

Village Board Meeting
May 9, 2016, 7:00 pm

Call to Order: The meeting was called to order at 7:01pm by Village President Vickie Boehnlein.

Roll Call of Officers: Officers present were: President Vickie Boehnlein, Trustees Clem Gottsacker, Dale Pfeifer, Pete Anzia, Josh Borden, and Gail Kowalkowski. Officers not present were: Andy Ohlson (excused). A quorum was established. Also in attendance were Deputy Clerk/Treasurer Kelly Brinkman, DPW Superintendent Dan Birenbaum, Wastewater Superintendent Paul Bley, Village Deputy Marshal Leon Anzia, and Village Attorney Gerry Antoine.

Open Meeting Law Compliance Check: This meeting is in compliance with the Open Meetings Law of the State of Wisconsin.

Pledge of Allegiance to the American Flag, Moment of Silence: All in attendance stood for the Pledge of Allegiance and moment of silence.

Public Input (2 Minutes/Person – 10 Minutes Total Time): No input was given by the public. Trustee Anzia commented that all of the Heritage Park playground equipment was installed, looks great, and is being used by children.

Consent Agenda Items: A motion was made by Boehnlein and seconded by Gottsacker to approve the consent agenda items (6a through 6d). Ayes – Anzia, Pfeifer, Boehnlein, Kowalkowski, Borden, Gottsacker; Noes – none; Abstain – none. Motion carried.

Consent Agenda Items (items a-d):

a) Approval of Minutes:

- Finance & Personnel Committee, March 18, 2016
- Village Board Meeting, April 11, 2016
- Village Board Meeting, April 19, 2016

b) Finances

- Approve Payment of Bills
- Approve Trustee Gail Kowalkowski to attend League of Wisconsin Local Government Training, June 3, budgeted
- Approve Julie Lesar & Kelly Brinkman to attend League of Wisconsin Clerks and Treasurers Institute, June 22 – 24, budgeted.
- Approve Kelly Brinkman to attend Master Academy for Civic and Public Affairs Workshop, July 27, budgeted.

c) Public Works Committee: Approve recommendation to resurface Beech Street for a cost of \$13,884 and full curb replacement for a cost of \$19,800 for a total of \$33,684 (\$34,000 budgeted for 2016)

d) Approve hiring Seasonal help: Hire two seasonal employees for 600 hours and 1100 hours at a budgeted total cost of \$16,630.

Unfinished Business:

a) Officially make motion to Approve Finance & Personnel's recommendation of allocations of the 2015 unassigned fund balance as discussed at April 11 Village Board meeting. - A motion had not been officially made at the April 11th board meeting and board moved to voting. A motion was made by Boehnlein and seconded by Pfeifer to approve the fund balance assignments as noted in the minutes from April 11th. Ayes – Anzia, Pfeifer, Boehnlein, Kowalkowski, Borden, Gottsacker; Noes – none; Abstain – none. Motion carried.

New Business:

