ALLOUEZ VILLAGE BOARD MEETING
TUESDAY, MARCH 5, 2013
6:30 P.M., ALLOUEZ VILLAGE HALL

CALL TO ORDER / ROLL CALL

President VandenAvond called the meeting to order at 6:30pm.

Present: VandenAvond, Green, Kopish, Gast, Genrich, Dart and Zeller

MODIFY / ADOPT AGENDA

Green/Kopish to approve agenda with item 15 moved to 4b and item 9 moved to 4c. Motion carried.

ANNOUNCEMENTS

a. Committee Vacancies
b. Sherri Konkol was recently appointed to the Deputy Clerk position.

PUBLIC APPEARANCES

Joe Murphy – 3224 Libal Street questioned our sidewalk snow plowing policy and why it changed. Berndt explained the policy which changed due to budget constraints.

APPROVAL OF PERSONNEL MANUAL (from 2/5/13)

Gast/VandenAvond moved to approve items on Path Forward for Personnel Manual Document as follows:
#1 40 hour work week overtime calculation – remain status quo,
#2 Vacation remain status quo with one exception that new hires will receive 2 weeks' vacation prorated as of date of hire,
#3 Sick leave – remain status quo,
#4 Compensatory Time – remain status quo,
#5 Overtime on holidays –remain status quo with the understanding PTO will be in place by January 1, 2014.
Motion carried.

Reconsideration of item #6 Residency – was discussed and will remain as was approved at January 15, 2013 meeting.

APPOINTMENT OF BARB KOPPERUD TO THE PLAN COMMISSION

Kopish/Green moved to appoint Barb Kopperud to the Plan Commission. Motion carried.

APPROVAL OF MUNICIPAL ON-LINE ACCESS AGREEMENT WITH BROWN COUTY REGISTER OF DEEDS – Laredo Program

Gast/Dart moved to approve Municipal On –Line Access Agreement with Brown County Register of Deeds. Motion carried.

ADOPTION OF RESOLUTION 2013 - 04, DESIGNATION OF HERITAGE HILL FORT HOWARD GUARD HOUSE AT HERITAGE HILL HISTORICAL PARK AS A LOCAL HISTORIC LANDMARK

Green/Genrich moved to adopt Resolution 2013-04, Designation of Heritage Hill Fort Howard Guard House at Heritage Hill Historical Park as a Local Historic Landmark. Motion carried.

ADOPTION OF RESOLUTION 2013 - 05, RECOGNIZING NEIL CAMERON

Gast/Green moved to adopt Resolution 2013 -05 recognizing Neil Cameron. Motion carried.

ZONING CODE AMENDMENT – 11.05(3) (from Plan Comm. on 2/25/13)

Green/Genrich moved to approve Zoning Amendment – 11.05(3) and schedule Public Hearing. Motion carried.

ZONING CODE AMENDMENT – 11.29(3)(g) (from Plan Comm. on 2/25/13)

Gast/Dart moved to approve Zoning Amendment– 11.29 (3) (g) and schedule a Public Hearing. Motion carried.

APPROVAL OF PUBLIC WORKS COMMITTEE MEETING MINUTES DATED FEBRUARY 14, 2013

a. Purchase of Water Utility Pickup Truck

Gast/Dart moved to approve the purchase of Water Utility Truck from low bidder Broadway Ford Hyundai in the amount of $19,061.00 (budgeted funds). Motion carried

b. Identify Municipal Customer Candidate(s) for appointment to GBMSD Commission

Gast/Green moved to postpone to next meeting. Motion carried.

APPROVAL OF JOB DESCRIPTION AND RATE OF PAY FOR RECEPTIONIST POSITION

Zeller/Kopish moved to approve new position description for receptionist position at a wage of $13.33.

Gast/VandenAvond moved to amend the motion to $13.33 – 15.00 for wage range. Motion failed (VandenAvond aye, all other board members nay).

Upon the vote, main motion carried.

CONSENT AGENDA

a. Approval of operator's licenses
b. Approval of minutes:

i. Village Board dated 2/5/13 (5:30 pm), 2/5/13 (6:30 pm), 2/12/13
ii. Economic Development Committee dated 2/1/13
iii. Plan Commission dated 01/28/13
iv. Park, Rec & Forestry Committee dated 1/22/13
v. Historical Preservation Committee dated 1/23/13

c. Approval of accounts payable dated 2/1/13, 2/8/13, 2/12/13, 2/15/13, 2/20/13, 2/22/13, 2/26/13

Gast/Genrich moved to approve consent agenda. Motion carried.

DECEMBER FIRE DEPARTMENT ACTIVITY REPORT

Assistant Chief Watzka presented the Village of Allouez Fire Department Activity Report. The report is for December 2nd – December 31st, 2012. The board liked the layout of the report with one suggestion: include calls that fall outside of 8 minute response time in a table format.

REPORT ON GBMSD RATE STRUCTURE PROJECT

Berndt reviewed the GBMSD (New Water) Report on Rate Methodology and recommended a letter be sent to GBMSD supporting the implementation of option B2. Board agreed to send a letter signed by President VandenAvond and Berndt.

REPORT ON COST FOR DEPUTY CLERK/ COURT CLERK CHANGES

Flucke reviewed a financial report comparing the cost difference for the changes in the Court Clerk/Deputy Clerk positions.

REPORT ON MUNICIPAL COURT EXPENDITURES AND REVENUE

Flucke reviewed a financial report for the last five years detailing court revenues and expenditures. Board asked Flucke to contact the League of Municipalities about judge position and if changes can be made during the term and try to provide additional financials on court and various options.

DISCUSSION ON FINANCE DIRECTOR INTERVIEW PROCESS

Flucke explained we had 12 applicants for the position and she would like to begin the review process. Would a board member like to be part of the interview committee? After discussion it was decided the Finance Director from Ashwaubenon, Penny Dart, Flucke and a Department Head sit on the interview committee.

DISCUSSION ON COMMUNITY VIDEOS PROJECT

The Village has been selected by CGI Communications to participate in the Community Video Project. Up to five videos will be produced for placement on our new website. The project is no cost to the village. Part of the project includes the solicitation of local businesses to produce a video advertising their business which is put on the village website with the community videos. The board directed staff to continue with the project.

UPDATE ON PERFORMANCE EVALUATION PROCESS

Staff has completed the performance evaluation process and the Administrator will bring the evaluations to the March 19th board meeting for Village Board review and approval. VandenAvond is working on the 360 Administrator evaluation. The Administrator's evaluation will be held at a future date not at the March 19th meeting.

DISCUSSION ON COMMUNICATION BETWEEN VILLAGE BOARD AND STAFF

VandenAvond explained he and Trustee Gast have been working with a consultant to provide some training to help communication between staff and board members. The consultant will work with staff on culture development and internal communications. Board also talked about a quarterly board/staff meeting to be held to increase communication, possibly a morning meeting. Board suggested a staff appreciation luncheon be held in April as well.

ADJOURNMENT

Green/Gast moved to adjourn at 9:32pm. Motion carried.

Minutes submitted by Tracy Flucke, Administrator