

**VILLAGE OF GERMANTOWN  
VILLAGE BOARD MEETING MINUTES  
July 16, 2018**

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by President Wolter.

**ROLL CALL:** Present: President Wolter, Trustees Baum, Hughes, Miller, Myers, Warren, Wing, Zabel. Excused absence: Trustee Kaminski. Also present: Administrator Kreklow, Clerk Boldrey, and Attorney Sajdak.

**PLEDGE OF ALLEGIANCE:**

**PRESIDENT'S REPORT:**

None.

**ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST/DEPARTMENT AND COMMITTEE REPORTS:**

Trustees provided information on upcoming meeting dates and times.

**CITIZEN INPUT/PUBLIC APPEARANCE on items not subject to a public hearing:**

John Krause, Sr. of the Germantown Kiwanis came to the podium to invite the public to the Taste of Germantown to be held on July 26<sup>th</sup> at the Gehl Performing Arts Pavilion. The Pavilion will be turned over to the Village at the event. The event will start at 5 p.m. with the presentation of the Pavilion to the Village at 6:45 p.m.

Lynn Grgrich of the Germantown Kiwanis Club reported on the Fourth of the July Event. The fireworks were rescheduled due to weather. She thanked everyone for attending and helping.

**APPOINTMENTS:**

**A. Commissions/Boards/Committees**

**1. Library Board**

Member	Joletta Kerpan	07/16/2018 – 06/30/2021
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**MOTION (Myers/Baum) to approve the Library Board Appointment. Motion Carried Unanimously.**

**CONSENT AGENDA:**

A. Approval of Minutes: July 2, 2018 Regular Village Board Meeting.

B. Accounts payable/payroll

1. June 30, 2018	Accounts Payable	\$ 277,736.02
2. July 10, 2018	Accounts Payable	\$ 534,830.78
3. July 11, 2018	Payroll (Hourly)	\$ 256,175.32

C. Operator Licenses: Jason Boeldt, Angela Butula, Kailee Garstecki, Lauren Head, Matthew Jones, Gina Pirelli, Michael Markowski, Holly Meyer, Taran Reeb-Slimmer, Mehul Soni, Elizabeth Reilly, Logan Reindl, Annette Vesper, Julie Vicenzi, Jessica Wilson  
[Recommended Approval].

The following items were forwarded from **Public Safety Committee** with a unanimous recommendation.

D. Police Department – Waive \$5 Bike Registration Fee for Annual Neighbors Against Crime Event on August 7, 2018.

**MOTION (Baum/Myers) to approve Consent Agenda Items A-D. Tr. Zabel pointed out a spelling correction in the minutes. Motion Carried Unanimously.**

**PUBLIC HEARING:**

- A. Baudhuin Surveying & Engineering, Agent for Top Leaf Development LLC and Alan & Lynda Luther, Property Owners of 107- Acres, N120 W12851 Freistadt Road, Tax Key: GTNV 214-997, GTNV 242-999, and GTNV 241-998. Conditional Use Permit (CUP) to allow development within a 25' wetland setback on portions of the following described property pursuant to Section 24.04(3) of the Municipal Code.

Pres. Wolter read the item. Planner Retzlaff gave background of the conditional use permit application to allow development within a 25' wetland setback on portions of the following described property pursuant to Section 24.04(3) of the Municipal Code. Planner Retzlaff reviewed the previously approved concept plan of the 107.7 acres, 37 lots served by public streets and 5 lots sharing a private driveway. Since this approval there have been additional wetland areas found by the DNR. There were comments from SWRPC and Washington County that have caused it difficult to come up with a plan for the West Area. The developer has revised the preliminary plat. Approximately 1.17 acres of setback area will be impacted. There is a 33.2 acre outlot to the West of the Development that is now a placeholder. In the course of developing the plan there was minor filling and grading in the wetland setback areas. The grading and filling is allowed under the Shore and Wetland Code. The developer has submitted a conditional use permit. The Plan Commission considered the application and is recommending approval subject to the conditions.

