



ADMINISTRATION/PERSONNEL COMMITTEE
Meeting Notes of November 6, 2019

The meeting was called to order at 8:10 a.m.

Present: Christensen, Long and Lutke
Staff Present: DeVol, Fay and Larrea
Guests: Deputy John Donohue

Reports

Deputy John Donohue reported the last few weeks have been busy, with multiple accidents at Hansen's, a domestic at the VI Grill, an indecent exposure at the school, and a larceny at the Lima Bean; no arrest was made, the items were paid for.

The Manager's Report VSB 2019-74 was submitted by Larrea and can be found in this meeting packet. Christensen asked about the trees in Bahle Park; Larrea stated Joyce and a Forester conducted a walk through, identified 15 hazardous trees, and removed them. Christensen would like to see money in the budget for an annual ongoing assessment. Larrea stated the Coal Dock is almost complete and that it looks great. An engineer will be needed for additional evaluation. Christensen asked if the Harbor Master signed a new contract; Larrea stated not yet but a verbal agreement has been made. Larrea stated ongoing conversations with the Zoning Administrator regarding her contract. There is a need for additional hours of the Zoning Administrator; talks include possibly working some hours on Wednesday, or perhaps some work electronically. Larrea stated the repair and maintenance is almost complete on the plow truck noting it may be ready for pick up on Wednesday. The new Utility truck should be ready in about a week, and discussions have begun on the second new truck. The Vector truck has been sent downstate for evaluation on repair and maintenance. The loader also needed repair and maintenance. DPW Director Miller has created a log book for maintenance. Repair and maintenance are in the budget. Larrea stated the Law Enforcement contract is still in negotiation. Landscaping the Village Hall is complete.

Committee Business

Report VSB-2019-69 Health Insurance Discussion

DeVol and Fay met with representatives from Riske and Brown on Tuesday to discuss

insurance options and were told the Village can now have two plans. Last week staff and their spouses met with a representative from Larkin. Riske and Brown will present options to staff on Thursday. It is believed staff will come to a consensus in plenty of time for open enrollment. DeVol stated a small increase has been placed in the budget. If necessary, medical insurance can be reviewed yearly.

Report VSB 2019-72 2% Grant Request from GTB

Larrea stated this agenda item was moved to the General Service meeting agenda.

Budget Discussion

Long asked if the timeline for 2020 Budget approval is on track; it is. Larrea credited DeVol for her hard work on the budget process. Larrea stated no increases in water and sewer this year, but likely next year. A contract is pending with Fleis and Vandenbrink to upgrade the Village's infrastructure, proposing a 40-year loan for infrastructure upgrades. An increase in Waste Hauler fees from four cents per gallon to six cents per gallon is requested, which will put the Village somewhere in the middle; we were at the bottom. Larrea stated an increase in general fees, just updates to outdated fees. Miller stated a cap was placed on hauler of how much waste they could bring to the WWTP because the balance was off due to taking too much waste. A grit removal system for the plant is being considered. Major streets are funded by the State, County and taxpayers, noting the need to be strategic with that money. Sewer funds need to be built back up to ensure reserves in that fund. A large portion of that fund is to pay Jacobs. Larrea is proposing a 2% cost of living increase for employees, effective the new calendar year. Local Streets is funded by the State and the general fund. There is a law requirement to replace goosenecks which will come out of the Water fund. The Marina is self-funded and in good shape. Lutke stated Treasurer DeVol has requested budget amendments be on the November Council agenda.

Committee member comments

Long asked the status of the TAP grant project; it is still slated for the Spring of 2020. Larrea has ongoing communications with MDOT regarding this project. Long would like to see it presented to the Community. Long asked about the possibility of individuals purchasing benches/built in seating areas, in honor of family members, etc. with a name plaque on the bench. Larrea would like to see the TAP grant project completed first, and then access the need for benches from there. Larrea supports the idea and realizes a policy would need to be developed to support this idea. Deputy Donohue asked what the plan was to redirect traffic during the TAP grant project; Larrea stated traffic would be redirected to 4th Street. Larrea stated the contractor is asking for additional time, noting the budget has already doubled.

Christensen asked about the money donated for trees from the Art Fest; could it be used for tree replacement during the TAP Grant project. Although the Art Fest had not

earmarked tree money for that particular reason, they may allow it. Committee discussed the mentioned before idea of closing a portion of Jefferson Street for a possible pilot project, and possibly closing the launch at the Marina as well. Committee discussed not allowing events at Marina park any longer, keeping that activity away from the Marina as well as out of a wet Marina park. Using Front Street for the Art Fest was a success this year, making it easier for everyone. Using North Park was also mentioned. Also discussed was the need for extra deputies during the Art Fest, a fee that the Art Fest would need to pay for. Deputy Donohue also requested to not have too many events on the same day.

Christensen stated that as parks are being looked at, consider extending sidewalks to the south end of town. Larrea stated that as a goal and has requested a quote for sidewalks. The goal would be to get sidewalks to the far end of Sutton Park, with a light and connector on the other side by Hansen's.

Christensen asked if LIAA was helping the Village to ensure we are getting traffic to our new website, noting the website was not coming up when she searched for it.

The meeting adjourned at 9:01 a.m.

Meeting notes submitted by Shar Fay, Village Clerk.