

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes, July 29, 2021
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 President John Jeffords and Board of Trustees; Dan Neu, Tom Wolff, Rock Brandner, and Bill Collins.

Also Present: Village Administrator Jim Healy, Deputy Clerk Donna Cox, and Administrative Services Coordinator Katherine Gehl

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.

Affidavit of Posting was provided to President Jeffords

3. Pledge of Allegiance

4. PUBLIC COMMENTS: No Comments

5. CONSENT AGENDA

Motion by Trustee Collins to approve to approve the Vouchers for Payment, Treasurer's Report, Applications for New Operator's Licenses per attached list, Applications for a Temporary Class "B" and Temporary "Class B" Picnic License for Richfield Volunteer Fire Company and the Richfield Parade Committee, Applications for Temporary Operator's Licenses per the attached list, and Application for a Temporary Unenclosed Premises Permit for Basses Taste of Country per the dates and times noted on the application for the Sunflower and Upick Apple Festival Event; Seconded by Trustee Wolff; Motion carried 4-0-1; Trustee Neu recused himself.

Motion by Trustee Wolff to approve the Minutes of the June 17, 2021, Village Board Meeting; Seconded by Trustee Neu; Motion carried 4-0-1; Trustee Collins abstained.

6. DISCUSSION / ACTION ITEMS

a. Discussion/Action regarding revenues received from "Weights and Measures"

Weights and Measures have historically been a net neutral revenue/expenditure the Village has had with the State of Wisconsin's Department of Agricultural Trade and Consumer Protection to pay for their services to verify the scales which take measurements in the community are accurate. This year, the amount the Village received increased because the gas stations were found by the State to not be reporting accurately.

Village Staff reported on the soft costs that go into the process of collecting "Weights and Measures" annual. This includes two (2) mailers to the business, the publishing of a Public Hearing Notice, the creation of stickers to be posted on the measuring devices, and time coordinating with the respective business owners. This money has historically been subsidized by the rest of the tax base.

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Motion by Trustee Wolff to direct Staff to retain the revenues received from Weights and Measurers above the budgeted amount of \$2,400; Seconded by Trustee Collins; Motion carried without objection.

b. Discussion/Action regarding the 2022-2026 Capital Improvement Program

Administrator Healy discussed the proposed road projects to be bid in 2022 as well as the planned savings for vehicles and equipment.

Motion by Trustee Wolff to accept the recommendation of the Capital Improvement Program Administrative Subcommittee for the approval of the Capital Improvement Plan 2022-2026 Projects by Year with the assumption the Projects by Year are reviewed every spring; Seconded by Trustee Brandner; Motion passed without objection.

Trustee Collins and President Jeffords thanked Staff and the Members of the CIP for all their hard work.

c. Discussion/Action regarding the 2021 Highway Improvement Program bid authorization

The Village Board discussed their desire to spend as close to as possible, the full \$1.5M the Village budgets annually for road maintenance and road improvements.

Motion by Trustee Wolff to accept the recommendation of the Village's Public Works Supervisor to work with the Village Engineer to prepare and publish formal bidding documents for Highway Improvement Program Contract No. 3 for Country Highlands Drive, E. Lakeview Road, and the extension of Whitetail Run for the Village Board's future consideration; Seconded by Trustee Brandner; Motion carried without objection.

d. Discussion regarding the 2022 Village Budget

Administrator Healy introduced the following individual departmental budgets:

Washington County Humane Society (WCHS) "Pest Control"

On July 12th, the Village received notification from the Washington County Humane Society that the amount of the contract for FY2022 is proposed to be \$3,496. This decrease of \$76.00 from FY 2021.

Associated Appraisals – "Assessor"

FY2022 is the last year of a three (3) year contract. The amount of the contract with Associated Appraisals is \$45,000.

Washington County Sheriff's Office – "Police Services"

The amount proposed for the contract next year in FY2022 is \$370,679. This is an increase of \$10,598.

7. CLOSED SESSION

- a. Discussion /Action to Enter into Closed Session under Wis. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting

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other specified public business, whenever competitive or bargaining reasons require a closed session.

- i. *Developer's Agreement with Quest Engineering, Inc. for property identified by Tax Key: V10_000800D*

Motion by Trustee Neu to Enter into Closed Session per Wisconsin Stats.; Seconded by Trustee Wolff; Motion carried unanimously by voice vote.

8. RECONVENE IN OPEN SESSION

Motion by Trustee Wolff to Reconvene in Open Session; Seconded by Trustee Collins; Motion carried unanimously by voice vote.

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

None.

9. PUBLIC COMMENTS – No Additional Comments

10. ADJOURNMENT

Motion by Trustee Wolff to adjourn the meeting at 8:41 PM; Seconded by Trustee Collins; Motion carried without objection.

Respectfully Submitted,

Jim Healy
Village Administrator