

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes December 20, 2018
7:00 pm

1. Call to Order/ Roll Call

The meeting was called to order by Village President John Jeffords at 7:00 PM. A quorum of the Village Board was present. Present: Village Board of Trustees; Bill Collins, Tom Wolff and Rock Brandner.

Also present: Village Administrator Jim Healy and Deputy Clerk Donna Cox

Excused Absence: Trustee Dan Neu

2. Verification of Compliance with Open Meeting Law

Village Administrator Healy verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Pledge of Allegiance

4. REPORT

a. 2018 Groundwater Monitoring Program – Dr. Cherkauer

Dr. Cherkauer stated the groundwater in the Village of Richfield is doing well, however, noted that the SE section bears some watching. If grouping of area lines or markers were to go down, this would cause reason for concern. Marian Singer is Co-Founder and CEO of Wellntel was also present to discuss the technology. Wellntel combines patented, next-generation acoustic measurement technology, remote telemetry, and a cloud platform, to collect accurate and reliable groundwater-level measurements from a wide range of production and monitoring wells. The Village has been slowly migrating towards this technology over the years and Dr. Cherkauer has given the Village formal notice that he no longer can continue with individually monitoring the private wells in our community. While he will still be involved in development reviews, his recommendation is that the Village consider hiring Wellntel for general administration tasks.

5. PUBLIC COMMENTS: No Comments

6. PUBLIC HEARING

6a. Discussion regarding Resolution R2018-10-03, a Resolution vacating portions of Riverview Drive

President Jeffords read aloud 6a.

Motion by Trustee Brandner to open the public hearing for agenda item 6a.; Seconded by Trustee Wolff;
Motion carried by voice vote.

No one spoke.

Motion by Trustee Collins to close the public hearing for agenda item 6a; Seconded by Trustee Brandner;
Motion carried by voice vote.

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7. CONSENT AGENDA

- a. Vouchers for Payment
- b. Treasurer's Report
- c. Meeting Minutes:
 - i. November 15, 2018 – Regular Meeting
 - ii. November 29, 2018 – Special Meeting
- d. New Operators License Applications
- e. Resolution R2018-12-1, A Resolution Honoring the Public Service of Deputy Mike Anderson

Motion by Trustee Brandner to approve the Vouchers for Payment, Treasurer's Report, Minutes of the November 15th Regular Meeting, Minutes of the November 29th Special Meeting, New Operators License Applications per the attached list and Resolution R2018-12-1, A Resolution Honoring the Public Service of Deputy Mike Anderson; Seconded by Trustee Wolff; Motion carried without objection.

Deputy Anderson was unable to attend tonight's meeting. Trustee Collins thanked Deputy Anderson for his service to the community.

8. DISCUSSION/ACTION

- a. **Discussion/Action regarding Resolution R2018-10-03, a Resolution vacating portions of Riverview Drive**

Village Administrator Healy read aloud the Staff report for the proposed right-of-way vacation. Several months back, the Village Staff brought forward a proposal by two property owners on Riverview Drive who had expressed their desire to vacate a portion of Riverview Drive which abuts their home. Village Staff received maps and legal descriptions for the areas to be vacated. As required by law, these documents were registered at the County Register of Deeds. A list of all property owners and their addresses were also filed at the County and those property owners were directly mailed the legal notice. Additionally, a memo was prepared to help explain the process the Village undertook because of the petition. A notice was also sent to Secretary Ross at the DOT which is required by law because the road is within ¼ of a mile of a State Trunk Highway. The Village received a letter in response with no objections from the DOT, but they requested a signed copy of the Resolution being considered. The matter was also referred to the Plan Commission for their consideration and it was recommended unanimously on November 1, 2018. As a Staff, the matter is being supported to help align the differences between where the road is platted versus where the road is actually constructed.

Motion by Trustee Wolff to approve Resolution R2018-10-03, to vacate and discontinue a portion of Riverview Drive be adopted as presented, subject to the following Specific Conditions of Approval:

Specific Conditions of Approval

1. The Applicants presenting and receiving all necessary approvals for a Certified Survey Map that accurately shows the affected parcels resulting from this road vacation.
2. Thereafter, the Resolution and Certified Survey Map(s) be contemporaneously recorded in the Office of the Washington County Register of Deeds.
3. The applicants must pay equally the costs of professional services related to the petition for vacation.
4. The applicants must address any comments, questions, or concerns by the Village Attorney and Village Engineer.

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Seconded by Trustee Collins; Motion carried without objection.

b. Discussion/Action regarding the 2019 contract for services with the Richfield Volunteer Fire Company

Annual approval of this contract for fire and emergency medical services is per the adopted 2019 Village Budget. The contract amount is \$520,013.09, which represents a 2.43% increase over the current fiscal year or a difference of \$12,349.

