

VILLAGE BOARD MEETING ~ MARCH 5, 2012

The monthly Village Board meeting was called to order at 7:00 p.m. in the Municipal Building. On roll call were President Sleeman, Trustees Berry, Chambers, O' Brien, Doyle, and Parrott. PW Director Zant, Clerk Pierce, Attorney Alan J. Harvey from Community Code Service, Attorney Wood & Reporter David Kennedy were also present. Trustee J. Pierce was excused.

APPROVAL OF MINUTES

MOTION by Berry, second by O'Brien to approve the February 6, 2012 minutes as printed and sent out, motion carried

MOTION by Berry, second by O'Brien to deviate from the agenda and go to agenda item #5. Community Code Service Presentation by Attorney Harvey with a Question & Answer Session & Possible Board Action to Enter into a Contract with Community Code Service for Codification of Ordinances. motion carried.

COMMUNITY CODE SERVICE PRESENTATION

Attorney Alan Harvey of Community Code Service addressed the Village Board. {A copy of Attorney Harvey's letter dated January 23, 2012 to Trustee Berry, a copy of the February 29, 2012 letter and a copy of the Contract for Services was presented to all board members}. Harvey stated that they start out by asking for a copy of the current ordinances, PSC rate order information, quasi ordinance material such as handouts or resolutions etc. Once all this information is gathered a pre-codification conference is held in which Mr. Harvey wants to hear from the Village as to what's on their minds about the current ordinances. "Are there some things that you have right now that simply aren't being followed or no longer reflect really what your actual practices are, are there some things that you would like to see that you currently don't have?" stated Harvey. Harvey stated that he personally would do a comprehensive legal review of the current body of the Village ordinances. "All of our drafting work is 100% attorney prepared and I don't know of any other codification firm that can make that claim," stated Harvey. Trustee O'Brien asked if the fee included doing the Village's zoning ordinances and Attorney Harvey replied that yes it did. Trustee O'Brien asked Attorney Harvey if he was also doing the City of Adams ordinances and he replied that he was. Trustee O'Brien asked if the Village would have to repeal their current ordinances and Attorney Harvey said yes they would be repealed. **ATTORNEY WOOD:** With the existing ordinances we have a real problem here because we have some outdated ordinances that are unenforceable in my view. There's a lot of areas that the Village of Friendship just historically has not called or regulated in part because there is no police department here to enforce and so I assume you would take that into consideration. **ATTORNEY HARVEY:** Yes, absolutely. **ATTORNEY WOOD:** With our existing ordinances, the outdated ones, I think a lot of them just can't be salvaged. You had said when filling in the gap you would just come up with more modern... **ATTORNEY HARVEY:** I did look at what you have and it's scary, there are a lot of gaps there.

The proposal calls for one third of the project amount at the start of the project, one third upon submission of the first draft and a final one third upon satisfactory completion of the project. It also was noted in the proposal that they would charge separately their actual costs for the code printing and binders/tab dividers. **MOTION** by Berry, second by Parrott to enter into a contract with Community Code Service to codify the Village of Friendship ordinances at a cost of \$4,995.00, motion carried.

| <u>TREASURER REPORT</u> | <u>GENERAL</u> | <u>WATER</u> | <u>SEWER</u> |
|------------------------------|--------------------|-------------------|-------------------|
| January 2012 Bal. Brt. Frwd. | \$67,972.20 | \$186,928.71 | \$25,311.86 |
| February 2012 Receipts | \$50,628.12 | \$41,564.42 | \$31,852.07 |
| February 2012 Disbursements | <u>\$29,767.91</u> | <u>\$9,513.04</u> | <u>\$8,817.49</u> |
| Bal. March 1, 2012 | \$88,832.41 | \$218,980.09 | \$48,346.44 |

LGPIF Tax \$0.00 - Tax Checking \$294.25 - Capital Project Checking \$104,584.18 - LGPIF TIF \$362,706.12 - TIF Checking \$100.00 - General Money Market \$33,186.05 - CD (Former FFD funds) \$13,833.45 - Water LGPIF \$124,966.84 - Water Depreciation Account \$33,896.81 - Water Special Redemption Fund \$12,030.00 - Water Debt Reserve Fund \$5,871.90 - LGPIF Sewer \$45,265.18 - Sewer Depreciation Account \$20,773.26 - Sewer Special Redemption Fund \$9,779.68 - Sewer Debt Reserve Fund \$7,222.34

MOTION by Chambers, second by Parrott to approve the Treasurer Report as presented & read, motion carried.

