

March 7, 2016 (Village Board Meeting)

**DENMARK VILLAGE BOARD MEETING  
MONDAY, MARCH 7, 2016  
4:30 P.M., DENMARK VILLAGE HALL**

CALL TO ORDER/ROLL CALL

President Mleziva called the meeting to order at 4:30 p.m. at the Village Hall, 118 East Main Street, Denmark, WI 54208

Present: V. Wertel, Mary Jo Bielinski, Milton Bielinski, A. Schilke,  
P. Hargarten, S. Selner, G. Mleziva

OFFICIALS/STAFF PRESENT

Clerk Sherri Konkol, Treasurer Kim Coogle, Director of Public Works Erika Sisel, DEO Dan Delebreau

REMARKS/COMMENTS BY VILLAGE PRESIDENT

President Mleziva welcomed all present. He recapped the rules of an open meeting and cited the two opportunities outlined in the agenda where pre-registered citizens or anyone present could speak.

President Mleziva extended congratulations to Matt and Jake VandenHeuvel and Brock Bergelin for representing Denmark at the State Wrestling Competition in Madison. And, congratulations to Bergelin for winning the state title for the second year in a row.

President Mleziva also wanted to address a question Trustee Selner had about the board getting a raise, and he stated that board pay was reinstated as it relates to meetings specifically noted in the minutes of November 16, 2015. Mleziva also stated that according to §61.193 once the time for filing nomination papers arrives, no change for the compensation of the office may be made until after the election.

PREREGISTERED CITIZENS TO BE HEARD

Rosemary Wegner, 150 Highridge Avenue, thanked the board for all they are doing. Stated a lot of difficult decisions were made that the board is to be commended for. Wegner's concern is the lighting on Woodrow Street in Daybreak Estates. She would like to see more street lights along Woodrow Street because she has grandchildren living there and stated that it is dangerous because there are so many children on that street and it is so dark.

President Mleziva stated he believed the requirement for street lights in Daybreak Estates was one light on every corner, and staff will check the code to see what is required.

APPROVE CONSENT AGENDA. ALL ITEMS UNDER CONSENT AGENDA ARE CONSIDERED ROUTINE AND WILL BE ENACTED UPON BY ONE (1) MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A TRUSTEE SO REQUESTS IN WHICH EVENT THE ITEM WILL BE REMOVED AND PUT ON THE REGULAR AGENDA AS DESIGNATED BY THE VILLAGE PRESIDENT

**M. Bielinski/Schilke moved to approve consent agenda as presented. Motion carried.**

March 7, 2016 (Village Board Meeting)

BOARD DISCUSSION AND ACTION ON SETTING DATES FOR THE 2016 VILLAGE BOARD MEETINGS

The board had a discussion on setting dates for meetings for the remainder of 2016 due to some conflicts with meeting dates landing on holidays. The July meeting which lands on Independence Day, July 4, 2016 will be held on June 27, 2016, and the September meeting which lands on Labor Day, September 5, 2016 will be held on August 29, 2016.

RESOLUTION 01-2016, ESTABLISHING SEGREGATED FUND ACCOUNT FOR STADIUM DISTRICT EXCESS SALES TAX

**Selner/Wertel moved to approve Resolution 01-2016, Establishing Segregated Fund Account for Stadium District Excess Sales Tax. Motion carried.**

RESOLUTION 02-2016, AUTHORIZING SHERRI KONKOL, VILLAGE CLERK, TO FILE THE RECYCLING GRANTS TO RESPONSIBLE UNITS, AND RECYCLING EFFECIENCY INCENTIVE GRANT APPLICATIONS

**M. Bielinski/Wertel moved to approve Resolution 02-2016, Authorizing Sherri Konkol, Village Clerk to file the Recycling Grants to Responsible Units, and Recycling Efficiency Incentive grant applications. Motion carried.**

COMMITTEE REPORTS

Trustees presented reports for their respective committees – Hargarten/Law Enforcement; Selner/Administrative & Finance; Schilke/Park & Recreation; Milton Bielinski/Public Works & Streets; Wertel/Water Utility and Mary Jo Bielinski/Sewer Utility.

