

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Joint Public Works, Safety, Utility, Building, Et. Al.
Meeting Minutes
July 30, 2018
Page 1 of 2

1. Call to Order and Sign in Sheet:
Chairman Dan Aronson called the meeting to order at 5:34 p.m.
The following committee members were present: Town Chairman Dan Schoonover, Village Chairman Dan Aronson, Frank Oudin, Village Trustee Kevin Conlon, Mike Brittain. Absent members: Jim Leedle. Advisory committee members present: Domenic Alexandroni, Fred Klabunde, and Acting Village Administrator Steve Cole.
2. Minutes:

MOTION:

Dan Aronson made a motion to dispense with the reading of and approve the minutes from the June 25, 2018 meeting as written.

Frank Oudin seconded the motion. The voice vote was unanimous and the motion carried.

3. New Business (Discussion and Possible Action):
 - a. Parking Restrictions, Signage, Chapter 7: A decision still needs to be made on signage concerning the wording of either Village of Bloomfield or Town and Village of Bloomfield, where the signs are to be placed, and the cost of the signs. The members were given a revised draft of the Chapter 7 parking regulations. The members tabled this item until the August meeting so they have a chance to review the draft ordinance.
 - b. Circle Dr./Tombeau Rd. Traffic Study Cost Update. There was no update on the cost of the traffic study. The members tabled this item until the August meeting in order to get more information.
 - c. Williams Road Update/Speed Limit: The paving has all been completed. Genoa City made the speed limit 35 mph. Bloomfield will need to amend their ordinance to change the speed limit from 45 mph to 35 mph.

MOTION:

Dan Aronson made a motion to send this item to the Town Board to have the ordinance amended to reflect the change in the speed limit from 45 mph to 35 mph.

Frank Oudin seconded the motion. The voice vote was unanimous and the motion carried.

- d. Salt Shed (Update): Fred Klabunde reported that the salt shed is completely under roof, the door will be installed August 6, the electrical will be put in this week, and the salt will be delivered after he returns from vacation August 13.
- e. Electric Service Panel Quote Update: Mike Brittain reported that two quotes were received, one for \$20,000, and one for \$4,600. Jamie Brewington said the current wiring can not handle 300 amp service. Mike Brittain was given permission to call the Building Inspector and Village Engineer to get their opinion.
- f. CIP Bond Funds – Expiration Date: Dan Aronson needed to get further information as to when projects needed to be started, what the amount is, and what the expiration date is. Members tabled this item to the August meeting.
- g. Utility/Parks Mowing Employee Status: Domenic Alexandroni reported that on July 19, 2018 3 x 9 ½ ft of water hose underneath Vactor had a leak. The hose was replaced by Bruce Municipal Equipment. July 25, 2018 was the PSC Hearing for the water rate increase, but

was postponed. 21,820 feet of sewer lines were cleaned in July, and a total of 41,550 feet cleaned so far this year. They exercised 62 water main valves in July, and a total of 193 this

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Joint Public Works, Safety, Utility, Building, Et. Al.
Meeting Minutes
July 30, 2018
Page 2 of 2

- h. year. They flushed dead end hydrants, and they completed hydrant fire flow testing. Fred Klabunde reported that it was decided that it was a waste of time to hire a mowing employee at this time with it being August, the Public Works Department will continue to work as they are now, and will look for an employee next year.
- i. Highway Report: Fred Klabunde reported that they have removed trees and branches hanging over the roads, they have started shouldering the newly paved roads, but the truck broke down and is being repaired.
- j. Utility Report:
 - 1. Geese Deterrents: Domenic Alexandroni reported on his research with the DNR concerning permits, locating and spraying eggs, or the rounding up of and removing geese. More information needs to be obtained.
 - 2. Water Rate Increase: The PSC Hearing was postponed. It was felt that there was a lot of bad information relayed to residents, and the Committee needed to regroup and review the application and make decisions on where to go from here.
 - 3. Water Quality testing: Signs have been purchased for the beaches. Steve Cole reported that if E-Coli testing is done it would cost about \$640.00 per year for both beaches (this is figured on a weekly testing schedule), but the samples would need to be taken to Burlington for testing.
- k. Goals and Objectives: None at this time.
 - 4. Adjournment:

MOTION:

Frank Oudin made a motion to adjourn at 6:05 p.m.

