

## VILLAGE OF TWIN LAKES VILLAGE BOARD MEETING MINUTES

October 17, 2022 – 6:30 p.m.

Village Hall, 105 E. Main Street, Twin Lakes, WI

### CALL TO ORDER AT 6:30 PM BY PRESIDENT SKINNER/PLEDGE OF ALLEGIANCE/ ROLL

**CALL:** Present: Trustees Barb Andres, Sharon Bower, Kevin Fitzgerald, Bill Kaskin, Ken Perl, President Howard Skinner. Absent: Aaron Karow. Also Present: Administrator Laura Roesslein, Village Engineer Greg Droessler, Chief Adam Grosz, Clerk Sabrina Waswo.

**APPROVAL OF MINUTE:** Skinner/Bower motion to approve the September 19, 2022 Regular Board meeting minutes. Motion carried 6-0.

**APPROVAL OF VOUCHERS FOR PAYMENT:** Skinner/Bower motion to approve Corporate Checking (including General Fund, Sanitation, Capital Projects-E/M, Sewer Utility, Lake Rehab, Sewer Hook-Up, Sewer Replacement, and Tax Account): 35121-35169 Manual Check #275-277 Payroll Related Checking and State/Federal Tax Wires: 18308-18317 Expenses – \$1,128,022.14. Motion carried 6-0.

**PUBLIC COMMENTS & QUESTIONS:** The Village Board will receive comments on agenda items. None.

### OMNIBUS AGENDA

- A. Motion to approve a renewal of a Short-Term Rental Application received from Jill Regan for 1763 E. Lakeshore Dr.
- B. Motion to approve a contract with Blue Stone Inspections LLC for Building Inspection services.
- C. Motion to approve a contract with Schaeffer Municipal Services LLC for Zoning Administration services.
- D. Motion to approve a request by Twin Lakes Fire & Rescue to cover the costs of the Annual Fire Department Turkey Dinner.
- E. Motion to approve an Event Permit from the Twin Lakes Chamber for Trees on Parade on December 2<sup>nd</sup> and 3<sup>rd</sup>.

Skinner/Bower motion to approve omnibus agenda as presented. Motion carried 6-0.

### PRESIDENT AND TRUSTEE REPORTS

#### TRUSTEE SHARON BOWER - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING

##### **Discussion and possible action regarding an agreement with BS&A software.**

Kathy Andrea, 6803 Third Ave, Kenosha, spoke in favor of BS&A software. She has worked with Paddock Lake, Salem, Wheatland, Silver Lake, Somers, Bristol and helped implement Kenosha County, during her last 40 years in government. Twin Lakes has a complicated accounting system with TIDs, Police Department, and unions. There are many things to track. This software will help with internal controls, efficiencies and provide information to make better decisions. The current MSI system is archaic with posting issues and user ability. The Village has used it for the last 15 years. The new software is user friendly and will allow access for all departments. The citizens will benefit as they will be able to look up their accounts and pay online. She helped implement this software in Salem Lakes. BS&A has accountants that will help look at our processes and provide suggestions to streamline them. She was in the demos and felt we did a thorough process of vetting the proposals.

Julie Harms, 105 E. Main Street, is the longest office employee. Spoke in favor of BS&A, noting permits will be submitted online and departments will be able to get information faster.

Skinner/Bower motion to approve agreement with BS&A software. Motion carried 6-0.

Bower/Skinner motion to approve a Short-Term Rental Application received from Brian Jones for 544 Short St. Motion carried 6-0.

**TRUSTEE KEVIN FITZGERALD - STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION**

Fitzgerald/Bower motion to approve Pay Request #3 from Asphalt Contractors in the amount of \$413,269.57. Motion carried 6-0.

**TRUSTEE AARON KAROW - BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS**

September 2022 Building Permits: 45; Valuation: \$1,992,913; Fees Collected: \$19,728.68.

**Discussion and possible action regarding an invoice from Premier Flooring Inc. for the new Village Hall.** Mark Kuzniewski, Scherrer Construction, 601 Black Hawk Dr., Burlington, stated this is an insurance policy that will warranty the flooring for 20 years. The second coat was applied as the Superintendent noted the masts were not adhering properly. There are variables as to why it wasn't adhering that are out of Scherrer's control. It could be extra moisture in the wood. The only way to know if one coat is needed is to check after it's hard and sets. Most architect firms build in the resealing on their spec. Two coats cost about 50 cents a square foot. The product had to be used as it's a fire retardant. Mark stated it had to be done for investment of the flooring. The board discussed their dissatisfaction with this not being the contractor's responsibility, especially with receiving the invoice so late.

Skinner/Fitzgerald motion to approve the invoice for Premier flooring. Motion carried 6-0.

**TRUSTEE BARB ANDRES - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY**

Andres/Skinner motion to approve Pay Request #15 from JJ Henderson for \$873,304.61.

The office is underway, did have to undercut foundation, extra \$2,500 for excavation and backfill. First of 2 clarifiers are blasted and painted. The major power equipment has been delivered. Still behind schedule, but optimistic we will have operation in most of the facilities as planned. Motion carried 6-0.

Andres/Skinner motion to approve Work Change Directive #15 for the Wastewater Upgrades project for \$21,069. This takes care of a generator issue installed 22 years ago. The change order allows them to pull back the conductors to the switch gear and the neutral line. They found some conduits had rusted out and were falling apart. Risk is conduits may not be structurally sound. This piece of equipment powers the whole plant. Motion carried 6-0.

Andres/Skinner motion to approve Work Change Directive #19 for the Wastewater Upgrades project for \$8,158. This is for a temporary digester. It was not in the bid as did not anticipate as many delays as we've experienced. Motion carried 6-0.

Andres/Skinner motion to approve Martelle Water Treatments for temporary chemical storage and transfer for \$5,748.75. This is moving the chemical into a temporary storage tank. During the design this tank was supposed to be empty, but due to scheduling and delays, we had to bring in new chemical for operations. Motion carried 6-0.

**VILLAGE PRESIDENT HOWARD SKINNER**

**BUDGET WORKSHOP: 2023 Proposed Budget Review.**

Administrator Roesslein presented the 2023 budget proposal.

## **CLOSED SESSION**

Skinner/Fitzgerald motion to go into closed session for the following reasons: 1.) pursuant to Wis. §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding Public Works and Sewer collective bargaining agreements expiring on December 31, 2022. 2.) pursuant to Wis. Stat. s. 19.85(1)(c) and (e) related to employment, compensation, promotion, or performance evaluation for the purposes of a compensation evaluation of the Police Sergeants.

Roll Call: Trustees Barb Andres, Sharon Bower, Kevin Fitzgerald, Bill Kaskin, Ken Perl, President Howard Skinner voting “aye”. Motion carried 6-0 to go into closed session at 7:46 p.m.

## **OPEN SESSION**

Skinner/Fitzgerald motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussion in closed session at 8:13 p.m. Motion carried 6-0.

Skinner/Fitzgerald motion to approve a 2.5% wage increase, same as the rest of the village employees. Motion carried 6-0.

ADJOURN – Skinner/Fitzgerald motion to adjourn at 8:15 p.m. Motion carried 6-0.

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/s/Sabrina Waswo, Village Clerk