COMMENTS/SUGGESTIONS FROM CITIZENS PRESENT REGARDING AGENDA ITEMS

Helen Mleziva, 449 Sunset Court, in response to the Water Committee Report, asked when we stopped billing the fire department for water? They have always been charged for the water they use.

Burnell Christensen, 304 Hershman Avenue, asked if other people that take water from the tower are charged. Sisel stated that yes, they are charged. The water is metered.

REPORT OF VILLAGE OFFICIALS

**Konkol**

Shared with the Board the requirements for postings with the information provided by Attorney Terry Bouressa. Village Board Meetings must be published in the local newspaper 24 hours prior to the event, and the Attorney General's office recommends that meeting notices be posted at three different locations within the jurisdiction.

Vickie Becker contacted the Village and stated that Monica Hoff, of Cats Anonymous would be willing to come in and do a PowerPoint Presentation on their Trap Neuter Release program for the board at an upcoming meeting. Mleziva stated that there should be a Law Enforcement Committee Meeting scheduled to discuss the stray cat population and what the options are in the Village.

March 7, 2016 (Village Board Meeting)

General Code, our contractor for recodification is working on the first step in the project, and we should receive the materials by the end of the month.

Working on getting fee schedules from other municipalities to see how the Village fees compare to surrounding municipalities and if any adjusting needs to be done with our fees.

## Cookle

- Audit of 2015 books was completed mid-February
- Mike Konecny will be retiring this summer; Bryan Grunewald will be our new Schenck contact.
- Formal audit results will be presented during our April board meeting.
- There will always be a need for some adjusting entries at the end of the year
  - In an effort to minimize adjusting entries, Treasurer requested work papers/spreadsheets to support their entries so entries can be made correctly throughout the year which will result in more accurate information throughout the year
- Schenck will complete our 2015 Form C (annual municipal financial report) to the WI Dept of Revenue. Treasurer will be working closely with them to understand, going forward it will be brought in house (Cost is \$1000 annually)
- In 2016 our depreciation records will be maintained internally. Currently paying \$1400 annually for this service
- During exit meeting with Mike & Bryan preliminary draft numbers were discussed. Some noteworthy findings were:
  - Final audited General Fund balance showed a net increase of \$311,000
    - \$60,000 due to staff changes made by Village Board  
In the past, the TIF was used to absorb a significant amount of administrative expenses. With the TIF closing in 2015, the general fund had to absorb those \$ that had been allocated to the TIF over the past years so this 60,000 due to staff changes would be closer to \$100,000
    - \$141,000 for sale of equipment
    - \$110,000 for Brown County excess sales tax
- The net changes in the General Fund balances for the past 5 years:
  - 2015       +\$311,000
  - 2014       +\$12,000
  - 2013       -\$30,000
  - 2012       -\$511
  - 2011       +\$41,693
- This puts into perspective the importance of good budget numbers to follow throughout the year & how wise spending decisions made by the board effect the Village
- Schenck was overall very impressed with our change in cash position
- As of 12/31/15 the Village has \$6,768,000 in outstanding debt. With the TIF closing, we have some huge debt obligations coming up in 2018 & 2019 (approx \$150,000 - \$160,000 additional for these 2 years)

## March 7, 2016 (Village Board Meeting)

	2016	2017	2018	2019	2020
GENERAL	153,665.48	158,406.24	321,682.00	314,989.50	154,035.00
WATER	118,188.00	78,358.00	77,518.00	76,678.00	75,803.00
SEWER	189,071.03	177,342.39	161,032.05	165,349.94	164,420.97
TID	640,475.00	602,400.00	-	-	-
	<u>1,101,399.51</u>	<u>1,016,506.63</u>	<u>560,232.05</u>	<u>557,017.44</u>	<u>394,258.97</u>

We are building our cash reserves because we have a lot in front of us, the good news is that if we continue in the direction we're heading we'll be prepared for it. A lot of future project needs. Currently working on 3-5 year future budgets so as projects come up we can see what can be afforded in what year.