Dan Schoonover seconded the motion. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Jill M. Marcanti
Zoning Administrator

1. Call to Order and Sign In Sheet:
Chairwoman Sue Bernstein called the meeting to order at 6:10 p.m.
The following Committee members were present: Chairwoman Sue Bernstein, Tom Sullivan, Rita Marcinkus, Rich Olenoski, Mike Brittain. The following Committee member was absent: Natalie Alvarez.
2. New Business (Discussion and Possible Action):
 - a. Financial Balance for Pell Lake Fund: It was reported that the Pell Lake Maintenance Fund has a balance of approximately \$24,400, with the first weed cutting already paid for. The second weed cutting is done, but has not been paid for as yet, and the third weed cutting is still to be done. It was determined that it cost approximately \$5,000 per cutting. There is the weed survey coming up that costs approximately \$9,000. The company doing the survey will begin on Thursday, Aug. 2. Also a 5 year weed cutting permit still needs to be obtained which will cost \$600.00. There should be approximately \$3,000 into next year.
 - b. Financial balance for Parks/Lakes ie., budget 4th of July, actual cost; budget Kids Day Out, budget for McKay Park: Tom Sullivan reported that the 4th of July booklets cost \$3,773.50 to print, and the festivities brought in \$6,000.00. The fireworks cost \$7,500.00.
 - c. Update discussion for signage for beaches: It was reported that the signs have been purchased for the beaches. Domenic Alexandroni will see what type of sign posts are available and report back to the Committee. Rich Olenoski offered to donate some posts he has if they are needed. There was discussion as to whether or not they want to test for E-Coli or not, and rely on the testing the Utility Department does to save the expense, and that a decision needs to be made.
 - d. Discussion on 2nd Weed Cutting, Cost, Etc.: See 2 (a) above.
 - e. Report from Rita on plant identification: Rita Marcinkus read a list of the non-invasive and invasive plants in the lake from a survey done 5 years ago. They will wait to get the results back from the new survey and compare them.
 - f. Discussion on Pell Lake Piers: It was explained that the piers were donated to the Town of Bloomfield, and that ownership should probably be transferred to the Village of Bloomfield. This item is on the Agenda for the Town Board Meeting August 6, so this item was tabled until after the Town Board meeting.
 - g. Discussion on Pell Lake Lake Association since incorporation: Chairwoman Berstein reported all tasks that the Pell Lake Lake Association wanted to complete from its inception have been completed.
 - h. Proposed PLLA Village Resolution: Sue Bernstein created a resolution to take to the Village Board for discussion requesting that the Village work in conjunction with the Pell Lake Lake Association in its efforts in maintaining the lake and beach in useable conditions.

MOTION:

- Rich Olenoski made a motion to send the resolution to the Village Board for discussion. Mike Brittain seconded the motion. The voice vote was 4 ayes to 1 nay, Rita Marcinkus voting nay, and the motion carried.
- i. Discussion on Rationale for Addition to Village Owned Property Ordinances: Sue Bernstein though it would be a good idea to have an ordinance created to disallow anyone from doing

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Joint Parks, Lakes & Recreation Committee
Meeting Minutes
July 30, 2018
Page 2 of 2

anything to Village owned property without Village approval. She added that the Village Attorney didn't like an additional ordinance. Supervisor Sullivan opposed going to the Board for approval. No action was taken on this item.

3. Future Goals: None at this time.
4. Adjournment:

MOTION:

Rich Olenoski made a motion to adjourn the meeting at 6:55 p.m.

Mike Brittain seconded the motion. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Jill M. Marcanti
Zoning Administrator

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Administrative Committee
Meeting Minutes
July 30, 2018
Page 1 of 1

1. Call to Order and Sign In Sheet:
Chairman Grolle called the meeting to order at 7:00 p.m.
The following Committee members were present: Chairman Grolle and Dan Aronson. The following Committee members were absent: Karen Sautbine and Becky Gallagher. No action could be taken at this meeting as there was not a quorum present.
2. New Business (Discussion Only):
 - a. Ad-Hoc Personnel Committee Update: There was no update.
 - b. Interim Administrator – Update: Steve Cole reported that this is week 3 of the reorganization, and all employees are working diligently together to reorganize and clean up. Monday/Wednesday/Friday the Municipal Clerk of Courts will be located in the front office helping out. The Clerks new office hours will be 8:15 a.m. to 4:00 p.m. After August 14 the front office will close at noon on Wednesdays to allow for uninterrupted work.
 - c. Reduction of Trustee Compensation: No Discussion took place.
 - d. D. Employment Manual Revision – Update: There was no update.
 - e. Goals and Objectives: None at this time.
3. Adjournment:

MOTION:

Dan Aronson made a motion to adjourn the meeting at 7:06 p.m.
Chairman Grolle seconded the motion. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Jill M. Marcanti
Zoning Administrator

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Finance Committee
Meeting Minutes
July 30, 2018
Page 1 of 2

1. Call to Order:

Co-Chair Gary Grolle called the meeting to order at 7:10 p.m.

Present in addition to the Co-Chair were Trustee Susan Bernstein, Trustee Kevin Conlon, and Citizen Member Jodi Kelleher. Absent was Chair Becky Gallagher. Also present was Interim Village Administrator Steve Cole.

