

PO Box 159
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Fredonia, WI 53021
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Administrator: Christophe Jenkins
cjenkins@village.fredonia.wi.us
Clerk: Michelle T. Johnson
mjohnson@village.fredonia.wi.us
Treasurer: Melissa Depies
mdepies@village.fredonia.wi.us

AGENDA UPDATED

(Addition of Agenda Item 7I)

FREDONIA VILLAGE BOARD MEETING
Thursday, September 21st, 2023 at 7:00 PM
Fredonia Government Center - Board Room
242 Fredonia Avenue, Fredonia, Wisconsin

**THE FOLLOWING BUSINESS WILL BE BEFORE THE VILLAGE BOARD
FOR INITIATION, DISCUSSION, CONSIDERATION, DELIBERATION
AND POSSIBLE FORMAL ACTION**

1. Call to Order
2. Pledge of Allegiance / Roll Call
3. Public Comments
Please note public comments are limited to five minutes per person
4. Consent Agenda:
 - a) Approve Minutes of September 7th, 2023 Village Board Meeting
 - b) Approve General Fund, Water and Sewer Invoices.
 - c) Approve Temporary "Class B" Temporary Class "B" Retailer's License for Divine Savior, Agent: Holly Masengarb, for October 21, 2023, Fall Trivia Night
5. Report on Village Committees by:
 - a) Planning Commission
 - b) Parks and Recreation
 - c) 150th Anniversary Celebration Subcommittee
6. Report on Operations of Village by:
 - a) Village President
 - b) Village Administrator
 - c) Village Marshal
 - d) Fire Chief
 - e) Public Works/Wastewater Treatment Plant
 - f) Clerk
 - g) Treasurer
 - h) Ozaukee County District 2 Supervisor
7. Items for Discussion and/or Action
 - a) Motion to Approve Clerk Johnson's Attendance to UW-Green Bay's Presidential Election Academy

- b) Motion to Approve the Change of Title of Shelly Alioto from AEMT to Assistant Deputy Chief of EMS for the Fredonia Fire Department.
- c) Motion to Approve Contract with Strand Associates, Inc for Innovation Drive Expansion Final Design and Bidding-related Services.
- d) Motion to Approve Contract with Strand Associates, Inc for Highland Drive Reconstruction Design and Bidding-related Services
- e) Discussion and Possible Action on Audit and Bookkeeping Agreement with Baker-Tilly.
- f) Discussion and Possible Action on Village Legal Representation.
- g) Motion to Approve Ordinance 2023-9 Pertaining to the Allowable Setbacks of Accessory Structures.
- h) Discussion and Possible Recommendation to the Joint Review Board for the Citizen Representative. Candidate Jessica Frank
- i) Motion to Approve Offer to Purchase a 2013 GMC 3500 Dump Truck 4X4 and Outfitting Expenses for an Amount Not to Exceed \$30,000.
- j) Motion to Enter into Closed Session Pursuant to State Statute 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body Has Jurisdiction or Exercises Responsibility (Building Inspection)

8. Correspondence

9. Items for Future Consideration by Village Board

10. Adjournment

UPCOMING MEETINGS:

Plan Commission – October 2, 2023

Village Board – October 5, 2023

Architectural Control Board – October 18, 2023

Michelle Johnson is inviting you to a scheduled Zoom meeting.

Topic: September 21, 2023 Village Board Meeting

Time: Sep 21, 2023 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89468618009>

Meeting ID: 894 6861 8009

One tap mobile

+13052241968,,89468618009# US

+13092053325,,89468618009# US

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FREDONIA VILLAGE BOARD MEETING MINUTES
Thursday, September 7th, 2023 at 7:00PM
Fredonia Government Center - Board Room
242 Fredonia Avenue, Fredonia, Wisconsin

1. President Gehrke called the meeting to order at 7:00PM, followed by the Pledge of Allegiance.
2. Trustees Present: President Gehrke, Trustee Meyle, Trustee Bartz, Trustee Dohrwardt, Trustee Abegglen, Trustee Haas, Trustee Paape.
Staff Present: Administrator Jenkins, Attorney Woodward, Clerk Johnson
Residents Present: Jill Bertram
3. **Motion to Approve Minutes of August 17th, 2023 Village Board Meeting, General Fund, Water and Sewer Invoices and Village Trick or Treating on Saturday, October 28th, 2023 from 4:00PM to 7:00PM** made by Trustee Abegglen.
Seconded by Trustee Haas.
Passed by unanimous vote.
4. **Public Comments:** Trustee Haas reported on the County Board vote approving funds for the EMS program. He stated that the result was \$648,000 allocated to the Village, with the first payment to be disbursed by October 1, 2023, and the second to be sent in 2024 after the paramedic hiring process is completed. He requested that board members reach out to Supervisor Goddard to thank her for her work.
5. Presentations:
 - a) **2024 Budget Preview:** *Administrator Jenkins gave an overview of the budget process to date, stating that he was on schedule. He highlighted the increase in the Village's total assessed value and that the Village's net new construction was the highest increase in Ozaukee County. He mentioned high inflation rate and an 8.7% increase to the cost of living. He outlined the following goals: to fund the CIP, implement merit based raises to full-time staff, dedicate Fire and EMS expenses to appropriate funds, that the lab fund would end in a net profit, continue to balance water and sewer funds, establish an enterprise fund for recreation, and a final goal to keep the tax rate at or below 2023 rate. He will create and implement a splash pad fundraising campaign and complete a road and utility plan for*

