

AGENDA
EAST TROY VILLAGE BOARD MEETING
2015 Energy Drive
May 23, 2016
6:30 PM

Call Meeting to Order; Pledge of Allegiance
Verification of Open Meeting Notice
Roll Call

Citizen Participation

Per Village Ordinance 148-15(D), anyone wishing to address the Village Board during Citizen Participation will be allowed 3 minutes. Your subject can be anything whether on the agenda or not. The Village Board is not allowed to respond to your comments.

Upon conclusion of this Citizen Participation segment, members of the audience are not allowed further comment unless specifically authorized via the motion and second process by the Board.

Consent Agenda

(One motion and second will approve all of the following items. Any item may be pulled from the list and voted on separately.)

1. Approval Minutes – 5/16/16
2. Grant Special Event Permit & Temporary Class “B” Picnic License to **Legends Baseball Club** “America’s Veterans are Legends” Baseball Tournament, Jason Tess, Event Chairman. Baseball games May 27, 28, 29 at the Rossmiller Sports Complex Baseball Fields known as the Mitchell Park Fields (1,2 & 3) and Center Field and use of Mitchell Field Concession Stand and field lights.

Adjourn to Committee of the Whole

1. Master Planning for Municipal Building, 2015 Energy Drive

Reconvene in Regular Session – Miscellaneous Business

Miscellaneous Business

1. Consideration of awarding 2016 crack sealing bid to Asphalt Services in the amount of \$28,972
2. Consideration of Budget Schedule for 2017
3. Consideration of East Troy Community Development Alliance performance (Stanford)
4. Consideration of Village Board review of Village President Special Projects Coordinator role in light of new role as County Supervisor (Zess)

Adjourn

Please note: The order of the items on this agenda is for the convenience of reference. These items may be taken out of order upon request of the Village President or Village Board Members. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Clerk’s Office, 2015 Energy Drive, (262) 642-6255.

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Call Meeting to Order; Pledge of Allegiance

Administrator Suhm verified the meeting was posted according to law.

Roll Call:

President Timms called the meeting to order at 6:30 p.m.

Present: President Timms, Trustees Fred Douglass, Matt Johnson, Scott Seager, Dusty Stanford and Ann Zess

Excused: Trustee Forty Renucci

Others: Chief Boyes, DPW Miller, Administrator Suhm, Attorney Gray

Citizen Participation

No citizen participation.

Consent Agenda

(One motion and second will approve all of the following items. Any item may be pulled from the list and voted on separately.)

1. **Approval Minutes – 4/18/2016, 4/25/2016**
2. **Operators Licenses – Linda Appelt, Debra Ball, Morgan Esch, Angie Rhode**
3. **Consider approval of Special Event Permit & Temporary Class B Beer License to East Troy Area Chamber of Commerce for Rib-a-Licious Amateur BBQ Contest to be held on the Village Square, Saturday, October 8, 2016, 10:00 a.m. – 8:00 p.m. (Approval contingent upon receiving certificate of insurance)**
4. **Consider Amendment to East Troy Chamber of Commerce Special Event Application for East Troy Cycling Classic approved 1/18/2016, to keep southbound County Road ES between Church and Division Streets closed until 11:00 p.m. for band on the square. (Approval is contingent upon Walworth County approval of the extended closure time)**
5. **Consider amendment to Viper Ride special event approved by Village Board on 12/21/2015 for use of the square on August 21, 2016 as a rest stop for the Viper Ride. Amendment includes expanded hours (11:00 a.m. to 4:00 p.m.) and the event including food vendors.**

President Timms pulled item three from the consent agenda. Trustee Stanford pulled item four from the consent agenda.

Trustee Johnson noted the attendance for the 4/25/16 minutes needed to be corrected, removing Trustee Kaplan and adding him.

Motion by Trustee Stanford, second by President Timms to approve items one, two and five from the consent agenda. Motion carried.

Regarding item three, President Timms explained he had a recent conversation with a business at the west end of the Village near the shopping center and grocery store and they expressed an interest in some events being located at that end of the Village rather than always on the square. He stated he thought the Rib-a-Licious event could take place in the parking area of these businesses

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Motion by President Timms, second by Trustee Stanford to allow Vanessa Lenz to speak. Motion carried.

Vanessa Lenz, Executive Director of the Chamber of Commerce, stated since this is the first she is hearing about a potential switch in locations she would need to go back to the chamber board for their consideration.

Motion by Trustee Zess, second by President Timms to allow Leon Davis to speak. Motion carried.

Leon Davis, owner of LD's Barbecue, stated he did not have an issue with a venue change for the event.