2. Minutes: None available.

3. New Business (Discussion and Possible Action):

- a. Disbursements: Interim Village Administrator Cole described the many problems with Workhorse since installation in July 2017, including the difficulty in getting our staff trained. Also, no backup had been established. Payroll was taking a full day to run as well.
- b. Financial Statements: None available.
- c. Treasurers Report: None available.
- d. Review Fund Balances, Budget, Cash Flow, Loan Consideration: None available.
- e. Water Rate Increase: Chair Grolle distributed copies of excerpts from the independent audits of the Village since 2013 which identified a "waived tax equivalent" of more than \$200,000 each year. He explained that if the "PILOT" (payment in lieu of taxes) had not been waived beginning in 2013 nearly \$1.2 million would have been made available to the Village to reduce the financial shortfall. He traced the history of no water rate increase dating back to 1998 and noted the Village's auditor in 2016 recommended pursuing an increase before the Wisconsin Public Service Commission imposed one. A simplified application was submitted, but rejected by the PSC in 2017 which led to the Village's investigation into filing a conventional application. A team made up of Utility Department Management, the independent Village auditor, an independent consultant firm Wegner CPA's, the Chair of the Joint Public Works Committee, and the Village President developed the conventional application which was scheduled to be heard by the PSC July 25, 2018. Due to the volume of public comments and the amount of erroneous information being circulated by the public, the hearing was postponed and an informal question and answer session was held instead. Chair Grolle stated the team was going to explore alternatives and possibly request another hearing if a revised application were to be submitted to the PSC. Discussion ensued and Member Kelleher suggested there be an evening Town Hall style meeting to explain a new or amended water rate increase application.
- f. Ad-Hoc Finance Education Committee/Referendum: Chair Grolle reported the Ad-Hoc Finance Education Committee had about completed a community survey, but Members were advised the Walworth County Clerk wants referendum questions proposed for the November 6, 2018 ballot in her office by Friday, August 17, 2018.
- g. Wheel Tax: Trustee Conlon responded to questions about this tax he proposed at the last meeting. Both Trustee Bernstein and Member Kelleher expressed interest,

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Finance Committee
Meeting Minutes
July 30, 2018
Page 2 of 2

especially with a "sunset" provision. Trustee Conlon was asked to bring a formal proposal with fees and other details to the Committee's August 27 meeting.

h. Goals & Objectives: None presented at this time.

4. Motion for Adjournment:

MOTION:

Trustee Bernstein made a motion to adjourn at 8:02 p.m., seconded by Trustee Conlon, and unanimously approved.

Respectfully submitted,

Jill M. Marcanti
Zoning Administrator

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake WI 53157

Joint Public Works, Safety, Utility, Building, Et. Al.

Meeting Minutes
August 27, 2018
Page 1 of 1

1. Call to Order and Sign-in Sheet:

Chairman Dan Aronson called the meeting to order at 5:45 p.m. The following committee members were present: Town Chairman Dan Schoonover, Chair Dan Aronson, Frank Oudin, Michael Brittain, Jim Leedle. Absent member: Trustee Kevin Conlon. Advisory committee members present: Domenic Alexandroni, Fred Klabunde, and Interim Administrator Steve Cole.

2. Minutes:

There were no minutes available.

3. New Business, Discussion, and Possible Action:

a. **Parking Restrictions, signage, Chapter 7:** Questions were asked concerning 5a of the parking restrictions, and what subdivisions were excluded, and that maybe it should include all subdivision areas; 6m whether the statutes listed were local or state; and 6k restrictions for parking in parks. Fred Klabunde reported on the price of signs. He believed they would cost approximately \$114.61 per sign with post. The Committee instructed Mr. Klabunde to get a good count as to how many signs are needed, and report back. He also reported there is still time to order them, but they should be ordered after the September meeting. The members tabled this item until the September meeting.

b. **Electric Service - Update:** Mike Brittain reported that he spoke to the Building Inspector who had him contact a commercial electrical inspector, Terry Welsch. He claims the current wiring is big enough to do what is needed, and suggested the Committee accept the lower bid for the work. The members asked Mike Brittain to contact Current Electric and ask them to put some type of cap on their current estimate of \$4,689.00. The members tabled this item until the September meeting so Mike Brittain could follow up.

c. **Highway Report:** Fred Klabunde reported the Highway Dept. had mowed roadsides a second time, patched roads around the Village and Township, some shouldering of newly paved roads had been done, but the truck is still acting up and will need more repairs, cleaning of outlet covers on Powers Lake Road and Pell Lake were done, but we have a serious beaver problem, they prepared for Kids Day Out, the salt is scheduled to be delivered after Labor Day, and the salt shed door is to be installed also after Labor Day, and salt prices are \$6.87 per ton higher.

d. **Utility Report:** Domenic Alexandroni reported that the Phlox Lift Station Generator radiator was repaired, the North Clarifier is being sandblasted and painted, and water service disconnections for non-payment were done on August 23.

e. **Goals and Objectives:** None at this time.