Highland Ave. and Innovation Drive. Administrator Jenkins highlighted increases to shared revenue and transportation aid and acknowledged a rise in health insurance costs to both the village and staff. A water rate increase was previously approved, and Administrator Jenkins recommended a 3% increase to sewer rates. He will push to increase the road and utility maintenance line item. Staff completed the municipal levy worksheet and there is a .2% tax rate decrease. The budget will go through the review process and go before the Board for approval at future meeting.

Trustee Haas asked when the Village would see shared revenue dollars. Administrator Jenkins responded that the first check comes early in the year and the second check comes in July. Trustee Paape questioned merit based raises to full time staff. Administrator Jenkins stated that merit based raises, instead of cost of living increases, was one of the last recommendations the Personnel Committee made, and that there would be a range based on performance. Trustee Paape said that the sidewalks on Fillmore are in terrible shape, that there should be review of all sidewalks in the Village, and the Village needs prioritize spending. Trustee Dohrwardt asked if the mill rate captures improvement in the TID, and if the taxpayers are subsidizing the TID. Administrator Jenkins responded that the debt and risk remain in the TID and that if the has a negative balance at the end of its life, then the burden would fall to tax payers. Trustee Dohrwardt stated that the TID is contributing to the mill rate but not to the taxes paid against it. Administrator Jenkins stated that the TID is contributing at the same tax rate as everyone else based on its value prior to improvement. He stated that if the development didn't exist, the Village's mill rate would be higher and the taxpayers would have to pay more, so it's a good thing the TID is continuing to grow.

6. Report on Village Committees by:

- a) **Zoning Board of Appeals:** Attorney Woodward stated that the ZBA had heard an application and granted a variance.

7. Items for Discussion and/or Action:

- a) **Discussion and Possible Recommendation on Joint Review Board Appointments.**

President Gehrke stated that the JRB meets annually to review activity in the TID. In preparation for that meeting, he and Village staff reviewed the current members. He explained that because the current Citizen Representative, Sandi Tretow, was also an employee of Ozaukee County, and therefor representing two interested parties, it makes sense that the Board make a recommendation to the JRB to appoint a Citizen Representative whose only interest lies with the Village. He stated that there were no interested candidates at this point, but the Board can make a recommendation to seek out appropriate candidates. Trustee Dohrwardt clarified that one taxing entity could have two votes with the current Citizen Representative. He went on to say that currently, Trustee Haas is the County Representative, and suggested that instead of Trustee Haas, the County appoint Treasurer Tretow as the County Representative.

President Gehrke felt it might not be appropriate to recommend to another taxing entity who the Village thought their representative should be. Trustee Dohrwardt said that the Village should wait to make a decision on this. Administrator Jenkins reminded the Board that the JRB usually meets at the end of summer and recommended that the Board take this agenda item in order.

1. Village Representative

Trustee Abegglen stated that he was the current Village Representative and had no problem continuing that role for this year, but that there was an election next year. Trustee Haas stated that Trustee Abegglen does a good job as the Village Representative. No action was taken.

2. Citizen Representative

Trustee Meyle asked if the conflict was that the County had two votes. Trustee Abegglen stated that the real conflict is that the Citizen Representative is directly employed by the County, which could possibly influence decisions. Administrator Jenkins clarified the make-up of the JRB. Attorney Woodward mentioned that state law provides appropriate candidates at the County level, including the County Treasurer. Trustee Bartz stated that the Village should recommend a different candidate. Attorney Woodward responded that the legislature anticipated that the public member would not already be serving in a governmental capacity. President Gehrke pointed out that Trustee Haas could also have a conflict as the County Representative, but the County, not the Village, appointed him. He went on to state that he had no problem with Treasurer Tretow on the JRB, just not as the Citizen Representative. Trustee Dohrwardt stated that the Board should ask the County to appoint Treasurer Tretow. Trustee Haas said the Board should look for a different candidate due to previous concerns addressed in closed session.

Motion to Table Citizen Representative Discussion made by Trustee Dohrwardt.

Seconded by Trustee Paape.