Bills:

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| 19558 Kathleen Pierce | 1,555.41 |
| 19559 Michael Zant | 1,733.58 |
| 19560 Ronald Beeman | 1,377.36 |
| 19561 Thomas Sawyer | 172.93 |
| 19562 Michael Moran | 51.61 |
| 19563 Linda Hogan | 1,572.24 |
| 19564 Great West | 61.00 |
| 19565 Kohn Law Firm | 10.32 |
| 19566 EFTPS <i>Auto Debit Pay Roll Taxes</i> | 2,289.23 |

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| 19567 EFTPS (Auto Debit Previous Qt. Adjustment for WI Retirement) | 179.35 |
| 19568 EFTPS (Auto Debit Previous Qt. Adjustment for WI Retirement) | 88.19 |
| 19569 EFTPS (Auto Debit Previous Qt. Adjustment for WI Retirement) | 35.71 |
| 19570 Baker Tilly Virchow Krause | 803.00 |
| 19571 Capital Insurance Services LLC | 2,220.00 |
| 19572 Car Quest | 28.49 |
| 19573 Dalco | 198.46 |
| 19574 E.O. Johnson Company | 124.00 |
| 19575 Fenner Excavating | 366.72 |
| 19576 Linda Hogan | 59.00 |
| 19577 News Publishing Co. | 90.64 |
| 19578 United Laboratories | 279.23 |
| 19579 AFLAC | 121.84 |
| 19580 Fenner's Garage | 890.72 |
| 19581 Frontier | 204.97 |
| 19582 H. Monroe Inc. | 280.00 |
| 19583 Sandra Gallagher Sewer & Water over-payment refund | 322.97 |
| 19584 Ronald Beeman | 94.52 |
| 19585 B.A. Pauls/ Associates | 525.00 |
| 19586 Cartridge World | 284.20 |
| 19587 WI River Co-op | 207.01 |
| 19588 General Engineering | 364.44 |
| 19589 Kwik Trip Inc. | 1,508.52 |
| 19590 League of WI Municipalities | 310.28 |
| 19591 Lights by H & H | 176.97 |
| 19592 Local Government Property Insurance Fund | 1,777.00 |
| 19593 T & T Auto Body | 240.00 |
| 19594 WE-Energies | 545.40 |
| 19595 Kathleen Pierce | 1,131.25 |
| 19596 Michael Zant | 1,270.14 |
| 19597 Ronald Beeman | 987.39 |
| 19598 Michael Moran | 147.24 |
| 19599 Linda Hogan | 1,008.68 |
| 19600 Great West | 61.00 |
| 19601 Kohn Law Firm | 39.39 |
| 19602 EFTPS | 1,453.27 |
| 19603 Ace of Adams | 130.61 |
| 19604 Bellin Health | 45.00 |
| 19605 Friendship Water Utility | 462.75 |
| 19606 Marquette Adams Telephone Company | 193.16 |
| 19607 Baker Tilly Virchow Krause | 2,035.00 |
| 19608 Friendship Water Utility | 58.66 |
| 19609 Alliant Energy | 2,142.53 |
| 19610 WI DOR <i>auto debit</i> | 872.08 |
| 19611 WI Retirement System <i>auto debit</i> | 2,182.40 |
| 19612 AFLAC | 121.84 |
| 19613 News Publishing Company | 35.36 |
| 19614 The O'Brien Agency | 37.00 |
| 19615 Adams County Solid Waste | 1,188.60 |
| 19616 Adams County Highway Department | 439.95 |
| February Internal Transfer to Water Special Redemption Register | 6,015.00 |
| February Internal Transfer to Sewer Special Redemption Register | 4,889.85 |

Total **\$48,098.46**

RD Vouchers:

RDS-63 MSA Professional Services ~ Invoice #33 459.00

MOTION by Chambers, second by Berry to approve payment of vouchers 19555-19616 in the amount of \$48,098.46, motion carried. **MOTION** by Chambers, second by Berry to approve payment of voucher RDS-63 in the amount of \$459.00, motion carried.