Pres. Wolter read the Public Hearing Notice and opened the Public Hearing at 7:20 p.m. He explained the public hearing process and that individuals will have to come up front to the podium and state their name and address.

Marcus Stern of Forest Drive spoke against the Conditional Use Permit. He commented on the replacement of a culvert and dredging and excavating. He spoke of a pathway on the property that has been filled in.

Bruce Bernarde of Friestadt Road spoke against the Conditional Use Permit. He commented on the wetland area.

Marcus Stern also commented on trees that have been uprooted.

Peter Hurth of Baudhuin Surveying & Engineering and Shari Waggoner of Topleaf Development LLC came to the podium. Peter gave an update on the project. He stated that the lots on the West of the development will be left alone as a farm area for now. The permit is for the tapering of the lots for storm ponds. Peter reported that the current land owner did replace a culvert but this is not part of the development but part of the large outlot. Pre-Construction meeting is scheduled for next week. Shari commented that the existing culvert was replaced because it was causing a dam. To her knowledge no trees have been cut down.

Bruce Bernarde of Friestadt Road commented on excavating.

The Public Hearing was closed at 7:31 p.m.

**NEW BUSINESS:**

- A. Conditional Use Permit to “allow development within a 25’ wetland setback” on portions of the following described property pursuant to Section 24.04(3) of the Municipal Code, Baudhuin Surveying & Engineering, Agent for Top Leaf Development LLC and Alan & Lynda Luther, Property Owners N120 W12851 Freistadt Road, GTNV 214-997, GTNV 242-999, and GTNV 241-998.

**MOTION (Baum/Zabel) to approve Conditional Use Permit to “allow development within a 25’ wetland setback” on portions of the following described property pursuant to Section 24.04(3) of the Municipal Code, Baudhuin Surveying & Engineering, Agent for Top Leaf Development LLC and Alan & Lynda Luther, Property Owners N120 W12851 Freistadt Road, GTNV 214-997, GTNV 242-999, and GTNV 241-998.**

**Planner Retzlaff reported on an email he received concerning the culvert replacement. The property owner is said to have discussed the replacement with the DNR and there may have been DNR violations relating to the culvert replacement; however, the DNS considers the replacement a minor issue and is not pursuing any further. The Village’s Shore and Wetland Zoning Code allows for and exempts replacement and maintenance of existing culverts without a permit required. Planner Retzlaff has reached out to the DNR to verify if they were going to pursue further enforcement and did not receive a reply. The Village will be in a position to enforce and oversee the plans. In regards to the culvert replacement to a different elevation, the DNR has visited the site and they have identified additional wetlands in the wetland delineation letter. Washington County has reviewed the sanitary soil and has found the sites to have acceptable soil evaluations for septic systems. Peter Hurth commented that the 25 foot set back will be graded with a berm for the stormwater pond. This is for the slope of the retention pond.**

**Discussion ensued that the DNR will oversee their permits and requirements. This is separate from the Conditional Use Permit.**

**Attorney Sajdak advised that there are two potential issues with the DNR. One is that the property owner may have done something that required a permit. The other potential issue is that by what they have done it may have changed the wetland area as shown on the wetland delineation. This could be problematic. Eliminating wetlands is more than draining the water. However, these issues are handled by the DNR.**

**MOTION to Approve the Conditional Use Permit carried unanimously.**

- B. Preliminary Subdivision Plat (Harvest Hills), 37-Lot Single-Family Residential Subdivision, Baudhuin Surveying & Engineering, Agent for Top Leaf Development LLC and Alan & Lynda Luther, Property Owners, N120 W12851 Freistadt Road, Tax Key: GTNV 241-997, GTNV 242-999 & GTNV 241-988, 107 acres South of Freistadt Road, North of Elm Lane and West of Wasaukee Road.