4. Motion for Adjournment:

A motion was made by Dan Schoonover and seconded by Mike Brittain to adjourn at 6:23 p.m. The voice vote was unanimous, and the motion carried.

Respectfully submitted,

Jill M. Marcanti
Recording Secretary

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Joint Parks, Lake & Recreation Committee
Meeting Minutes
August 27, 2018
Page 1 of 1

1. Call to Order & Sign-in Sheet:

Chairwoman Sue Bernstein called the meeting to order at 6:24 p.m. The following committee members were present: Chairwoman Sue Bernstein, Supervisor Tom Sullivan, Michael Brittain, Rita Marcinkus. The following committee members were absent: Trustee Natalie Alvarez, Rich Olenoski.

2. New Business (Discussion and Possible Action):

a. Weed Survey – Update: Chairwoman Sue Bernstein reported that Jim Sharl took 292 samples. The samples did not show a great difference from 2013. He reported that some plants were as much as 11' in depth. The survey cost \$7,435.00, and he suggested that Bloomfield apply for a grant from the WDNR which could possibly pay for up to 75% of that. He wants \$1,500.00 to file for the grant. The survey of residents added \$500.00. The total expense with the \$1,500 would be approximately \$9,000.00. If the grant is awarded the total expense would be approximately \$3,750.00 which would come out of the lake maintenance fund. Harvesting of the weeds has not killed anything, just makes the lake look better. The committee needs to look into seeing if chemicalizing needs to be done in the future. The Committee tabled this item to the September meeting.

b. Future Goals: None at this time.

3. Adjournment:

A motion was made by Supervisor Tom Sullivan and seconded by Mike Brittain to adjourn the meeting at 6:35 p.m. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Jill M. Marcanti
Recording Secretary

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Administrative Committee
Meeting Minutes
August 27, 2018
Page 1 of 1

1. Call to Order:

Chairman Grolle called the meeting to order at 6:37 p.m.

The following committee members were present: Chairman Grolle, Co-Chair Aronson, and Karen Sautbine. The following committee member was absent: Becky Gallagher.

2. New Business (Discussion and Possible Action):

- a. **Interim Administrator – Update:** Interim Administrator Cole felt it was too early for an update. He will give an update in September.
- b. **Reduction of Trustee Compensation:** Co-Chair Aronson made a presentation explaining the reduction of \$1,000 per year in pay for Trustees, showing their willingness to help reduce expenses to the Village, but that by law this could not start until after the spring election.

A motion was made by Co-Chair Aronson and seconded by Karen Sautbine to reduce Trustee's pay by \$1,000 per year starting after the spring election. The voice vote was unanimous and the motion carried.

- c. **Policy and procedure Manual:** Becky Gallagher has been working on the Policy and Procedure Manual, as well as the Employment Manual Revision and the Supervisor's Training Manual, however, everything has been put on hold until after the referendum work is completed.
- d. **Employment Manual Revision – Update:** This item is on hold until after the referendum work is completed.
- e. **Supervisor's Training Manual:** This item is on hold until after the referendum work is completed.
- f. **License/Permits Approval Process:** This issue needs to be discussed to try to straighten out some ordinances so that the licensing/permitting process is made more efficient and easier. No action was taken at this time.
- g. **Goals and Objectives:** To figure out ways to make things run faster, simpler, more efficient and hopefully cheaper. Also to rework the fireworks ordinance.

3. Adjournment:

A motion was made by Karen Sautbine and seconded by Co-Chair Aronson to adjourn the meeting at 6:54 p.m. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Jill M. Marcanti
Recording Secretary

1. Call to Order and Sign-in Sheet:

Co-Chair Gary Grolle called the meeting to order at 6:55 p.m.

The following committee members were present: Co-Chair Grolle, Trustee Sue Bernstein, and Jodi Kelleher. The following committee members were absent: Chairwoman Becky Gallagher, and Trustee Kevin Conlon.