Trustee Seager stated if those businesses want to be involved in the events they should be contacting the Chamber of Commerce directly.

Motion by President Timms, second by Trustee Stanford to table consideration of the Rib-a-Licious event until the Chamber of Commerce Board reviews this. Motion carried.

Regarding item number four, Trustee Stanford stated he appreciates that they are bringing in the Band and looking for a way to expand interest in the cycling event, but he had concerns about keeping the streets closed longer and taking parking away on the square. Discussed the roads were to be closed until 8:00 p.m. and this would extend it by three hours until 11:00 p.m. Ms. Lenz confirmed they will again have a golf cart and cell phone that residents can call or text if they needed a ride due to street closures.

Motion by Trustee Johnson, second by President Timms to approve item four from the consent agenda. Motion carried 5-1 with Trustee Stanford voting no.

Miscellaneous Business

President Timms took item two from the agenda out of order.

2. Consideration of awarding bid for water tower painting, budgeted amount \$375,000

President Timms took item two out of order. DPW Miller explained the lowest bidder, V&T Painting, was not a qualified contractor for Dixon Engineering, which is the firm the Village has contracted with to handle the project. He stated he called several references and personally spoke with the vendor. He does not see a reason why he would not feel comfortable contracting with the lowest bidder. He also explained the next lowest bid was over the budgeted amount.

Jim Orr was present representing Dixon Engineering. He stated although they have not recommended V&T Painting, he will support whatever decision the Board makes. Dixon has concerns about the company related to staffing levels, deaths on the job and OSHA violations. However, the bid was a \$100,000 savings when compared with the next lowest bid. He did caution the Board there would likely be an increase in engineering fees, up to \$20,000, due to increased inspections performed by Dixon.

It was discussed the Board does not have to accept the lowest bidder if the lowest bidder is not found to be a responsible bidder. The board discussed various concerns related to safety

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violations, increased engineering costs related to regular inspections by Dixon Engineering, ability of the firm to get bonded, receiving and verifying the certificate of insurance and whether work quality should be a concern.

Motion by Trustee Stanford, second by President Timms to approve awarding bid to V&T Painting contingent upon getting bonded.

Trustee Seager suggested the Board consider delaying the project due to a prevailing wage ruling that would be in effect next year. DPW Miller expressed concerns we included the project in the rate case and how the PSC might address this.

President Timms called for a roll-call vote on the motion. Motion carried on the roll-call vote 4-2, with Trustees Johnson and Seager voting no.

Motion by President Timms, second by Trustee Stanford to adjourn to Committee of the Whole. Motion carried.

1. Consideration of contracting with Lynch and Associates for engineering services related to well 6 rehabilitation, amount not to exceed \$4,500 (from 4/18/16 meeting)

DPW Miller explained they videotaped the well to provide additional information for contractors to provide bids. Trustee Douglass stated he thought this was beneficial because the three contractors will be bidding on the same contract work.

Motion by Trustee Stanford, second by Trustee Johnson to approve. Motion carried.

Adjourn to Committee of the Whole

Discussion related to designating a tourism entity for room tax purposes and allocation of the municipality's 30% of room tax retained

Trustee Stanford questioned if the Chamber would have the ability to give funds to the Railroad and Airport with the 70% room tax they would receive as the tourism entity. Administrator Suhm clarified the money could not directly be given to the other entities, but the Chamber could work on marketing efforts for each organization as long as it meets the definition of tourism promotion and tourism development according to the State Statute, which specifically states it must be reasonably likely to generate paid overnight stays at more than one establishment.

Discussion occurred regarding how the Board will distribute the remaining 30% retained by the municipality which included discussions related to the loss of funding for the airport and East Troy Electric Railroad and potentially Parks and Recreation, which is currently receiving the municipal share of 30%. Ultimately the Board decided to wait until budget time to make this decision.

Trustee Zess stated she spoke with the airport committee last week. Currently the airport is not spending any funds on tourism and marketing and they recognize they do not qualify for the funds intended for tourism promotion and development. Balancing the budget will be up to the Village Board.

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General discussion occurred regarding the Chamber documenting and reporting how they spend 100% of the funds they receive on tourism promotion and development. This could include a portion of salaries or office costs according to Administrator Suhm's conversation with the League of Wisconsin Municipalities. She recommended the Chamber provide justification for the amount of salaries and office costs allocated.

Bernie VanDinter was present representing the East Troy Railroad and stated they are currently gathering information to determine whether or not their advertising is generating overnight stays in the hotel.

Reconvene in Regular Session – Miscellaneous Business

Motion by Trustee Stanford, second by Trustee Johnson to reconvene in regular session. Motion carried.

