

VILLAGE OF EAGLE REGULAR BOARD MEETING MINUTES
May 12, 2016
Unapproved

Call to Order/Open Meeting Law requirements: President R. Spurrell called the meeting to order at 7:00pm, open meeting law requirements were confirmed as being met.

Roll Call: Present were Trustees G. Hein, J. Hoefakker, G. Scheff, L. Neuburg, M. Rice, P. Jones and President R. Spurrell.

Pledge of Allegiance: Pledge of Allegiance was led by R. Spurrell.

Review/Approval of Minutes: Motion to approve the minutes from the Regular Village Board meeting held April 14, 2016 made by L. Neuburg. Seconded by G. Hein. Motion carried (6-0-1) M. Rice abstained.

Review/Approval of Treasurer's Report, including regular monthly accounts payable and journal entry log: Trustees reviewed the reports presented. M. Rice commented on the layout of the electronic reports sent to trustees prior to the meeting being cut off and difficult to read. Clerk C. Zindars stated that duplicate reports could be produced that would be easier to read. M. Rice continued with questions to clarify items on the Treasurer's report, R. Spurrell and C. Zindars provided clarification. Motion to approve the Treasurer's Report, regular monthly accounts payable, and journal entry log made by M. Rice. Seconded by L. Neuburg. Motion carried unanimously (7-0).

Clerk's Report: Clerk C. Zindars updated the Board on summer goals for the office. She listed updating voter registration, cross training, and file organization as priorities. She also announced that she was in need of items for the quarterly newsletter and requested information on community events for posting on the Village website.

Citizen Comments/Concerns: no public comment

Announcements:

Chief Presiding Officer: R. Spurrell welcomed newly elected M. Rice and reelected Trustees L. Neuburg and P. Jones to the Board. He read a thank you letter from the Wilton family for flowers sent. He also updated the Board on the status of the MCO contract for codification of ordinances. He stated that the contract was being redrafted with changes suggested by the Village attorney and would be sent back to MCO.

Board Members: M. Rice thanked citizens who voted for him. He continued, commenting on the voters' preference to local law enforcement as indicated in the last election. He praised the work done by the Eagle Police Department, along with surrounding Departments who provided support for the recent drug bust in the Village. He stated that he intended to be tough on spending and indicated to the Board that he wanted to see a 20 year financial plan developed for future needs, such as repair and replacement of streets, water tower, equipment, etc. R. Spurrell indicated that a Capital Plan had been developed, which he could provide to M. Rice and suggested that it could be a starting point for improvements. G. Scheff commended the EPD on the work done in the recent drug bust and commented on the good job done on the last newsletter sent in the water bills.

Fire Dept. Representative: B. Hein indicated work was still being done to move forward on forming a Fire Board and Fire Commission.

Eagle Business Association: R. Dulde gave a brief update on their last meeting and included that Ameriprise had given a presentation on retirement. He stated that the next meeting was to be held May 24th.

Police Dept. Representative: Cpt. S. Lesniewski announced that the recent drug bust was thanks to an anonymous tip from a Village resident. He announced that NARCAN had arrived and was in the squads.

Library Director's Report: B. Pinekenstein of the Library Board has expressed her desire for another Joint Village/Town Board meeting to discuss a third proposal developed for the potential library expansion.

Baker Tilly Annual Audit Report: W. Unger of Baker Tilly presented to the Board. She explained that audit objectives, to express their opinion on the financial statements of the Village as of December 31, 2015 with an unmodified audit opinion and financial statements being fairly presented in accordance with generally accepted accounting principles. She outlined the fund balances for the general fund, capital projects fund, and special revenue funds. The general fund had an ending deficit balance of \$17,084. She explained that large contributing factors were over budget expenditures in legal fees and the fact that the entire severance package for the Police Chief was included in the expenditures for 2015, although payments continued in 2016. She outlined a capital projects fund total fund balance of \$52,500 and a special revenue funds balance (which includes impact fees, police department squad fund, and the equipment fund) of \$128,957. W. Unger continued by outlining the position of the Water Utility with revenues of \$409,587, expenses (including depreciation) of \$228,403 and an operating income of \$181,184, with a total net position of \$3,255,054. W. Unger continued by outlining material weaknesses, which included the internal control environment in regards to division of duties for accounting, payroll, property tax collection and utility billing. She explained that most municipalities of this size had these weaknesses because of staffing limitations. She explained that strides have been made over the last year in the areas of accounting records and account reconciliations. She explained new reporting requirements for GASB 68, which pertains to reporting of certain information for Employee's Retirement System. She then asked for questions from the Board. M. Rice referred to the Communication to Those Charges with Governance and Management, asked for more information regarding the suggested accounting procedures manual. W. Unger explained that a calendar of events and procedure manual for payroll and accounting entries would be helpful in the event of employment changes in the Village Office.