2. New Business (Discussion and Possible Action):

- a. **Ad-Hoc Finance Education Committee – Update:** Committee members were given a copy of the referendum Frequently Asked Questions and the Survey. The members are to make any changes and/or corrections and give them to Interim Administrator Cole, who will coordinate with Chairwoman Becky Gallagher.
- b. **2019 Budgeting Process:** It was decided that it was a little too early to begin working on the 2019 budget. Trustee Bernstein suggested that this year they work on one item at a time, instead of the entire budget as a whole. Trustee Bernstein would also like a absolute final date when the budget needs to be complete. She would also like a modification of the Intergovernmental Agreement, or to create a new one prior to working on the budget. No action was taken at this time.
- c. **Cooperative Buying:** Interim Administrator Cole reported that as much cooperative buying as possible is already being done.
- d. **Consolidate Services:** Interim Administrator Cole reported that as many services are currently being consolidated as possible.
- e. **Sale of Surplus Village Property:** Co-Chair Grolle wanted to see things like the old fire engine which is no longer being used to be sold and use of alternative marketing tools.
- f. **Interim Payables Ordinance:** Co-Chair Grolle explained the 2012 Interim Payables Ordinance which needs to be reviewed for tighter controls. He also distributed some material which originally formed the basis for the ordinance for the committee members to review. This item was tabled until the September meeting.
- g. **Reduction of Trustee Compensation:** Co-Chair Grolle explained the reduction of Trustee's compensation. Trustee Bernstein voiced her opinion she didn't think that all the Trustees should have to take a 25% reduction in pay. She felt that the pay should be broken up and if a Trustee doesn't show up for meetings or doesn't carry their load of what is expected of them as a Trustee, then there should be a deduction from their pay. She reminded the committee that only 3 member's terms are up in 2019 and only 2 more in 2020.

A motion was made by Trustee Bernstein and seconded by Jodi Kelleher to recommend to the board that Trustee's compensation should be based on each of their physical responsibilities on each of the committees, meaning they need to be a chairperson or co-chair, and should be paid 60% of their normal pay, and 40% should be based on attendance at meetings and extra responsibilities taken on. The voice vote was unanimous and the motion carried.

- h. **Wheel Tax:** This item was tabled until the September meeting as Trustee Conlon was not present to make a presentation.

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Finance Committee
Meeting Minutes
August 27, 2018
Page 2 of 2

- i. Goals and Objectives:** Trustee Bernstein voiced her opinion that it would be very helpful if the committee could start getting financial reports in a timely manner. Interim Administrator Cole explained that there are still issues with Workhorse, and the compiling of the financial reports, as well as the amount of time it takes to do payroll. He reported that he is working on the issues, and that it would hopefully be resolved in September.
3. Adjournment:
A motion was made by Jodi Kelleher and Seconded by Trustee Bernstein to adjourn the meeting at 7:40 p.m. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Jill M. Marcanti
Recording Secretary

1. Call to Order and Sign-In Sheet:

Chairman Dan Aronson called the meeting to order at 5:30 p.m. The following committee members were present: Chair Dan Aronson, Frank Oudin, Trustee Kevin Conlon, Jim Leedle. Absent member: Co-Chair Dan Schoonover. Advisory Committee members present: Domenic Alexandroni, Fred Klabunde, and Interim Administrator Steve Cole.

2. Minutes:

A motion was made by Jim Leedle and seconded by Frank Oudin to dispense with the reading of and approve the minutes of the August 27, 2018 committee meeting as written. The voice vote was unanimous, and the motion carried.

3. New Business, Discussion, and Possible Action:

- a. **Joint Safety Subcommittee:** Discussion took place concerning who should be appointed to the proposed Joint Safety Subcommittee. Committee members were in agreement that the Police Chief, Fire Chief, and one other member appointed by the Village President, and one member appointed by the Town Chairman, Trustee Kevin Conlon as Chairman, would be the appropriate members. No motion was made.
- b. **Electric Service – Update:** Jim Leedle did some follow-up investigation. He spoke to Dell McClure, who is familiar with the workings of the operations within the Bloomfield Town Hall building. He felt not upgrading the system would be a mistake, and felt the Village should get someone to do a load study on the system before making any decisions. Jim Leedle felt that possibly Alliant Energy could do this, and was going to find out who at Alliant Energy should be contacted.
- c. **Parking Restrictions, signage, Chapter 7:** Fred Klabunde reported to the committee that a total of 25 sets of signs and posts would be needed for a total cost of \$2,684.59. A motion was made by Trustee Kevin Conlon and seconded by Jim Leedle to recommend this item to the Town and Village Boards. The voice vote was unanimous, and the motion carried.
- d. **Highway Report:** Fred Klabunde reported that the roads have all be shouldered, the salt shed is full and the doors are on, but not completed because they were installed wrong, and he is working on that issue. The Department cleaned up a lot of downed trees, and they started mowing the roadsides. They have been patching roads, filling cracks in Village roads, mowing parks and beaches. They are going to start routine maintenance on plow trucks and D.O.T. inspections. He also reported the 1955 grader has a possible blown head gasket. He also reminded the committee that the signs take 6 weeks for delivery and he wants to order them by October 1 so they can be installed before the ground freezes. He asked for approval to order the signs prior to Board approvals. The Village President and Town Chairman are to discuss and contact Fred by September 28 for approval to pre-order or wait. (Report attached)
- e. **Utility Report:** Domenic Alexandroni reported that the alternator, brakes, and rotors were replaced on the Ford Taurus. New tires were put on the Ford F250. The North clarifier sandblasting and painting was completed, the sand from the blasting was removed from the bottom of clarifier, and the railings were reinstalled on the catwalk. The Wastewater Treatment Plant generator radiator was cleaned and repaired. The water pump on the

