

Elmwood Park Village Board Meeting Minutes
3131 Taylor Avenue – Village Hall Building 3
May 8, 2014 6:00 p.m.

All agenda items shall follow protocol including staff overview, Board discussion, questions by public, Board disposition of item. The public must be recognized by the President.

I. CALL TO ORDER/ROLL CALL – Call to order by President Mills at 6:00 p.m.

Present: Trustee Haas Trustee Clouthier Trustee Jaeck
 President Mills Trustee Towery Trustee Steiner
 Trustee Klimek Attorney Geary Rusty Clark

II. Motion to move in to closed session and allow Rusty Clark to attend made by Trustee Clouthier, 2nd by Trustee Jaeck, discussion followed.

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

Motion to move in to closed session approved.

Reconvened open session at 6:45 p.m.

II. PUBLIC COMMENT AND INPUT

Pursuant to Wisconsin Statute 19.84(2) "the public notice of a meeting of the governmental body may provide for a period of public comment, during which the body may receive information from members of the public." Correspondence shall be read into record at this time. Village resident Carol Hansen thanked those who have donated food for the BOT meetings, asked for volunteers for the next meeting. Village resident Victor Taleck is having some concerns about people dumping brush, tree limbs, etc. in the back of lot along the bike trail.

III. CONSENT AGENDA

The consent portion of the agenda is a means of expediting routine matters that must be acted on by the Board. All items approved will be done by one non-debatable motion passed unanimously. Any item may be removed for debate by any member of the Board. Items removed from the consent portion may be acted upon before proceeding to the next agenda item.

1. Account Payable –April, 2014, reviewed and approved by all members of the Board.
2. Minutes of BOT meeting – March 13, 2014, Motion to accept by Trustee Jaeck, 2nd by Trustee Clouthier, Discussion, Trustee Haas expressed his desire to have approval held over.

Motion was then put to vote:

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X		X		X	
Nay						
Abstain		X		X		X
No Vote						
Tie:	President Mills	Aye X				

April 10, 2014

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

IV. NEW BUSINESS

1. Reports Sheriff's Report – On file in village hall office for viewing.
2. Clerk/Treasures Report – Trustee Towery stated that the village is a little ahead of budget. Some challenges due to first year doing month-to-month budgeting, should get easier next year.
3. Clerk/Treasures – Conversation – President Mills stated that Clerk/Treasurer McNulty resigned her position due to work related issues. Trustee Haas placed ad for position and had respondents contacting him directly, without BOT approval. President Mills stated Clerk/Treasurer McNulty would return to position for same wage with the understanding that policy and procedures would be put in place. President Mills entertained a motion to appoint Barbara McNulty to the position again.

Motion made by Trustee Clouthier to allow President Mills to appoint Barbara McNulty as Clerk/Treasurer, 2nd by Trustee Haas.

Discussion: Trustee Haas stated that if McNulty did not want to perform her duties of giving information to the Trustees when asked that he had 19 applicants that were interested in the position. Among them were an attorney, a CPA, and a paralegal. He stated there was no shortage of interest in the position at the rate of \$12,000. per year. Trustee Steiner questioned whether McNulty would have time to do the job as she stated in her resignation letter that she had many demands on her time. President Mills stated that the problems were the demands being made on McNulty at the Village, and time it takes her to respond due to her workload.

Motion was then put to vote:

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

Motion to allow President Mills to appoint Barbara McNulty, Clerk/Treasurer approved.

4. Spending Limits – President stated that there had been questions asked about where the funds came from to do last year's improvement on the Taylor Complex. Funds were taken from the Capital Improvement Fund loan that was taken out to complete necessary work to bring the Taylor Complex up to viable rental standards and in good condition. Based on the payment history of the village from past years there were several problems getting contractors to complete work at the complex, many would only work on a COD basis. This is no longer the situation. Discussion was held in regards to setting spending limits for work needed to be done in the village. The consensus of the Board present was to table the discussion until next meeting.

Motion to Table the Discussion in regards to Village Spending Limits was made by Trustee Klimek, Trustee Jaeck 2nd motion.

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

Discussion tabled until next meeting.

5. Operational changes – Motion to table discussion until next meeting made by Trustee Klimek, 2nd by Trustee Steiner

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

Discussion tabled until next meeting.

6. Trustees Reports

Trustee Haas – New sign approved by the DMV just east of the Interstate 94, “Elmwood Park”

Trustee Clouthier – No report

Trustee Towery – No report

Trustee Steiner – Two properties were visited and given information about the tree ordinance of the village. One resident said they would correct the problem. At the Heinrich property no one was home, gone for the summer. A letter needs to be sent out to the property owners with copies of the village ordinance requiring them to take care of the landscaping on the property they own in the village. There were several complaints for village residents about the overgrown shrubs and grass along the fence at the park on Taylor Avenue. Trustee Steiner contact Jays Landscaping and signed a contract with them to remedy the problem. Cost: \$1,500.00 President Mills stated that a new resident, whose property abuts the Taylor Avenue property, complained about an oak tree that had dead branches overhanging on their property. She was concerned that falling branches may hurt her grandchild when he visits. President Mills asked Trustee Steiner to take a look at it.