Motion by Trustee Brandner to approve the contract for fire and emergency medical services with the Richfield Volunteer Fire Company covering the period January 1, 2019 through December 31, 2019; Seconded by Trustee Wolff; Motion carried without objection.

c. Discussion/Action regarding the establishment of an auditing contract with Kerber Rose, 2018-2020

The proposed contract for services with Kerber Rose, Certified Public Accounts, for auditing services. Approval of this contract for annual auditing services is per the adopted 2018 and 2019 Village Budgets. The contract amounts are as follows: \$11,250 for 2018 audit, \$11,500 for 2019 audit, and \$11,750 proposed for 2020 audit.

Motion by Trustee Collins to approve the contract for auditing services with Kerber Rose, Certified Public Accounts, during the years of 2018 through 2020 which is to be reviewed by Village President and Administrator; Seconded by Trustee Brandner; Motion carried without objection.

d. Discussion/Action regarding the establishment of an assessor contract with Associated Appraisal 2019-2022

The proposed contract for services with Associated Appraisal Consultants, LLC., for assessment services. Approval of this contract for assessment services is per the adopted 2019 Village Budget. The contract amount is \$45,000, which represents a decrease over the current fiscal year or a difference of \$2,500. With the proposed amount of \$45,000 annually, the Village will receive an "Interim Market Update" in year 2 of the contract to ensure the Village remains compliant with the Department of Revenue guidelines.

The Board questioned if the Village could get an alternate three (3) year account for the same quote. President Jeffords stated if the Village cannot get a ¼ off in pricing with Associated Appraisals then the financial responsible thing to do would be to enter into a four (4) year contract.

Motion by Trustee Wolff to approve the contract for assessment services with Associated Appraisal Consultants, LLC., for services beginning January 1, 2019, through December 31, 2022 unless Village Staff can negotiate a contract for three (3) years at the same cost; Seconded by Trustee Brandner; Motion carried without objection.

e. Discussion/Action regarding the authorization to send a letter of intent to purchase in 2019 Plow Truck #12 per the adopted 2019 Village Budget

Motion by Trustee Collins to authorize the Village Administrator to author a "Letter of Intent" for the purchase of a Burke Truck chassis and body per the adopted 2019 Village Budget with the understanding the

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final authorization for the actual purchase of the proposed chassis and body will be given in 2019; Seconded by Trustee Brandner; Motion carried without objection.

f. Discussion/Action regarding Resolution R2018-12-2, a Resolution Amendment the 2018 Village Budget

The proposed budgetary amendment will show expenditures exceeding revenues by approximately \$120,000 because the monies had been previously received through the Historical Society's donation for the reconstruction of the base for the Messer Mayer Mill. The Village's auditors have reviewed the draft Amendment.

Trustee Collins clarified that these monies in excess of our revenues were due to the fact that we received a donation from the Richfield Historical Society and this amount represents the amount paid in 2018.

Village Administrator Healy confirmed the point by Trustee Collins.

Motion by Trustee Wolf to approve Resolution R2018-12-2, a Resolution adopting the proposed 2018 Budget Amendment and to direct Staff to publish the same no later than 10 days from the date of this meeting in the Washington County Daily News; Seconded by Trustee Brandner; Motion carried without objection.

9. PUBLIC COMMENTS – No Comments

10. CLOSED SESSION

- a. Discussion/Action to enter into Closed Session pursuant to Section 19.85(1)(c) of the Wis Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. – *Individual Village Hall and Public Works Employees***

President Jeffords read the closed session item aloud.

Motion by Trustee Brandner to enter into Closed Session at 8:27 PM pursuant to Wisconsin State Statutes, Section 19.85(1)(C); Seconded by Trustee Wolff; Motion carried unanimously by voice vote.

11. RECONVENE IN OPEN SESSION

Motion by Trustee Wolff to Reconvene in Open Session at 9:38 PM; Seconded by Trustee Brandner; Motion carried unanimously by voice vote.

- a. Discussion/Action regarding matters addressed in Closed Session outlined above**

Motion by Trustee Collins to authorize the Village Administrator to name Mr. Brett Thicke the Interim Public Works Supervisor until such time as the position is filled, to increase his salary by \$5.00/hr, and to authorize the Deputy Treasurer to issue a performance management incentive to the Village Administrator in the amount of \$5000 in recognition of work in 2018; Seconded by Trustee Wolff; Motion passed without objection.

12. ADJOURNMENT

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Motion by Trustee Collins to adjourn the meeting at 9:39 PM; Seconded by Trustee Wolff; Motion carried without objection.

Respectfully Submitted,

Jim Healy
Village Administrator