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Joint Public Works, Safety, Utility, Building, Et. Al.
Meeting Minutes
September 24, 2018
Page 2 of 2

Kubota tractor was replaced. The Wastewater Treatment Plant meters were calibrated per DNR requirement. The Phlox Lift Station pump alternation and programing was done. A fire hydrant was hit by a car on Mulberry and was dug up and repaired. Water meter readings were done on September 17 (3rd quarter). All 4 Cross Connection Control Assemblies were inspected and tested. At the Public Service Commission meeting on September 20 they approved Bloomfield's request to withdraw the application in increase water rates. (Report attached)

4. Adjournment:

A motion was made by Frank Oudin and seconded by Trustee Kevin Conlon to adjourn the meeting at 5:49 p.m. The voice vote was unanimous, and the motion carried.

Respectfully submitted,

Jill M. Marcanti
Recording Secretary

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Joint Parks, Lakes & Recreation
Meeting Minutes
September 24, 2018
Page 1 of 1

1. Call to Order and Sign-In Sheet:

Chairwoman Susan Bernstein called the meeting to order at 5:55 p.m. The following committee members were present: Chairwoman Susan Bernstein, Supervisor Tom Sullivan, and Rita Marcinkus. Absent members: Co-Chair Natalie Alvarez, Richard Olinoski, Mike Brittain.

2. New Business, Discussion and Possible Action:

a. **Pell Lake Plan 2019/ Possible Grant Funding:** Chairwoman Bernstein explained the cost of the plan and the possibility of obtaining a grant to help offset expenses. The total cost of the plan if filing the paperwork for the grant would be \$10,435.00, with the possibility of obtaining a grant that **could** reduce that amount to \$3,750.00. The total cost of the plan without filing for a grant is \$7,435.00. However, a decision needs to be made if a grant should be filed, or not, in order to get the information to Jim Sharl so he can file the grant paperwork in time. A motion was made by Rita Marcinkus and seconded by Supervisor Tom Sullivan to recommend to the Town and Village Board to apply for the grant. The voice vote was unanimous, and the motion carried. (Report attached)

b. **Finance Report for Pell Lake MTX Fund:** Chairwoman Bernstein reported that the general fund has a balance of \$8462.90 and is solvent and will be starting 2019 with a nice credit balance.

3. Adjournment:

A motion was made by Rita Marcinkus and seconded by Supervisor Sullivan to adjourn the meeting at 6:30 p.m.

Respectfully submitted,

Jill M. Marcanti
Recording Secretary

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Village Administrative Committee
Meeting Minutes
September 24, 2018
Page 1 of 1

1. Call to Order and Sign-In Sheet:

Chairman Gary Grolle called the meeting to order at 6:05 p.m. The following committee members were present: Chairman Grolle, Co-Chair Dan Aronson, Becky Gallagher, Karen Sautbine, and Interim Administrator Steve Cole. Absent members: Jodi Kelleher.

2. New Business, Discussion and Possible Action:

a. **Village Property/Liability Insurance Update:** Chairman Grolle explained that Department Heads are currently taking inventory of all property owned, hoping to keep better controls on insurance costs once the inventory is complete. He also reported that Workman's Comp claims have been much better lately, and that the Village is currently in a Workman's Comp assigned risk pool. Hopefully the Village can get a better rating and get out of the pool, which would reduce insurance costs. The village currently deals with two insurance companies and the Village may be able to merge everything into one company, which would help reduce costs as well. It could not be determined yet what size of a reduction in costs were possible, but the broker was not anticipating any large increase.

3. Adjournment:

A motion was made by Co-Chair Aronson and seconded by Becky Gallagher to adjourn the meeting at 6:10 p.m. The voice vote was unanimous, and the motion carried.

Respectfully submitted,

Jill M. Marcanti
Recording Secretary

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Village Finance Committee
Meeting Minutes
September 24, 2018
Page 1 of 1

1. Call to Order and Sign-In Sheet:

Chairwoman Becky Gallagher called the meeting to order at 6:11 p.m. The following committee members were present: Chairwoman Gallagher, Co-Chair Gary Grolle, Trustee Susan Bernstein, Trustee Kevin Conlon and Interim Administrator Steve Cole. Absent member: Jodi Kelleher.

2. Minutes:

There were no minutes available to approve.