Trustee Klimek – Light on Standish Lane was fixed. Roof and gutter repair on gym was ordered; repair to be completed by Dicks Roofing. CMAR reports will be completed. It was difficult getting information on the who, what, where and how to file the reports.

7. Open Book regards tax assessment – Open Book will take place May 15, 2014, Trustees will need to assist.

8. Parking Lot Cost Overrun – Discussion – President Mills discussed the problems that were incurred when a parking area and drive were being installed by Macemon & Sons. He have felt that due to the rental of gym on a regular basis and the lack of parking area, and the money being given towards the project from Verizon towards the road to place the tower (\$5,000) additional parking would be needed. Macemon & Sons started the project and ran in to problems when a buried foundation was discovered. This resulted in cost overruns. Black dirt was to removed from the area selected so that the stones would have a solid foundation to rest on – estimated to be 1 ½’ this turned out to be 3’ of black soil needed to be removed. The total cost of the job was \$19,300

A motion was made by Trustee Haas and 2nd by Trustee Steiner to allow President Mills to have the latitude to negotiate a payment plan with Macemon & Sons and return said proposal to the BOT for approval.

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

Motion approved.

Trustee Steiner requested to interject information about the grounds maintenance. He called on village Leif Petersen who discussed his goal to try to keep a zero budget for improving the landscaping of the grounds at the Taylor Complex. Discounts are offered at Stein Gardens for purchases at this time for those who have Stein Garden Club cards. Donations of flowers could be dropped off at Leif’s home.

9. Adopt new residents, Welcome informational letter and brochure. President Mills presented a new Welcome Letter and Booklet prepared by former Clerk/Treasurer McNulty. The Plan Commission approved the items. They were seeking the approval from the BOT for its use by the Village.

Motion made by Trustee Clouthier to allow use of the Welcome letter and booklet in the Village, 2nd by Trustee Haas

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

Use of Welcome Booklet and Welcome Letter approved.

- Process for separating complex land (DNR) and obtaining address for same – President Mills had been asked why the village had bought and paid for an appraisal of the Village Park and proposed park area. This appraisal was done in preparation of the potential sale of the property located at 3554 Taylor Avenue. There has been interest from a potential buyer. This discussion has been a subject on various agendas since last year. President Mills would like to file the necessary papers to have the area at the far south of the complex, which has been surveyed and appraised, separated from the original parcel, giving it its independent address. He believes there will be no cost involved in filing the papers to do this.

Motion was made by Trustee Klimek to approve payment of the invoice for the appraisals, 2nd by Trustee Haas,

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

Motion approved to pay appraisal bill.

Motion was made by Trustee Jaeck to allow President Mills to complete the necessary steps to obtain separate address for the proposed park area, 2nd by Trustee Clouthier

Discussion – Trustee Haas wanted to table the motion. After further discussion Trustee Haas withdrew his request.

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

Motion passed.

V. OLD BUSINESS

- Cell tower agreement signing on 4-28-2014 & updated time frame – Motion made to ratify the cell tower agreement with Verizon was made by Trustee Klimek, 2nd by Trustee Haas

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

Motion approved.

- Building #2 tenant situations – Due to new tenant for Building 2, Building Blocks Interactive was given a 60 day notice to vacate. Once served with notice owner stated that he would not be paying any rent for the next 60 days but would continue to occupy the premises. Tenant did not pay April rent, a 5 day notice to cure default was served, no response, 14 day notice to terminate occupancy was served. No rent was collected for May at the time of this meeting. EverGreen School who now currently occupies the property at 3554 Taylor Avenue would like to sign a lease and take possession of Building 2 by June 1, 2014. Rent to be \$3,000.00 with EverGreen Paying own utilities. President Mills asked the BOT for approval to prepare and execute the lease for building 2 between the village and EverGreen.

Motion made by Trustee Haas to allow President Mills to prepare and execute lease for building 2 with EverGreen School, 2nd by Trustee Steiner

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X	X	X	X	X	X
Nay						
Abstain						
Absent						
Tie:	President Mills					

Motion approved.

- Rent renewals, increases with time frame of lease or verbal agreement. Tenants in building 1, Trustee Haas, Keith Sexton and Atty. Sapinski were occupying space in building 1 on a month to month basis. This was done to see if this would be a good fit for the tenants. Tenants have been in there a year; President Mills is looking for discussion from the BOT in regards to rental terms, and rates. One year lease terms with increases in rents are suggested.

Trustee Clouthier made motion to authorize President Mills to prepare and execute leases for the tenants in building 1, Trustee Steiner 2nd

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye	X		X	X	X	X
Nay						
Abstain		X				
Absent						
Tie:	President Mills					

VI. ADJOURN - Motion to adjourn by Trustee Steiner, 2nd by Trustee Towery, all in favor.

Approval of minutes: _____

Vote:	Trustee Clouthier	Trustee Haas	Trustee Jaeck	Trustee Klimek	Trustee Steiner	Trustee Towery
Aye						
Nay						
Abstain						
Absent						
Tie:	President Mills	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain		