

**Village of North Fond du Lac**  
**OFFICIAL MINUTES- Meeting of February 7, 2011**  
**BOARD OF TRUSTEES**

**BOARD PRESENT:**

James Moore, Village President  
Mike Streatar, Trustee  
Mike Will, Trustee  
Tammy Keller, Trustee  
Keith King, Trustee  
OTHERS: (None.)

**STAFF PRESENT:**

Chuck Hornung, Village Administrator  
Donna Richards, Village Clerk  
Darrin Parsons, Director of Public Services  
Nick Leonard, Director of Engineering and Planning  
Chief William Lamb, Police Department  
Chief Paul Nelson, Fire/EMS

Meeting was called to order at 6:00 P.M. by Village President, James Moore.

- A. ROLL CALL OF OFFICERS.** Jim Moore, Mike Streatar, Mike Will, Tammy Keller and Keith King (All) Present.
- B. PLEDGE OF ALLEGIANCE.**
- C. CITIZEN PARTICIPATION.** (None.)
- D. ANNOUNCEMENTS.**
  1. Village Trustee Candidates Forum will be held after the Regular Board meeting at 6 PM on Monday, March 28, 2011. It will also be telecast live on Charter Cable.
- E. PRESIDENT'S BUSINESS and Staff Reports.**
  1. Department Updates
    1. Administrator. Chuck Hornung shared that he is investigating the possibilities of WI-FI in the Village (village-wide). Will discuss further at a workshop for that purpose. Surveys are coming in, and will be compiled, towards the strategic planning process. The response has been very good. Swimming pool committee has met, working towards options. Union negotiations are completed, and will be voted on next week. Utility bills notices for delinquency and shut-offs will be mailed in March.
    2. Administration Department. Donna Richards said that the Primary election for Supreme Court will be held on Tuesday, February 15<sup>th</sup>. That is the only race on the ballot here in North Fond du Lac. Absentee ballots can be obtained and/or early voting can be done in the office.
    3. Police Department. Chief Lamb informed us that there is a new electronic victim notification system coming on-line. Victims can register to be notified if a perpetrator is being released from a facility or County jail. The program is being implemented County by County and Fond du Lac County will be participating with the NFdL Police Department and the State Department of Corrections. The squad car conversion is not completed, as some electronic components are not functioning properly. The unit being transferred to DPW is working fine. The gates to the ramps on Highway 41 were used, when the drifts were determined to be too high to drive safely. The gates' lights didn't work, so required staffing at the ramps. There were a couple dozen cars stranded on the highway due to the large drifts, and had to be assisted.
    4. Fire/EMS Department. Chief Nelson reported that calendars are now available, and residents should have received one, as well as a pamphlet on carbon monoxide safety. Carbon monoxide detectors are now required in all homes, as of February 1<sup>st</sup>. We had one home with significantly dangerous levels of CO, and their detector may have saved them. The department is looking into having a training tower here in North Fond du Lac. We go to Campbellsport, but as we don't have significant fires very often we don't get much practice. We are looking at fundraising for it, and perhaps using the Zoch property as a training location. The truck we sent to Argentina is now in Recreo; we have pictures of the community celebrating the new truck.
    5. Public Works Department. Nick Leonard is working with Mitch Vis on plans for the Lakeside Municipal Court's move (for court sessions only) to the Community Center. We are hoping the work can get done next week, so they can start moving over there. Utility budgets are being presented at tonight's meeting. The budgets are written without a rate increase in 2011, but that won't be able to continue into the future. Darrin Parsons reported that his staff is working with homes with pipes that freeze. They have the residents turn their water on, for a slow trickle. President Moore thanked the crew for a great job given the amount of snow and drifting that occurred.
- F. CONSENT AGENDA.**

1. Approve the minutes of the following Village Board Meetings :  
January 17, 2011.
2. Approve Invoices and authorize Checks to be drawn on the respective funds in the amounts indicated.

General Fund	\$135,120.19
Library Fund	\$1,138.50
EMS Fund	\$1,012.61
Capital Projects	\$23,164.90
Water Department	\$35,828.96
Wastewater Department	\$117,156.00
Community Development Authority /TIF	\$10.40
Debt Service Fund	\$0
Storm Water Fund	\$4,872.28
<b>Total</b>	<b>\$318,303.84</b>

3. Approve the hiring of Richard Braun as Crewman I in the Department of Public Works. Motion by Will, 2<sup>nd</sup> by Streetar to approve the Consent Agenda. Mr. King asked about tire and/or wheel being replaced on one of the trucks. Both the wheel and tire were replaced. Staff was asked by Mr. Will if the seasonal workers that were extended past the summer are done working. They were done the 1<sup>st</sup> of the year. Also asked when Richard Braun will start. He will start tomorrow if approved.  
All (5) Ayes, 0 Nays.