**MOTION (Baum/Myers) to approve Preliminary Subdivision Plat (Harvest Hills) subject to the Plan Commission recommended five conditions, 37-Lot Single-Family Residential Subdivision, Baudhuin Surveying & Engineering, Agent for Top Leaf Development LLC and Alan & Lynda Luther, Property Owners, N120 W12851 Freistadt Road, Tax Key: GTNV 241-997, GTNV 242-999 & GTNV 241-988, 107 acres South of Freistadt Road, North of Elm Lane and West of Wasaukee Road. Motion carried unanimously.**

C. Resolution 57-2018, Approval of Harvest Hills Developers Agreement.

**MOTION (Baum/Myers) to approve with conditions to include language change as provided by Attorney Sajdak. Attorney Sajdak commented that there is a correction under the Deed Restrictions and charge back to the owner instead of the developer in paragraph 9.11, sub 3; and subject to any non-material legal or non-substantial terms that need to be changed. The Plat exhibit will be added in. Motion carried unanimously.**

D. Acceptance of 2017 Comprehensive Annual Financial Report (CAFR).

**MOTION (Zabel/Baum) to Accept the 2017 Comprehensive Annual Financial Report (CAFR). At the General Government and Finance Committee Meeting the report was presented by Baker Tilly. The report has been sent to the GFOA. There was an increase to the General Fund unassigned balance. Motion carried unanimously.**

E. Purchase of New Water Utility 2500 Chevy 4WD Double Cab Truck from Holz Motors for a cost of \$29,100.60 and transfer the balance of funds budgeted in 2018 to the 2019 budget to allow staff to convert the truck bed to a service body with lift gate.

**MOTION (Myers/Baum) to approve the Purchase of New Water Utility 2500 Chevy 4WD Double Cab Truck from Holz Motors for a cost of \$33,000 and transfer the balance of funds budgeted in 2018 to the 2019 budget to allow staff to convert the truck bed to a service body with lift gate. Paul came to the podium, he clarified that \$33,000, is the actual amount requested to cover the entire cost of the vehicle including accessories. Requesting the \$12,000 to be rolled over to 2019 for the liftgate. Motion carried, Zabel voted no.**

F. Resolution 58-2018, Contract with Forward Construction Group, LLC in an amount not to exceed \$159,183.20 for the purpose of constructing a Police Department Evidence Storage Facility.

**MOTION (Baum/Warren) to approve Resolution 58-2018, Contract with Forward Construction Group, LLC in an amount not to exceed \$159,183.20 for the purpose of constructing a Police Department Evidence Storage Facility. Motion carried unanimously.**

G. Resolution 59-2018, Schedule of Fees Revision – Increase of Operator (Bartender) Renewal License Fee.

**MOTION (Zabel/Baum), to approve Resolution 59-2018, Schedule of Fees Revision – Increase of Operator (Bartender) Renewal License Fee. Clerk Boldrey reported that this item is past the renewal period. The renewal licenses take as much detail as the new licenses. Trustee Wing suggested that he would like to see a two-year license and less government. Motion carried, Tr. Hughes voted no.**

## H. Presentation & Recommendations - R.W. Management Group, Analysis of Fire Department.

Jeff Roemer of R.W. Management came to the podium and pointed out the discussion points of the Original Goals and Objectives as the Organizational Analysis, Issues and Concerns, Provide Best Practice Recommendations, Legal Compliance, Identify the Needs, and assist with the Executive Selection Process.

### Current Organization:

John Delain reported that today the Fire Department covers a population of 20,608. The department is a fire service with advanced EMT emergency medical services, consists of Full-Time, Part-Time and Paid On-Call. In 2017 there were 1,872 calls. In 2018 there have been over 1,090 calls year to date.

The current administration is one interim fire chief. There are two fire stations. Fire station two is in good working condition. Station one is in poor condition and is not cost effective. Currently transitioning from a small fire department to a medium fire department. Most costs go toward equipment. There is a strategic plan in place but the department is not meeting the plan.

