

Requests for persons with disabilities who need assistance to participate in this meeting should be made to the Village Clerk's Office at (262)554-7818 with as much advance notice as possible.

Village of Elmwood Park
Meeting of the Board of Trustees - Minutes
3131 Taylor Avenue, Building 3, Racine, WI 53405
February 9, 2017 6:30 p.m.

All agenda items shall follow protocol including staff overview, Board discussion, questions by public, Board disposition of item. The public must be given an opportunity to be heard and recognized by the President.

I. CALL TO ORDER/ROLL CALL – The meeting was called to order at 6:32 p.m. by President Steiner

Attendance was taken:

President Steiner	Present	Trustee Kathy Wells	Present
Trustee Mary Michel	Present	Trustee Brian Bazzett	Present
Trustee Wendy Spencer	Present	Trustee Laura Rude	Present
Trustee Pete Clouthier	Present		

II. PRAYER AND PLEDGE – Prayer lead by President Steiner followed by the Pledge of Allegiance.

Motion to appoint Barb McNulty as the recording clerk for the meeting. Seconded by Trustee Wells, all in favor.

III. PUBLIC COMMENT AND INPUT

Pursuant to Wisconsin Statute 19.84(2) "the public notice of a meeting of the governmental body may provide for a period of public comment, during which the body may receive information from member of the public." No action may be taken on subject matter; however items will be placed on the next meeting agenda. Please limit public comment to 3 minutes. You must sign up on the public comment and input log prior to the meeting.

1. Dave Beck – 3311 Green Meadows - discussed his desire to obtain a building permit for a residential home on his property. There was discussion about the possibility of connection of sewer and water lines to a home that may be built there. President Steiner advised him that he needed to prepare and submit the proper paperwork to the Plan Commission that meets on the 1st Monday of the month.
2. Marcia Russell – 2413 Oak Tree Lane – discussed the previous actions of Evergreen Academy's failure to follow through with their offer to purchase last year and she opposes offering them any long term lease options.
3. Randy Savaglio – 3311 Green Meadows – discussed his concern about obtaining a building permit for Dave Beck.

IV. CONSENT AGENDA

1. Accounts Payable – Motion to approve accounts payable made by President Steiner, 2nd Trustee Spencer, all in favor, no opposed.
2. Minutes from January 12, 2017 and January 24, 2017 - Motion to approve minutes made by President Steiner, 2nd by Trustee Rude, all in favor, no opposed.

V. REPORTS

1. Rusty Clark – County Supervisor – County Supervisor Clark offered his services to host an ad hoc committee to research the advantages of a village administrator for Elmwood Park. His discussion included the benefits of a village administrator and the direction that other villages, towns, and cities have taken in regards to hiring administrators.
2. President Report
 - A. Letter of Dissatisfied Villager's: Discussion of Evergreen Academy Lease – President Steiner read a letter from a villager that addresses the EverGreen Academy after school pick up of students by parents. President Steiner and Trustee Wells had a previous conversation with EverGreen Academy with the blocking of the road so that other users of the complex could

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not enter or leave during beginning and ending school hours and concern about no fire lane available. This resulted in the cars parking along Taylor Avenue. The lawn along the strip of land south of the Building 1 has been damaged by cars that are pulling onto the green area causing muddy conditions. President Steiner stated that there will be markers installed along that area. He has sent correspondence to EverGreen with estimates as to the cost of the repair of this area. The letter also mentioned Evergreens' use of tires. These tires are used for the children to play in and President Steiner felt that this was not a concern. The chairs mentioned about in the letter that were sitting outside the BB complex are gone. President Steiner also stated that our lease with EverGreen states that damage not from normal wear and tear are to be paid for by the tenant, thus the village has done it's due diligence in protecting this asset of the village.

- B. Letter to Evergreen Academy & Development Plans – President Steiner sent a letter to EverGreen Academy asking them to spell out specifically what they were looking for in regards to a long term lease with the village. Once received the village would look at it. He stated in his conversation with EverGreen they would not be prepared to move in to the new complex they were building on Chicory Rd. as it would not be completed.
 - C. Web Site Management – Former website manager had passwords and codes for the website and failed to answer the village when asked for the information. This resulted in the website going down. Mike Burks, the new webmaster for the site attempted to negotiate with a new website hosting provider but was able to finally obtain the necessary code for the current hosting site. The issue has been resolved.
 - D. 2016 Audit – We will be asking Gordon J Meier to complete the 2016 audit much earlier than last years. Anticipated it will be done in March.
 - E. Looking Ahead: 2017 & Beyond – We are looking for tenants for the vacant office areas in the Taylor Complex. Village needs to decide what to do with BB School at the end of Evergreens lease. CVS is looking for a developer for the area of land vacated when the Kohl's building was torn down. The village will continue to look at road repairs. Looking to have codification of the ordinance book.
- 3. Trustee Clouthier – No report.
 - 4. Trustee Rude – Street lights had a breaker failure which has been repaired. C-21 Prep will be leasing the gym through 02/27/2017 – net income is \$3,000.00. Renaissance has a lease through 02/16/2017, after that village will lose \$3,600.00 in rental revenue. Fellowship Church has decided to continue renting the hall. The security deposit collected has helped with keeping the hall clean.
 - 5. Trustee Wells – Working on a lease for Building 5. Request clerk sent letter to Evergreen re-occupancy permit for the church, indicating what fine might be charged for not having the permit.
 - 6. Trustee Spencer – Requested that something be done about the holes on the gravel in the parking lot. It is a trip or fall hazard the way they are. Curt Rude will meet with Steve Dykstra to see what can be done this time of the year.
 - 7. Trustee Michael – No report.
 - 8. Trustee Bazzett – No report.
 - 9. Clerks Report – No report.
 - 10. Treasurers Report – Copy on file in village office.
 - 11. Sheriff's Report - Copy on file in village office.

VI. **NEW BUSINESS**

- 1. Clerk Appointment & Salary – Barb Pauls did a good job with organizing the office with the help of Trustees Wells and Rude. Board has made the decision to merge the Clerk position

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with the Treasurer position. President Steiner made a motion to appoint Barb McNulty as Clerk/Treasurer with an annual salary of \$20,000.00 per year with an average of 15 hours per week to be effective February 6, 2017. 2nd by Trustee Wells, no discussion, all in favor.

2. Office Hours – Clerk to set office hours on Monday, Wednesday and Friday – minimum of 2 hours per day.
3. Software Discussion: Marge System vs QuickBooks – Discussion of the pro's and cons of the Marge System versus returning to the use of QuickBooks. Motion made by President Steiner to purchase QuickBooks w/payroll in an amount not to exceed \$524.00. 2nd by Trustee Wells, all in favor.
4. Repair of lawn on Taylor Avenue – Please refer to 2A. Trustee Wells also addressed the cost of irrigating the area that will be repaired once grass is planted. President Steiner to add that to his correspondence and discussions with Evergreen.
5. "Thinking of you" gifts/memorials – Trustee Rude talked about creating a fund to cover the cost of flowers sent to village employees and board members at a time of hospitalization or death. Trustee Rude made a motion to set up a fund for gifts or memorials to be given to employees or members of the board at a time of loss or severe illness in amount not to exceed \$650.00, \$65.00 per event at the board's discretion. 2nd by Trustee Spencer, all in favor.

VII. OLD BUSINESS

1. Lost Income Insurance – President Steiner informed the village for the need of lost income insurance due to possibility of the loss of rental income. The coverage would be for \$300,000. with a deductible of \$2,500.00. The cost of the coverage is \$148.00 annually. President Steiner made a motion to purchase the lost income insurance the lost income insurance coverage, \$300,000 with a deductible of \$2,500.00 for \$148.00. 2nd by Trustee Wells, discussion, vote - all in favor.
2. Leasing Contract with Houses to Homes – President Steiner asked the Board for an opinion as to whether or not it would be a conflict of interest for Barb McNulty to act as the real estate agent marketing the Taylor Complex rentals. Discussion. The board felt this would not be a problem.

VIII. ADJOURN