Consideration/Action regarding the Mutual Cooperation Agreement under the Housing and Community Development Act and The National Affordable Housing Act: D. Shaver Director of the Department of Land Use for Waukesha County was present to make a brief presentation and answer questions from the Board. D. Shaver began by explaining his thought that there may have been a miscommunication in regards to what the agreement was and what it meant to residents in the Village. He explained that the village had participated in the program for several years prior and that the reason for the renewal of the agreement was because of changes made to the requirements from the municipalities to participate in the program. He explained that the County received funds from the Federal Government for non-profit organizations, assistance for home purchase, and home rehabs, etc. He stated that 23 residents had taken advantage of rehab assistance, 2 for home purchase, and 2 for down payment assistance. He gave an example of who would be eligible for these programs: a family of four with an income below \$58,600, which he explained was approximately 18% of Eagle residents (both the Village and the Town residents). Trustees expressed their concern to D. Shaver over the State and

Federal governments' ability to place demands on the Village in regards to reporting requirements, forcing low-income housing, and the potential financial impact some of the items in the agreement could have on the Village. M. Rice cited several requirements listed in the agreement, stating that complying with these requirements could cost the Village a significant amount of money. D. Shaver explained that a majority of the reporting was handled by the County and other very easy changes could be made to comply with the agreement, such as lowering the minimum square footage requirement from 1750 sq ft to 1200 sq ft. Debate and discussion continued between trustees and D. Shaver as to the principal difference between the Village making changes to their zoning code based on evidence that showed it would be a benefit and making changes because they were required to because of this agreement. Motion was made by R. Spurrell to approve the Mutual Cooperation Agreement Under the Housing and Community Development Act and The National Affordable Housing Act. Seconded by L. Neuburg. Motion carried unanimously (7-0).

Joint Park & Recreation Committee

- a. **Consideration/Action regarding resignation of Recreation Director Kyle Huber effective May 3, 2016:** Motion made by P. Jones to accept Kyle Huber's resignation effective May 3, 2016. Seconded by G. Scheff. Motion carried unanimously (7-0).
- b. **Consideration/Action to hire former Recreation Director Sam Blonien for temporary interim department assistance:** Town Supervisor J. Davis of the Town of Eagle explained that after the resignation of S. Blonien, the committee asked the Board to approve a 1st and 2nd candidate for hire to the Rec Department. Kyle Huber was the 1st choice and accepted the offer of employment, however due to changes at his other job, felt the need to resign from his position here. The 2nd candidate for hire was recently contacted to fill the position, however, because of the short notice, was not able to begin working adequate hours immediately. To bridge that gap in order to continue programs, S. Blonien was contacted to provide interim assistance to the department. Motion made by G. Scheff to approve hiring of Sam Blonien for temporary interim department assistance. Seconded by J. Hoefakker. Motion carried unanimously (7-0).
- c. **Consideration/Action to hire a part-time recreation director:** Motion made by G. Scheff to hire Becky Miller as part-time recreation director. Seconded by P. Jones. Motion carried (7-0).

Consideration/Action regarding Lease Agreement with Haley Residential Investments for Eagle Police Department: R. Spurrell explained that this was a one-year lease with no changes to terms or rent. L. Neuburg stated that she would like to Board to consider a new space for the department. She explained that the space now was not handicap accessible, no space for interviews, believed there to be a safety issue with a glass front. She stated that she desired a contingency placed in the motion that would include looking into a new space for the department or she would not vote to approve. M. Rice stated he thought that better a discussion at the committee level and at budget discussions for 2017. Motion made by M. Rice to approve the one-year lease with Haley Residential Investments. Seconded by G. Hein. Motion carried (6-1) L. Neuburg opposed.

Consideration/Action regarding Insurance Policy for Eagle Historical Society: Motion made by P. Jones to table and refer to the Joint Municipal Committee. Seconded by G. Scheff. Motion carried unanimously (7-0).

Discussion/Action regarding waiver of fees for a fundraising event for Great Lakes Hemophilia Foundation for Village Park application and Temporary Class "B" Picnic license: Motion to approve and waive both and fees made by G. Scheff. Seconded by P. Jones. Motion carried unanimously (7-0).

Commented [DB1]: I don't think the applications were waived, I think it was just the fees.

Discussion/Action regarding waiver of fees for Village Park Reservation Application for Eagle Elementary School Picnic: Motion to waive fees made by M. Rice. Seconded by G. Scheff. Motion carried unanimously (7-0).