3. New Business, Discussion and Possible Action:

- a. **Finance Reports:** Discussion took place questioning whether the financial reports should still be first reviewed by the Finance Committee and then recommended to the Village Board, since 3 of the Finance Committee members are also on the 5 person Village Board. Committee members agreed that the more people that review the reports, the better, in order to catch any discrepancies or irregularities. It was agreed that the reports will still be reviewed by Finance and then recommended to the Village Board for approval. It was agreed that the members wanted to see a report on the sum of bank accounts, a disbursement report, and year-to-date budget comparison.
- b. **Ad-Hoc Finance Education Committee – Update:** Chairwoman Gallagher reported that the referendum survey is nearly complete, and the return mail artwork had been received from the USPS. She was hoping that they would be mailed out the end of this week. They are going to be mailed to about 3,200 residents, all active registered voters in Bloomfield, and property owners with mailing addresses in the local zip codes. Trustee Bernstein questioned what the consultant Baird actually did to assist in the survey. Chairwoman Gallagher explained that Baird did all the extensive research such as evaluate local mill rates compared to where Bloomfield stands, they will be attending final information meetings, and assisted in the evaluating of future mill rate analysis.
- c. **2019 Budgeting Process – Update:** Interim Administrator Cole reported that he is working on it, and will hopefully have information for the committee by the second or third week of October.
- d. **Interim Payables Ordinance Revisions:** Co-Chair Grolle explained that he was looking to get input from the committee members on tightening up some of the items like the \$25,000 emergency expense authorization. Another copy of the current ordinance was requested by some of the committee members.
- e. **Wheel Tax:** Trustee Conlon explained he did more research with the state and their address system is not adequate to handle something like this because residents have addresses with other village and cities in their address. The committee agreed this should be left as an option to explore after the referendum and budget is completed. A motion was made by Co-Chair Grolle and seconded by Trustee Conlon to table this issue until the referendum vote. The voice vote was unanimous, and the motion carried.

4. Adjournment:

A motion was made by Co-Chair Grolle and seconded by Trustee Bernstein to adjourn the meeting at 6:50 p.m.

Respectfully submitted,
Jill M. Marcanti
Recording Secretary

1. Call to Order and Sign-In Sheet:

Chairman Dan Aronson called the meeting to order at 5:37 p.m. The following committee members were present: Chair Dan Aronson, Co-Chair Dan Schoonover, Frank Oudin, Jim Leedle and Kevin Conlon. Advisory Committee members present: Domenic Alexandroni. Absent: Fred Klabunde.

2. Minutes:

Minutes were tabled, none were presented for review.

3. New Business, Discussion, and Possible Action:

a. **Traffic Sign Request – Highland Beach Corp.:** Michael Skender appeared on behalf of the residents of the Tombeau Rd./ Circle Dr. – Highland Beach area. Mr. Skender explained there have been many complaints of speeders, stop sign violations and dangerous pedestrian crossings (near accidents) as children are crossing to get to the beach. He is requesting a 3-way stop at Tombeau Rd. and Circle Dr., a yield sign on Circle Dr., and a cross-walk for beach goers.

Trustee Aronson agreed to look into the necessary steps regarding the requested signs to see what could be done and what it would take to accomplish.

b. **Highway Report:** Trustee Aronson reported that the Highway Dept. has finished mowing the roadsides. They have also put up new stop signs, speed limits signs, stop ahead signs, dead-end signs on newly paved roads. The washouts on the road edges have been fixed where needed. Three (3) plow trucks have been made ready for the winter season, there are still two (2) left to do. Truck #3, transmission is really starting to fail. It is a 1999 truck, replacement of transmission will be costly when it fails. The plugged culverts from the beavers is being addressed, no further status available at this time. The report was accepted by the committee without further discussion. (Report on file in Clerk's office)

c. **Utility Report:** Domenic Alexandroni reported that dept. personnel completed their Yearly Confined Space Training on Oct. 4, 2018. They also flushed all dead-end water mains. This is done in the spring and the fall yearly. The water main valve exercising is complete. The sewer main jetting is complete for 2018. The 2019 proposed Utility budget is complete. He also reported that they have reviewed the applications submitted for the wastewater operator position and have narrowed it down to five (5) applicants; the next step will be to interview the chosen applicants. The report was accepted by the committee without further discussion. (Report on file in Clerk's office)

4. Adjournment:

A motion was made by Trustee Conlon; seconded by Frank Oudin to adjourn the meeting at 5:48pm. The voice vote was unanimous, and the motion carried.

Respectfully submitted,

Lisa A. McClure
Interim Village Clerk

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Village Finance Committee
Meeting Minutes
October 29, 2018
Page 1 of 1

