverage and 26% for a family plan; the village pays \$166.67 per month to an HSA account for each full time employee for the high deductible plan. A motion by Ralls was seconded by Lyles and carried to renew the current employee health insurance plan with UnitedHealthcare.

The recent additional cost of \$7.00 to perform a background check through the Dept. of Justice has prompted the need to increase the cost of a provisional/regular operator license from \$7.50 to \$15.00. A motion by Ralls was seconded by Lyles and carried to increase the operator license fees to \$15.00 and charge the library \$7.00 for a background check.

A motion by Ralls was seconded by Mertz and carried to retain the same depositories of funds: Farmers Exchange Bank, Farmers & Merchants Bank, Farmers State Bank, Associated Bank of Green Bay and Local Government Investment Pool.

A motion by Ralls was seconded by Kapp and carried to designate that the Village President, Jerry Sieg, and Village Clerk-Treasurer, Christy Groskreutz – as of April 25, 2015 – are authorized to sign checks for the Village of Redgranite and Joan Olson was designated as the village's legal firm and Baker Tilly Virchow Krause as the village's audit firm.

STREETS AND SIDEWALKS: Sieg reported that the village plan for road work in 2015 should include Division Street which is 24 feet wide, 2,050 feet long, includes three intersections and the former pickle factory driveway. Funds available were reported as \$24,000 in the budget for street outlay and another \$45-\$46,000 in transportation funds. (This was later corrected to just the \$24,000 by the clerk as the transportation aid is distributed in the budget as revenue available to offset expenses of many general fund accounts not solely road work.) The County Highway Department will provide an

estimate for improvements to Division Street. A motion by Ralls was seconded by Kalata to authorize the village street sweeping for the week of May 18th. Motion carried.

POLICE & FIRE: Mertz reported that a Joint Municipal Court meeting was held on April 16th. The committee is discussing ideas for collecting municipal citations for non-traffic violations, e.g. ordinance violations. It was noted that the refund intercept program may not be used for non-traffic citations.

SEWER/WATER: A motion by Lyles was seconded by Mertz to approve several 2015 1st quarter billing adjustments to sewer for the following: 429 Pine River Street for a water leak \$44.80, 464 Pine River Street for a water leak when the furnace went out \$362.88 and 181 Wood Street also for a water leak when the furnace went out \$91.84. Motion carried. Leaks were confirmed by operator Tom Markowski.

It was noted that the old Traverse City hydrants on Division Street should be replaced when the road work is completed and future budget discussions should include the replacement of from two to three hydrants each year. Estimated cost per hydrant including valves was stated as from \$1,800 to \$2,500. The 2016 budget discussion should also include consideration of adding radio transmission to a lift station.

A motion by Lyles was seconded by Wilcox to allow SEH to inspect the water towers and permit them to provide a quote for the repainting of the towers including a five to ten year contract with the cost amortized over the contract period. There is no charge for the estimate. Motion carried. The SEH representative will provide information at the May or June board meeting.

MUNICIPAL BUILDINGS: Nothing to report.

PARKS/CEMETERY: A motion by Mertz was seconded by Kalata and carried to approve the request submitted by Cassie Gregor for a moderate pitch women's softball team sponsored by Country Inn to use the East Side Park ball field (Wednesday evenings at 6:30 pm for games with practice sessions on Sunday evenings).

Two proposals were submitted for janitorial services to the village parks: Peggy Eger bid \$150 per week for the three parks - Willow Creek, East Side and Veterans Memorial with her own insurance and We Clean (Jolene Maldonado) bid the same rate as last year \$130 per week for the three parks – bid includes insurance coverage. A motion by Mertz was seconded by Lyles and carried to accept the proposal of We Clean for park janitorial services.

Mike Getchius reported that he has been asked to provide the village with a certificate of insurance including worker's compensation insurance; the requirements requested by the village's agent will cost him approximately \$1,500 per year and his payments received last year amounted to \$1,600. A motion by Kalata was seconded by Lyles and carried to authorize Mr. Getchius to keep the cemetery sexton position as is with the same worker's compensation insurance requirements.

MACHINERY/SOLID WASTE/ORDINANCES: A motion by Kalata was seconded by Lyles to approve the sale of the 1997 Ford pick-up for \$925 (highest bidder) or for \$900 if the first bid offer is not confirmed. Motion carried.

A motion by Kalata was seconded by Mertz to approve the purchase of a 7' X 16' tandem axle trailer with spare tire, sides and a spring assisted gate from TBE Trailers, LLC for \$2,600. Motion carried.

A motion by Wilcox was seconded by Kalata and carried to establish the following: annual neighborhood cleanup – week of May 4th and brush pickup – week of May 11th.

MISCELLANEOUS BUSINESS: A motion by Mertz was seconded by Lyles to designate the official newspaper of the village as the Waushara Argus and the board meetings will be held on the third Tuesday of the month at 7 p.m. Motion carried.

A motion by Lyles was seconded by Ralls and carried to approve a Temporary Class “B”/ Picnic Retailer’s License for Amvets Post 13 for May 25th at Veterans Memorial Park.

A motion by Kalata was seconded by Mertz and carried to approve the operator license applications submitted by Samantha Ferron and Chelsie Jezwinski – Sanicker’s Pub and Michael Copeland – Lambeaul Lanes.

The request to advertise on the village’s website was referred to the Finance/Personnel/ Insurance Committee for a decision on motion by Paul Mertz which was seconded by Kalata and carried.

A motion by Mertz to adjourn at 8:20 p.m. in honor of Donna, the retiring village clerk, was seconded by Kalata and carried.

President Sieg added a note of appreciation to Donna Berube for her many years of service to the village.

(All motions carried by voice vote unless stated otherwise.)

Respectfully submitted by: Madonna G. Berube, Village Clerk