- a) **Approve 2015 End of Year Auditor reports as provided by Baker Tilly** – Wendi Unger, partner at Baker Tilly, presented an overview of the Village of Belgium's 2015 year-end audit. A handout with 2015 financial highlights was handed out and presented by Unger. A clean, unmodified opinion was issued on the Village of Belgium financial statements for the fiscal year ending December 31, 2015.
- b) **Approve Imelda Spurgeon as an election inspector** – Application of interest and background check information was provided to board of trustees. A motion was made by Boehnlein and seconded by Gottsacker to approve Imelda Spurgeon as an election inspector. Ayes – Anzia, Pfeifer, Boehnlein, Kowalkowski, Borden, Gottsacker; Noes – none; Abstain – none. Motion carried.
- c) **Approve recommendation by joint Public Safety/Finance & Personnel committee regarding Village Marshal Position** – Boehnlein stated that the recommendation to the full board from the Public Safety and Finance & Personnel Committees is to hire Candidate A for \$4,000.00 per year with a 6 month probationary period. A motion was made by Kowalkowski and seconded by Anzia to hire Candidate A at \$4,000.00 for a 6 month period. Ayes – Anzia, Pfeifer, Boehnlein, Kowalkowski, Borden, Gottsacker; Noes – none; Abstain – none. Motion carried.
- d) **Approve recommendation from Public Works Committee to complete street repairs of East Redding Circle for a cost of \$12,168. Note: an amount of \$10,000 was allocated from the 2015 General Fund for this project at last month's Village Board Meeting.** – Borden presented the quote from the Ozaukee County Highway Department for milling and paving repairs needed on E. Redding Circle for a total of \$12,168.00. Boehnlein noted that \$10,000.00 was originally earmarked for this project from the General Fund 2015 fund balance, and that the \$2,168.00 beyond that amount is available from the fund balance for this project while still maintaining the recommended amount of fund balance to keep on hand as a security in the case of a fiscal emergency. Boehnlein also requested that treasurer Brinkman include a fund balance tracking report to the monthly board financial reports. A motion was made by Borden and seconded by Boehnlein to approve the street repairs of East Redding Circle for a cost of \$12,168.00. Ayes – Anzia, Pfeifer, Boehnlein, Kowalkowski, Borden, Gottsacker; Noes – none; Abstain – none. Motion carried.
- e) **Approve Ordinance #4-16 regarding right-of-way regulations** – Village Attorney Antoine reported that according to Wis. Stat. §182.017(1r), a public utility may, subject to certain provisions of the Wisconsin Statutes and to reasonable regulations made by any municipality through which the public utility's system may pass, construct and maintain such lines or systems. Ordinance #4-16 repeals and recreates §236-11 of our ordinances to contain terms and conditions for such public utilities who wish to construct and maintain a system in the Village of Belgium. These terms and conditions will allow the village more authority regarding placement in order to ensure public safety, minimize obstructions, ensure any installed facilities are properly maintained, prevent financial burden for maintenance of public right-of-ways due to deterioration caused by frequent excavations of such public utilities who locate facilities in the village, and so on. A motion was made by Borden and seconded by Gottsacker to approve Ordinance #4-16 regarding right-of-way regulations. Ayes – Anzia, Pfeifer, Boehnlein, Kowalkowski, Borden, Gottsacker; Noes – none; Abstain – none. Motion carried.
- f) **Approve Revised Equated Value Omitted Assessment for property owned by CM Partnership located at 688 W Silver Beach Road as determined by State Board of Assessors** – Brinkman reported that CM Partnership had been charged 5 years of omitted taxes retroactively by the Wisconsin Department of Revenue on improvements to their manufacturing property which had inadvertently not been reported to the State by CM Partnership when the company completed their expansion. CM Partnership filed an objection with the Wisconsin Tax Appeals Commission on the calculated omitted assessments assigned by the Wisconsin Department of Revenue. The State Board of Assessors heard the case and adjusted the original full value and equated value assessments based on the finds of the hearing. The Village Board has 60 days to appeal the adjusted full value and equated value assessments, should they not agree with them. A motion was made by Gottsacker and seconded by Boehnlein to approve the revised equated value omitted assessment for property owned by CM Partnership located at 688 W. Silver Beach Road as determined by the State Board of Assessors. Ayes – Anzia, Pfeifer, Boehnlein, Kowalkowski, Borden, Gottsacker; Noes – none; Abstain – none. Motion carried.

g) Discuss/Approve to contract with McMahon & Associates to prepare Request for Proposal (RFP) for Right-of-Way acquisition – Boehnlein informed the board that the Village of Belgium has to contract with a company to handle the needed right-of-way acquisitions for the Main Street project. A Request for Proposals (RFP) for this service is required. Boehnlein received a sample RFP document for a similar type of project from the Ozaukee County Highway Commissioner, Jon Edgren, which we could use to guide us in writing our own RFP. However, the document is approximately 12 pages long and very complicated with required documentation deadlines, etc. We do not have staff available to complete such a RFP for our particular project and its specifications. The other option would be to contract with the Village Engineer Firm, McMahon & Associates, to write the RFP for us as they have done on many other village projects. Boehnlein contacted McMahon for a quote to write the RFP, and McMahon replied with a proposal from Mann & Associates, a company they often contract with on right-of-way acquisitions for DOT road projects. Boehnlein will be contacting McMahon again to clarify that she would also like a quote from them to prepare the RFP itself, noting that Mann & Associates are one of the four companies the RFP would be mailed to anyway. This item will be tabled until a quote for preparing the RFP itself is received.

President’s Report: Boehnlein has nothing to report at this time.

Belgium Area Chamber of Commerce Report: There was no representative from the Belgium Area Chamber of Commerce present to provide a report.

Reports – Acceptance of April Reports: A motion was made by Boehnlein and seconded by Pfeifer to accept the May reports. Ayes – Anzia, Pfeifer, Boehnlein, Kowalkowski, Borden, Gottsacker; Noes – none; Abstain – none. Motion carried.

- a) **Ozaukee County Sheriff’s Report**
- b) **Building Inspector’s Report**
- c) **Fire Chiefs Report**
- d) **Staff Reports**

- Clerk
- Administrative Assistant
- Treasurer
- DPW/Water Superintendent
- Wastewater Superintendent
- Marshal/Deputy Marshal

e) Committee Reports

- Finance and Personnel – The committee had nothing to report
- Public Safety – The committee had nothing to report
- Public Services – The committee had nothing to report
- Public Works – The committee had nothing to report
- Parks, Recreation & Forests – The committee had nothing to report
- Public Utilities – The committee had nothing to report.

Next Regular Board Meeting Date: June 13, 2016

Motion to Adjourn: A motion to adjourn at 8:11 pm was made by Boehnlein and seconded by Gottsacker. Ayes – Boehnlein, Borden, Gottsacker, Anzia, Ohlson, Lambrecht; Noes – none; Abstain – none. Motion carried.

Respectfully submitted,



Kelly Brinkman
 Deputy Village Clerk
 Approved Village Board Meeting June 13, 2016