1. Call to Order and Sign-In Sheet:
Chairwoman Becky Gallagher called the meeting to order at 6:00 p.m. The following committee members were present: Chairwoman Gallagher, Co-Chair Gary Grolle, Trustee Susan Bernstein, Trustee Kevin Conlon, Jodi Kelleher and Interim Administrator Steve Cole.
2. Minutes: 08-27-18
A motion was made by Trustee Bernstein; seconded by Co-Chair Grolle, to approve the minutes as submitted. A voice vote was unanimous; motion passed.
3. New Business, Discussion and Possible Action:
 - a. **Finance Reports:** Chairwoman Gallagher asked for clarification of “voucher” checks, Chief Cole explained the term referred to the document the employees receive verifying their direct deposited paychecks. Trustee Bernstein had a brief question about garbage collection payments. A motion was made by Co-Chair Grolle; seconded by Trustee Bernstein to accept the financial statements as presented and recommend them to the full board for approval. A voice vote was unanimous; motion passed.
 - b. **Review Village Ordinance 2012-O-04, Interim Payables:** A motion was made by Co-Chair Grolle; seconded by Trustee Bernstein, to table any discussion until the November committee meeting. A voice vote was unanimous; motion passed.
 - c. **Review Resolution 2015-R-22, Finance Committee Plan:** A motion was made by Co-Chair Grolle; seconded by Ms. Kelleher, to table any discussion until the November committee meeting. A voice was unanimous; motion passed.
4. Adjournment:
A motion was made by Co-Chair Grolle and seconded by Trustee Bernstein to adjourn the meeting at 6:05pm.

Respectfully submitted,

Lisa A. McClure
Interim Village Clerk

1. Call to Order and Sign-In Sheet:

Chairman Dan Aronson called the meeting to order at 5:33pm. The following committee members were present: Chair Dan Aronson, Co-Chair Dan Schoonover, Jim Leedle and Kevin Conlon. Advisory Committee members present: Domenic Alexandroni. Absent: Fred Klabunde and Frank Oudin.

2. Minutes: 09-24-18 & 10-29-18

A motion was made by Co-Chair Schoonover; seconded by Trustee Conlon, to dispense with the reading and approve both sets of minutes as submitted. A voice vote was unanimous; motion passed.

3. New Business, Discussion, and Possible Action:

- a. **Stop Sign Request Douglas w/b at Mariondale:** Trustee Sue Leedle submitted a request to the committee after conversations she had with the Lake Ivanhoe Board Chairman. The increased traffic at this intersection due to new construction in the subdivision has created a safety concern, prompting the need for a stop sign. A motion was made by Jim Leedle; seconded by Co-Chair Schoonover to recommend a stop sign for this intersection to the Town Board for approval/ordinance. A voice vote was unanimous, motion passed.
- b. **Highway Report:** Trustee Aronson reported that the Highway Dept. has finished mowing the roadsides and parks. All trucks are now ready for snow & salting events. Four (4) trees were taken down due to complaints. Knocked down signs were replaced. Culvert markers were put up and damaged culverts were cut. Already had 2 plow/salt events. Roads were patched. Beaver debris has been removed from culverts. The report was accepted by the committee without further discussion. (Report on file in Clerk's office)
- c. **Utility Report:** Domenic Alexandroni reported that the Phlox lift station transducer was replaced. Water plant operator Jennifer Tschida resigned on Nov. 9; Glen Schoen was transferred from the waste water plant to replace her. Two (2) interview candidates were conditionally offered positions with the utility, pending a background check and physical. Quarterly water shut offs occurred Nov. 15. The brine makeup water pressure reducing valve was replaced at the water plant. The report was accepted by the committee without further discussion. (Report on file in Clerk's office)

4. Adjournment:

A motion was made by Trustee Conlon; seconded by Co-Chair Schoonover to adjourn the meeting at 5:38pm. The voice vote was unanimous, and the motion carried.

Respectfully submitted,

Lisa A. McClure
Interim Village Clerk

Village of Bloomfield
N1100 Town Hall Road
P.O. Box 609
Pell Lake, WI 53157

Village Finance Committee
Meeting Minutes
November 26, 2018
Page 1 of 1

1. Call to Order and Sign-In Sheet:

Chairwoman Becky Gallagher called the meeting to order at 6:14pm. The following committee members were present: Chairwoman Gallagher, Co-Chair Gary Grolle, Trustee Susan Bernstein, Trustee Kevin Conlon, Jodi Kelleher. Also present Interim Clerk Lisa McClure.

2. Minutes: 09-24-18 & 10-29-18

A motion was made by Co-Chair Grolle; seconded by Trustee Conlon, to dispense with the reading and approve both sets of minutes as submitted. A voice vote was unanimous; motion passed.

3. New Business, Discussion and Possible Action:

a. **Finance Reports: General Fund October 2018 & Utility Fund 2018**

Chairwoman Becky Gallagher opened the discussion. Co-Chair Grolle inquired about a shared revenue payment that had been received. Trustee Bernstein inquired about a Brewington Electric bill with regard to the salt shed. A motion was made by Co-Chair Grolle; seconded by Trustee Bernstein to accept the financial statements as presented and recommend them to the full board for approval. A voice vote was unanimous; motion passed.

4. Adjournment:

A motion was made by Trustee Conlon and seconded by Trustee Bernstein to adjourn the meeting at 6:20pm.

Respectfully submitted,

Lisa A. McClure
Interim Village Clerk