**Election Costs:** Treasurer checked with Brown County to see if/when we can bill the Denmark School District for election costs & the only time we do so is if the DSD runs a special election.

**Guns Transfer Paperwork received with the help of Nelson Tactical – Green Bay.**

### Sisel

The Village has several projects coming up in the near future and we've had different engineering firms work with different departments. For example, Ayres did our street, stormwater and planning work, AECOM and then S.E.H. has done our sanitary sewer rehab and WWTP upgrades, Crispell Snyder did our Well rehab work and last year we had McMahon do a conceptual design for a new Public Works Garage and Salt Shed.

Moving forward we have discussed different funding sources and Rural Development may be one of them. One of the RD representatives explained that if we go through them for funding a preliminary engineering report must be completed and whichever firm we would choose to do that would be the firm we would have to stay with throughout the projects. So, I told her about our many engineers and she suggested going through the Quality Based Selection process to determine which engineering firm would be best for the Village and our projects.

The Quality Based Selection is provided as a public service (free of charge) by the American Council of Engineering Companies of Wisconsin and the American Institute of Architects. They provide a manual and a facilitator to speak with if you have questions regarding the process.

#### Quality Based Selection – QBS

Definition: A process that helps you select the highest qualified engineering firm for upcoming projects.

#### The QBS Process - Three Step Process

1. Planning – describe project needs and goals, identify selection committee, establish a schedule for selection, establish selection criteria, compile a list of firms, prepare a request for Statement of Qualifications (SOQ)
2. Selection – Evaluate SOQ's, If able to make a decision based on SOQ, you may proceed to Step 3 – negotiation, if not, establish a short list of firms, inform all firms of selection results, arrange a site tour, interview and rank firms and inform firms of selection results
3. Negotiation – Discuss approach, schedule and resources with highest ranked firm, negotiate services, terms and fees

March 7, 2016 (Village Board Meeting)

On February 10<sup>th</sup> the Request for Statement of Qualifications was sent to 7 firms. 6 of those 7 responded along with 1 non-invited firm, which was acceptable according to our terms in the SOQ. The deadline was March 3<sup>rd</sup>.

We read through and graded each SOQ based on the criteria, which were:

Project interest and understanding

Firm's history

Firm's ability and expertise

Assigned personnel

Related project experience

Reference Checks

We did have one firm that stood out from the rest. Tomorrow the unselected firms will be notified.

### **Selner**

The Denmark Lions will be sponsoring the 2<sup>nd</sup> Annual Shredding Event on Saturday, April 16, 2016 from 10:00 a.m. to 1:00 p.m. at DeGrand's Family Restaurant, 623 DePere Road.

### **Mleziva**

A portable heater was purchased for the DEO's office.

### **Delebreau**

Any board member can do a ride along with him when he is on duty to see what happens during a shift.

### **CLOSED SESSION**

**Schilke/M.J. Bielinski moved to convene into closed session pursuant to WIS. Statute 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as it relates to residential development and review of upcoming contracts whenever competitive bargaining reasons require a closed session.**

and

**WIS. Statute 19.85(1)(c), considering employment promotion, compensation or performance evaluation data of any public employee as it relates to employment benefit issues over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: Wertel – aye, Mary Jo Bielinski – aye, Milton Bielinski – aye, Schilke - aye, Hargarten – aye, Selner – aye, Mleziva – aye. Motion carried.**

**Wertel/M.J. Bielinski moved to reconvene into open session. Motion carried.**

### **ADJOURN**

**Selner/M.J. Bielinski moved to adjourn at 7:06 p.m. Motion carried.**

Minutes submitted by Sherri Konkol, Village Clerk