

VILLAGE OF EPHRAIM

FOUNDED 1853



VILLAGE OF EPHRAIM BOARD MEETING MINUTES
MONDAY, OCTOBER 15, 2018 – 5:30 (CLOSED SESSION) 7:00 P.M. (OPEN)
VILLAGE OF EPHRAIM OFFICES 10005 NORWAY

Present: Mike McCutcheon-President, Tim Nelson, Cindy Nelson, Jim Stollenwerk, Paul Roppuld
Staff: Brent Bristol-Administrator, Susan Shallow- Deputy Clerk
Guests: Dick Van De Ven, Jim Peterman, Tom Hughes, Justin MacDonald- Fire Chief, Russ Salfi-Public Works Manager, Russ Zabler

1. **Call to Order:** Meeting called to order by President McCutcheon
2. **Quorum:** A quorum is present for this meeting.
3. **The Village Board may entertain motion and convene into closed session per §19.85(1) (c)**
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. For the purpose of discussing performance evaluations and compensation relating to 2019 benefit package.

Motion per T. Nelson to move to closed session per §19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. For the purpose of discussing performance evaluations and compensation relating to 2019 benefit package, seconded by C. Nelson, Poll of Board, T Nelson aye, Stollenwerk, aye, Roppuld aye, C. Nelson aye, Roppuld aye, and motion carried.

4. **Please take notice pursuant to §19.85(2) Wis. Stats, the Village Board may entertain motion and reconvene in open session and may address the matters considered in closed session and all other matters on the agenda.**

Motion per T. Nelson to reconvene in open session, seconded by C. Nelson, Poll of Board, T Nelson aye, Stollenwerk aye, Roppuld aye, C. Nelson aye, Roppuld aye, and motion carried.

Motion per T. Nelson to proceed as discussed, seconded by C. Nelson, all ayes and motion carried.

5. **Changes in Agenda:** None
6. **Visitors' Comments :** None
7. **Administration**

- a. **Discussion and consideration regarding 2019 Village Budget:** Bristol introduced this item, key notes we will begin making payments on streetscape borrowing. New streetscape debt increases principal and interest payments by about \$100,000 which when you look at the overall budget means that operating increases are minimal. First the General Fund- Personnel Service Payments- decreased because of a restructuring of personnel, we had a decrease of 1 full time staff member on the maintenance side and tracking of cross department time will change to a percentage basis instead of trying of track time in 15 minute increments. This continues our work toward a Public Works department. Bristol explained the percentages. 80-20 WW/Maint. for Salfi and Lohman and 80/20 for Rasmusson and MacDonald Maint/WW.

The time Andrea spends on Accounting for the Wastewater will now be accounted for. Both of these

changes are in keeping with the auditors recommendations and makes sense given our departmental shift. Bristol also noted that Andrea has actively managed funds resulting in increased income for interest bearing accounts of \$20,300. Additional income will accrue from interest from the bond issue however that is a short lived liquidity account and is not factored in this budget as a source of long term income.

Bristol noted that the COLA cost of living factor has increased to 2.8%. There are some changes to the insurance package for employees. This year the employees have significantly fewer options to choose from, to stay with the current provider employees would need to increase their contribute from of 15% to 19.1% or there is a new provider Dean Prevea 360 which is less expensive, but provides less coverage.

Maintenance Department Insurance costs reduced due to a reduction of a full time staff member. Part-Time assistance from one of the Marina staff worked well this year. There may be a need for seasonal help next year. \$30,000 into the capital improvement outlay for the Cherry St Steps and work on the jetty across from the Village Hall.

Community Protection budget- New staff and a healthy growing department will require additional funds for training and meetings. Community Protection Budget Increase of \$6,832.34, Increased cost for insurance for the new boat and additional personnel, and increases for Chief, Assistant Chief in keeping with the mid door agreement. Total \$159,180.66

Workers compensation continues to go down. We have been Major Incident free for 3 years.

Capital Reserve- We need to look at this line item. If we decide to keep sidewalks open in the winter we will need additional equipment. Bristol then reviewed the areas in the proposed budget that showed either an increase or decrease for 2019.

Public Works- Down about \$9,300 Bristol reviewed categories. Mulch program will be advertised better in 2019, the reaction in 2018 from residents was very positive, they were pleased with the quality of the mulch we made available to them. We utilized the mulch for public properties so we saved a lot of money by not having to buy mulch added Salfi. Bristol stated that if we are going to do some landscaping at the Cherry Street Steps we will have to budget for it. Repairs for the jetty to be budgeted for.

Wastewater- Increase of \$2,800 requested for sludge expenses, this will cover additional cost for treatment in Sturgeon Bay or additional cost to have another hauler take our sludge to Green Bay, Salfi explained. Equipment outlay down \$12,871.44. Russ explained the requirement for this category we have assigned a target of 50% of the total cost of all items on the replacement fund list. Replacement Funds Equipment outlay 57404-810 same as 2018. Staffing and budgetary changes of recent have reduced operating monies and also allowed us to put more money into capital savings. No sewer rate increase expected for 2019, though they may be required in the future.

Marina - Enterprise fund, high water means we haven't had to dredge for a few years which has helped the department do well financially again in 2018. Repairs at Anderson Dock will be needed in the future and is part of their 20 year plan. Bristol explained the new Pier and Warf Insurance which will increase insurance costs \$3,811.64, more if we want full coverage. They are looking into the possibility of self-insuring so this is currently not written in stone.

Maintenance Capital Reserve- Working towards a vehicle replacement for fleet. Nothing proposed now. Salfi noted that unlike Maintenance there has not been a vehicle replacement line item for Wastewater. Bristol spoke briefly of sidewalk maintenance, Rasmusson and MacDonald have been looking into equipment options. They have suggested we get a smaller tractor similar to our Kubota with a cab, blower, sweeper, drop spreader cost about \$35,000. Peterman commented that we could but used equipment and save money. Board decides that we should set aside a reasonable amount of money for this equipment, \$20,000.

Summary Components:

Total on the tax roll \$1,108,790.77 State Revenues \$49,581.76

Proposed 2019 Budget Total- \$1,405,625 7.7% increase Bristol explained the new codes which were part of the effort to come into alignment with the State budgeting code requirements.

General Government	\$324,866	23%
Protective Services	\$159,180.66	12%
Public Works	\$287,008	20%
Culture/Recreation	\$24,130	2%
Conservation/Development	\$100,849	7%
Debt:	\$263,738	19%
Capital	\$165,213	12%
Annual Room Tax	\$75,000	5%

Totals - \$1,405,625 100%

b. Discussion and consideration regarding setting 2019 Budget Public Hearing for 11/13/2018:

Motion per T. Nelson to set the 2019 Budget for Public Hearing at the regular November Board Meeting November 13, 2018, seconded by Roppuld, all ayes and motion carried.

c. Discussion and consideration regarding sale of 1988 Boston Whaler and Electronics: Roppuld introduced this item, the Washington Island Fire Department has asked that we consider selling the 1988 Boston Whaler our former rescue boat to them for \$20,000 including all current electronics on the boat. MacDonald is taking it over to the island for their inspection if approved by the Board tonight.

Motion per Roppuld that we proceed with the sale of the 1988 Boston Whaler with all electronics to the Washington Island Fire Department, seconded by T. Nelson, all ayes and motion carried

8. Visitors' Comments: None

9. New Business for Next Meeting:

10. Adjournment

Motion per Stollenwerk to adjourn this meeting of the Ephraim Board of Trustees, seconded by T. Nelson, all ayes and motion carried.

Recorded by,
Susan Shallow –Deputy Clerk