PUBLIC WORKS COMMITTEE REPORT

Plow Truck Purchase Discussion ~ Zant stated that he had talked to Lance, the salesman from Marshfield and Lance had told him that he would be going to Manitowish Waters tomorrow to talk to them about trading in their vehicle. Zant stated that by Wednesday of next week the sales rep would get a hold of him to update him. President Sleeman asked if Zant would be available next Friday to go to Manitowish Waters to look at the vehicle. Trustee O'Brien asked what the cost was on this vehicle. Trustee Doyle gave the following information: 2003 International diesel, 40,000 miles and thirty three hundred engine miles at a cost of \$55,000. Trustee Doyle also gave costs for a new truck. **MOTION** by Sleeman, second by O'Brien to try and purchase the used vehicle in the amount of \$55,000.00 motion carried. **Update on Cross Connection Program & Ordinance** ~ Berry stated it was tabled until more information was received. **Purchase of Equipment for the Water Utility & Sewer Jetter Related Equipment** ~

Berry stated it was tabled until more information was received. **Justification of Part Time Employees in the PW Dept.** ~ A copy of a survey from other municipalities was presented; Trustee Doyle is anticipating receiving a few more if time allows. Berry also stated that though not on the agenda, he had one quote from A-F PC on a computer system for Public Works and would be getting another quote from Richard Church.

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SET DATE TO HOLD APRIL VILLAGE BOARD MEETING

Due to the spring election, **MOTION** by Berry, second by Parrott, to hold the April Village Board meeting on Tuesday, April 10, 2012, at 7:00 p.m., motion carried.

CONSIDERATION OF RES. #2012-3-5 TO REDUCE THE NUMBER OF ELECTION WORKERS FOR THE APRIL SPRING ELECTION

A copy of Resolution #2012-3-5 was presented for review and consideration; the resolution decreased the number of election officials from seven to three. **MOTION** by Berry, second by Parrott to adopt Resolution # 2012-3-5, motion carried.

DISCUSSION & POSSIBLE ACTION ON THE DESIGNATION OF CAPITAL PROJECT FUNDS

A copy of the email sent by Clerk Pierce to Heather Acker of Baker Tilly and a copy of her reply along with a spreadsheet prepared by her was given to each board member and Attorney Wood. The email was in regards to the use of funds from the Capital Project account. **MOTION** by Berry, second by Parrott to designate up to \$8,000 out of the Capital Project Fund to be used towards the cost of the codification of the Village ordinances, motion carried. {See Auditor File}

CONSIDERATION OF AMENDMENT TO ORD. NO. 75 "WEAPONS ON VILLAGE OWNED PROPERTY" TO ALLOW FOR EXEMPTIONS

A copy of Village Ordinance No. 75 was presented. The ordinance was amended to allow for hunter safety courses conducted by instructors approved by the WI DNR. **MOTION** by Berry, second by Parrott to approve the amendment of Ordinance No. 75 to add the new section C. Exemptions: 2. Hunter's Safety courses conducted by instructors approved by the Wisconsin Department of Natural Resources, provided all firearms used therein are unloaded, shall be exempt from the prohibitions contained in this Ordinance, motion carried.

CORRESPONDENCE

The following correspondence was placed in each Village Board member's, Public Works Director and Attorney Wood's box for review & and/or action at a later committee meeting:

- Clerk Pierce read aloud the email she received today from Matt Morrow of MSA. Morrow stated that the contractor had ordered the pumps & controls for the lift station upgrade and that the equipment was scheduled to be delivered March 26th with installation to be completed in April of 2012.
- A Copy of the WI Rural Water Training E-News containing information for the upcoming training for Cross Connection Control Annual Reports – Distribution System Maintenance & Excavation Safety to be held in Plover on February 22nd & February 23rd.
- Copy of a letter dated 2/14/12 from Chris Murphy from the Adams County Land & Water Conservation Dept. in regards to their new website www.adamscountylwcd.net
- Copy of the letter dated February 13, 2012 from NCWRPC, Dennis Lawrence, in regards to adopting a comprehensive plan. **ACTION/REVIEW NEEDED**
- A copy of the letter dated Feb. 9, 2012 from Glenn Falkowski of the DNR in regards to the annual 2012 waterworks inspection that he completed on January 18, 2012. A summary of cross connection surveys performed in 2011 must be submitted to the DNR by March 1, 2012 stated Falkowski. **ACTION NEEDED**
- A copy of Chapter 65 pertaining to Explosives, Fireworks, and Model Rocketry was given to all board members and Attorney Wood. Per the Fire Chief, Mike Rusch, he wanted the Village to be aware of the rules being the Village has given out fireworks permits in the past. **ACTION NEEDED**

Being no further business to come before the Village Board, **MOTION** by Chambers, second by Berry to adjourn, motion carried.

Kathleen M. Pierce,
Clerk/Treasurer