3. Possible action on designating the Chamber of Commerce as the tourism entity for room tax purposes and allocation of the municipality's 30% of room tax retained (from 4/25/16 meeting)

Motion by Trustee Stanford, second by Trustee Johnson to accept the Chamber of Commerce as the tourism entity, requiring reports every six months with one upon the start and one every six months reporting how they spend 100% of the 70% share of room tax they receive for a period of two years, with an effective date for the tourism entity to begin of January 1, 2017. Motion carried.

4. Consideration of approving historical phase one study for property between 2535 and 2080 Energy Drive (RA137200002), for potential archery range \$1,450.70 to be taken from Capital Park & Recreation budget

DPW Miller explained the study is required as part of the DNR grant requirement.

Motion by Trustee Stanford, second by President Timms to approve the study. Motion carried.

Ordinances & Resolutions

1. Ordinance 2016-05 – Prohibiting School-Related Parking in Parks from 7:00 a.m. – 4:00 p.m., Monday through Friday

Trustee Stanford stated he understood from DPW Miller heavy equipment related to the high school construction project and students have been parking in the new lot in Mitchell Park. President Timms stated he spoke with Bob Ellis from the East Troy School District. Bob agreed to look at the license plates during the day and if any of the cars belong to students they will be asked to move their car. He also agreed to address the construction equipment. President Timms recommended the Village wait and see if the problem can be controlled internally.

Motion by Trustee Johnson, second by Trustee Stanford to table. Motion carried.

2. Preliminary Resolution Austin Street

Motion by Trustee Stanford, second by Trustee Seager to approve Resolution 2016-04. Motion carried.

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Reports

1. **Emergency Services – Minutes 2/16/16**
2. **Village President's Report – April 2016**
3. **Airport Advisory – Minutes 4/11/2016**
4. **Plan Commission – DRAFT Minutes 5/9/2016**
5. **Financial Report – April 2016**
6. **Municipal Court Reports – March & April 2016**

No comments on reports were made.

Adjourn

Motion by Trustee Stanford, second by Trustee Seager to adjourn. Motion carried at 8:08 p.m.

Respectfully Submitted,

Eileen Suhm
Administrator



Memorandum

To: Village Board

From: Mike Miller

Date: 5/19/16

Subject: 2016 Crack Filling Project

Background:

The reason for crack filling is to prevent road deterioration and prevent water from entering underneath the pavement and contributing to premature pavement failure. This is an inexpensive way to extend the life of the village streets.

Fiscal Considerations:

\$28,972.00 for Crack Filling

Water-\$334

Sewer-\$485

Airport-\$5,001

Street-\$22,287

Library-\$280

Park-\$585

Attachments: Bids

1. Asphalt Services \$28,972.00
2. Bartelt \$90,547.65
3. Thunder Road Asphalt \$45,990.00
4. Fahrner \$39,169.00
5. American Pavement Solutions \$43,906.50

Recommendation:

DPW recommends the Village Board approve the contract for \$28,972.00 to Asphalt Services.

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2015 Energy Dr.
East Troy, WI 53120

2017 BUDGET SCHEDULE

Adopted by Village Board: MAY 16, 2016

Task	Responsible Party	Due Date
Adopt Schedule and Guidelines for Department Heads	Board	May 23, 2016
Distribution of Worksheets - Capital	Deputy Treasurer	May 17, 2016
Distribution of Worksheets - Operating	Deputy Treasurer	May 31, 2016
Police and Administration Submit 2017 Capital Budget Requests and Five Year Plan	Department Heads	August 5, 2016
Direct Department Heads to change any Service Levels	Board	August 12, 2016
DPW, Water and Sewer Submit 2017 Capital Budget Requests and Five Year Plan	Department Head	August 12, 2016
Notification of preliminary 2017 budget from Emergency Services and Booth Lake	EITEMS & Booth Lake	August 15, 2016
Review Police and Administration Capital Budgets	COW	August 22, 2016
Review DPW, Water and Sewer Capital Budgets	COW	August 22, 2016
Final Operating Budgets due	Department Heads*	September 12, 2016
Budget Review Session	Board	September 19, 2016
Finalize Operating Budget for Public Hearing Notice	COW	September 26, 2016
If needed, additional budget review session	Board	October 3, 2016
Send Notice of Hearing to Paper for Publication	ADM	October 14, 2016
Publication - minimum 15 days before hearing	ADM	October 19, 2016
Public Hearing and adopt 2017 Budgets, Set Tax Levy	Board	November 7, 2016

* Includes Police Chief, Library Board, Park & Rec Director, DPW, Emergency Services, Airport Committee and Muni Court, Booth Lake