Consideration/Action regarding Miles of Smiles 5K Run-Walk to be held September 10, 2016: R. Dulde of the Eagle Business Association explained that feedback had been taken after last year's event and some needs that were recognized were garbage receptacles and restrooms in the gazebo area and access to the restrooms at the Village Park. Discussion was held among trustees as to the price for port-a-john rentals and whether this was a Village responsibility. M. Rice expressed his belief that donating to organizations was not a Village responsibility. R. Spurrell made the point that the Village has donated to organization in the past and currently such as the Community Band and the Eagle Historical Society. R. Spurrell stated that access to the restrooms at the park could easily be done and that John's Disposal could be called for additional receptacles in the gazebo area. Motion made by M. Rice to approve the event, along with restroom access at the Village Park and garbage receptacles provided at the gazebo area. Seconded by G. Hein. Motion carried unanimously (7-0).

Consideration/Action regarding Operator's License applications for Danielle R. Haines, Emily Kuspa, Gabriel Cooper, Alonna Leszynski, and Meagan Kapustka: It was noted by R. Spurrell that Meagan Kapustka had disclosed information on her application that was omitted the last time her application was submitted. Motion to approve all listed operator's license application made by M. Rice. Seconded by G. Scheff. Motion carried unanimously (7-0).

Consideration/Action regarding official newspaper for publishing for the Village of Eagle: Motion made by M. Rice to designate the Mukwonago Chief as the official newspaper for publishing. Seconded by P. Jones. Motion carried unanimously (7-0).

Consideration/Action regarding posing locations for the Village of Eagle: Motion made by G. Scheff to keep the posting location as the Village Hall front window, Post Office, and Chapman's BP. Seconded by G. Hein. Motion carried unanimously (7-0).

Consideration/Action regarding Village of Eagle compost hours: R. Spurrell explained that confusion was caused to residents by changing the compost hour to 10am-1pm on Saturdays. Motion made by G. Scheff to change the compost hours to 9am to Noon on Saturdays. Seconded by J. Hoefakker. Motion carried (7-0).

Consideration/Action regarding hiring a full time police officer: Cpt. S. Lesniewski explained that Kyle Cunningham had resigned, leaving a full time 2nd shift Tuesday through Saturday position open. Current part-time officer, K. Kezeske had expressed interest in the position. M. Rice expressed interest in working with Cpt. Lesniewski and the police committee on a needs analysis for the department, however stated that because the position was already budgeted for in 2016, he was ok with filling the position at this time. Motion made by M. Rice to hire K. Kezeske as full time office. Seconded by G. Scheff. Motion carried (6-1) R. Spurrell opposed.

Consideration/Action for 2016 appointments:

Committee	Chairperson	Members	Employees/Citizens
Code & Ordinance	Mike Rice	Greg Scheff, Peter Jones	Gwen Bruckner/Steve Lesniewski (Alt), Tim Buss
Library Rep	Lyne Neuburg		
Joint Municipal Court	Rich Spurrell		
Nature Trail Rep	Lyne Neuburg		Jean Weedman
Eagle Recreation Dept	Greg Scheff		Anne Minnett
Personnel & Finance	Rich Spurrell	Peter Jones, Greg Hein	
Planning Commission	Rich Spurrell	Jon Hoefakker, Peter Jones	Mark Schoessow, Larry Wilkinson, Wayne Pett, Steve Deegan
Police & Licensing	Greg Hein	Jon Hoefakker, Greg Scheff	Steve Lesniewski/Gwen Bruckner (Alt)
Public Works & Property	Jon Hoefakker	Mike Rice, Greg Hein	Steve Deegan
Zoning Board of Appeals		Bev Spurrell, Gary Payne, Chris Ballman, Dave Rockteacher, Al Salmela	Tom Thomas (Alt) John Sterzinger (Alt)
Village Assessor	Magnan Assessments	Cal Magnan	262-542-3332
Village Attorney	Mark Blum	Hippenmeyer, Reilly, Moodie and Blum	262-549-8181
Building Inspector	WI Building Inspections LLP	Vince Budiac	262-366-2400
Dept of Public Works/ Water Superintendent		Steve Deegan	594-3202
Engineers	Ruekert-Mielke		262-542-5733
Recreation Coordinator			262-949-4232
Village Clerk/Treasurer	Cheri Zindars		594-3400
Deputy Clerk/Deputy Treasurer	Bethany Hoefakker		594-3400

Motion to approve 2016 appointments made by M. Rice. Seconded by P. Jones. Motion carried (6-0-1) R. Spurrell abstained.

Adjournment: Motion to adjourn made by P. Jones. Seconded by J. Hoefakker. Motion carried unanimously (7-0). Meeting adjourned at 8:59pm.