#### G. ADMINISTRATIVE ITEMS.

1. Discussion of the water, wastewater and stormwater utility budgets for 2011. No action will be taken at this time. Mr. Leonard explained some of the aspects of the Water budget: Revenue section columns are: 2010 budget, actual expenditure in 2010, and then the 2011 budget. We did not get the anticipated revenues for the 2010 budget, as the increase didn't start until the third quarter of the year. Staff pared numbers down for this year.  
Fire protection is down, as you may remember that we brought the contract to the Board, that we are paying half to the Town of Fond du Lac, as they pay for the Tower. Question about antennas. If there are antennas on the new tower, the revenue would come to us. We get revenues from our tower, and one antenna did leave, but we still get revenues from their contract for another couple of years. 1/3 of this lease revenue (\$13,000) is being put into a reserve for the next time our tower will be painted. There are no antennas on the new tower, and no interest.  
We sell water when requested. For the Town, when we sell them water, it is in our regular budgets.  
  
All of the workers work across functions. Labor costs were high this year, due to many main breaks, service freezes, and water projects last year. Labor is broken out across the budgets, service or transmission, etc., as their time is actually spent. We are in the red by \$170,000. After depreciation, we end up negative \$13,230. We do have reserves, so we should be okay. Took out some capital expenses, and we are comfortable with this. Depreciation is on both sides of the ledger. The borrowing in 2010 offset some of the expenses.  
Wastewater: We are comfortable with the numbers going forward. Late fees have tripled over the last few years. Treatment expense budget line comes from the City of Fond du Lac. The Village received money back with the true-up. Same could happen again this year. Treatment cost number has gone down, as their operation on the new plant turned out to be much cheaper. Operations is cheaper, but capital expense is on the other side. We are billed quarterly based on a three year average, and then the true-up is the actual costs for the year, received early in the year.  
Sewer jetting was not done this year, due to time and manpower shortages, so there was quite a bit of savings. Sewer jetting is in the budget for 2011.  
Sanitary district is OSG that gets broken up across the communities, but we handle it until repaid by them. Normally not spent, but this year it was budgeted for Clearwater testing. Don't have the final report yet. Depreciation puts us in the black.  
Auditor recommended a 2-3% increase per year for several years, but we didn't do it this year, as the increase came so late in 2010. Mr. Will asked about the phosphorus. This issue has been quiet due to the election. It will be coming; we don't know how we will be affected yet. There is a total maximum daily limit as relates to phosphorus: Lake Winnebago is vulnerable, so that plays into how important the phosphorus issue will be to us. The new patrol truck is spread across the budgets.

Stormwater: Cleaned up accounts, charges were too high. Street sweeping came in close to what expected, kept the same. Sewer cleaning was low due to not doing it. State Street upgrades were not done this year. Money was not spent; hope to do it next year. The plan is to do the State Street work in-house, to save money, rather than bid it out. We will need some reserve built up, due to phosphorus. We will need to do a large expenditure in the next couple of years.

We are street sweeping the same communities as in the past. We need pond maintenance; will need to go out in a boat or on the ice, to see how deep the ponds are, and to see when we will need to dredge. Mr. Will thanked them for their work on the utility budgets, to achieve no increase for this year.

Resolutions with the budgets will be brought before the Board for action at the next meeting. Please ask any questions you have of staff between meetings, or at the next meeting.

**H. COMMUNICATIONS. (None.)**

**I. UNFINISHED BUSINESS. (None.)**

**J. NEW BUSINESS.** Chuck Hornung asked about the possibility of a workshop on the WIFI potential. Would like to have a workshop for easier interaction with the parties. Don't have a date that will work yet. Is there a date to consider? One hour at the most. Dates were mentioned. Possibly Thursday the 17<sup>th</sup> at 6 PM.

**K. CLOSED SESSION.** Motion to go into Closed Session. Motion by King, 2<sup>nd</sup> by Keller to go into Closed Session. Roll Call: Moore Aye, Streetar Aye, Will Aye, Keller Aye, King Aye at 6:40 PM. (All ayes.)

1. Discussion of Union contract negotiations pursuant to Wisconsin State Statutes 19.85(1)(e) deliberating or negotiating or conducting specified business whenever competitive or bargaining reasons require a closed session. (No action will be taken on this item at this time.)

Motion to return to open session by Will, 2<sup>nd</sup> by Streetar at 7:30 PM.

Roll Call: Moore Aye, Streetar Aye, Will Aye, Keller Aye, King Aye at 7:30 PM. (All ayes.)

**L. ADJOURNMENT.**

Motion by Streetar, 2<sup>nd</sup> by Keller to adjourn at 7:31 PM. All (5) Ayes, 0 Nays.

Respectfully submitted,

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Jim Moore, Village President

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Donna Richards, Village Clerk