### Organization Recommendations:

R.W. Management recommends to continue through the remainder of 2018 with Chief Delain as the interim fire chief and not get through the executive search at this point. Replace deputy chiefs with three battalion chiefs in 2019 with primary responsibilities over Training, EMS Training, Risk Reduction / Inspections. All would have responsibilities over 24 hours shifts, so management would always be available. They recommend to close station one. Station one is aging with structural issues and asbestos. It is within one mile of station two and does not serve a purpose at this point. Long-Term Recommendations are to Complete a Comprehensive Risk Assessment for the Village, develop growth strategies and needs relating to the rapid growth of the community and the Department.

### Current Operations:

Today the operations equipment is modern and adequate, BLS Service is provided and there are daily/weekly stacked calls. Stacked calls are multiple calls at the same time.

### Operations Recommendations:

R.W. Management recommendations are to provide ALS Service, to Redevelop the Department Response Matrix to determine correct Staffing and Apparatus response for all current and potential incidents.

This includes types of apparatuses needed, apparatus cross staffing, EMS Unit Response, and Restructuring of the MABAS cards.

R.W. Management recommendations are to change staffing. The recommendations include to change all full-time personnel to rotating 24 hour shifts, to add one full-time employee, to replace the deputy chief position with three battalion chiefs, and for the potential to jointly staff ladder and ambulance with other communities in the future. Also, improving the paid on call activity, 2 - 12 hour shifts per day, backfill station and incident response, develop intern program, and develop recruitment program.

Suggested to have those going to school staff the shifts when not in school.

Recommendation to develop a formal training program with goals and objectives, mandatory and non-mandatory training outlined and annual calendars. Assign battalion chiefs for consistency.

**Current Risk Reduction:**

There are 1,841 inspections annually, there are 40-50 plan reviews annually, and life safety inspections.

**Risk Reduction Recommendations:**

R.W. Management recommendations include to investigate all fires for cause and origin, create joint investigative team with police personnel, utilize statistics to shape inspections and education, and train all staff to supplement risk reduction. Also included are to establish training and education criteria for all department personnel, and to increase operational personnel training.

**Current External Relations:**

Currently the external relations are public education limited due to staffing and incident response., Life Safety House, Auto – Aid discussion with neighboring communities, and good working relations with police and fire.

**External Relation Recommendations:**

R.W. Management Recommendations include to increase operational personnel involvement including training, to coordinate and develop functional relationships with County and State Emergency Management Agencies. Additional recommendations include: Car Seat Programs, Home Inspections, Risk Watch, Safe Kids Coalition, Child ID, Juvenile Fire Setter, Community Emergency Responder Training. On Staff Resources are spending most of the time responding to calls.

**Current Internal Support:**

There is limited professional development and succession development and succession planning for potential and existing officers. Training is stalled due to current staffing and incident response. There is limited availability for professional development.

**Internal Relations Recommendations:**

R.W. Management is recommending a comprehensive officer training program. Plan for addition of staff. Recommendation to work closer with the Police Department and the Phoenix System to Improve Fire / EMS Dispatch capabilities. Recommendation to establish effective and active working relationship with dispatch center, and there is a need for better Village wide IT Management.

The next steps are to prepare action steps and to implement by the end of the year.

Discussion ensued of moving forward. The plan or steps will come together within a week.

Administrator Kreklow commented that the plan would involve categories of items such as the recommendation to add a position right away and to close station one. There is funding to add a position right away. The second category would require negotiations with the union. There is a steering team that has a consensus to go forward. Looking for consensus from the board to move forward.

**MOTION (Baum/Myers)** to advise staff to progress further with the planning of the next steps based on the plan as presented. Motion carried unanimously.

**ADJOURNMENT:** There being no further business, meeting adjourned at 9:15 p.m.

*Deanna L. Boldrey*

Deanna L. Boldrey, WCMC/CMC

Village Clerk