Administrator Jenkins asked the Board if they would like President Gehrke to look for interested candidates. Trustee Dohrwardt stated that Administration should do what they think is necessary, and that tabling the motion puts an end to this discussion. The Board would need to vote to discuss this item again if tabled. Trustee Haas asked if there was a Citizen Representative in mind. Attorney Woodward clarified options for motions. Trustee Dohrwardt stated that things are moving too fast, that items are placed on the agenda without consideration for future impact. President Gehrke stated that this discussion has been happening at the staff level for quite some time. President Gehrke called for a vote. Trustee Dohrwardt requested a roll call vote. Trustee Paape objected to Trustee Haas's previous comment. Trustee Haas made a point of order: the vote had been called.

Motion failed by a 4-3 roll call vote.

President Gehrke: Nay

Trustee Paape: Aye

Trustee Haas: Nay

Trustee Abegglen: Nay

Trustee Dohrwardt: Aye

Trustee Bartz: Nay
Trustee Meyle: Aye

Motion to Postpone Action and Have Administration Present Candidates at the Next Meeting made by Trustee Haas.

Seconded by Trustee Bartz.

Passed by unanimous roll call vote.

President Gehrke: Aye
Trustee Paape: Aye
Trustee Haas: Aye
Trustee Abegglen: Aye
Trustee Dohrwardt: Aye
Trustee Bartz: Aye
Trustee Meyle: Aye

b) **Motion to Approve 2024 Capital Improvement Projects List** made by Trustee Bartz.

Seconded by Trustee Abegglen.

Administrator Jenkins explained this was a five year outlook, and is asking the Board to approve the 2024 projects. He asked the Finance Committee for a two year borrowing window because rates are better if borrowing for projects is roped together. So borrowing will encompass projects for 2024 and 2025, but not lock the Board into the 2025 projects.

Motion passed by a 6-1 vote.

President Gehrke: Aye
Trustee Paape: Aye
Trustee Haas: Aye
Trustee Abegglen: Aye
Trustee Dohrwardt: Nay
Trustee Bartz: Aye
Trustee Meyle: Aye

c) Discussion and Possible Action on Ordinance 2023-8: Pertaining to the Permitting of Food Trucks

1. **Motion to Approve Ordinance 2023-8: Pertaining to the Permitting of Food Trucks** made by Trustee Dohrwardt.

Seconded by Trustee Meyle

Administrator explained that, at the request of the Board, this ordinance was drafted to separate food trucks from transient merchants and give them a more flexible permitting process. Trustee Abegglen state this ordinance aligns with the Village's strategic priorities and encourage food trucks to come to the Village. Trustee Paape asked where trucks would be allowed to park, concerned that they could clog streets. Attorney Woodward stated that the framework of the ordinance restricts food trucks from residential streets, excepting ice cream trucks, and is drafted in a way that is easy to amend.

Motion passed by unanimous vote.

2. Food Truck Permit Fee

Trustee Haas questioned where the proposed \$300 fee came from. Clerk Johnson responded that it was at Attorney Woodward's suggestion, and that a monthly permitting fee of \$25.00 had been discussed. Trustee Abegglen and Trustee Haas liked the option of a monthly option. Trustee Bartz pointed out that Village hosted events and private events are excluded from permitting fees. Trustee Haas felt that \$300 was too expensive. Clerk Johnson gave an overview of the Transient Merchant permit fees. Trustee Abegglen felt that the Village should give an incentive for applying for an annual license and suggested \$250.

Motion to Approve Food Truck Permit Fee of \$25.00 per Month or \$250.00 per year made by Trustee Abegglen.

Seconded by Trustee Haas.

Passed by unanimous vote.

- d) **Motion to Approve Ordinance 2023-7: Eliminating the Architectural Control Board and Providing Its Authority to the Planning Commission and Altering the Fence Permitting Process By** Trustee Abegglen.

Seconded by Trustee Meyle.

Trustee Haas gave background on the request, emphasizing the duplicative responsibilities of the Planning Commission and the ARC Board, and a desire to streamline processes to support growth. Attorney Woodward stated that the proposed ordinance doesn't substantially change an applicant's process or lessen standards that must be followed. It states anything that used to be in the scope of the ARC Board is now under the purview of the Planning Commission. Trustee Dohrwardt stated that this ordinance would drastically alter the workload of the Planning Commission. He stated the Planning Commission deals with macro level projects, and members' expertise lies in road construction, TID development, plats and developers agreements. He felt concern that Planning Commission members might not wish to handle the smaller scope projects that the ARC Board considers. He said that ARC Board members are very interested in making sure that neighborhood aesthetics are pleasing, and this is a completely different set of responsibilities. He pointed to other communities that have an ARC Board that allows the Planning Commission to do their work. Trustee Dohrwardt stated this was the worst idea, and it was very important to have a very active ARC Board to keep the character of Fredonia. Trustee Paape agreed. Administrator Jenkins clarified that the proposed ordinance includes language from the existing ordinance that already requires the Planning Commission to consider cosmetic features. President Gehrke asked how other municipalities handle this. Attorney Woodward stated that the City of Cedarburg only has a Planning Commission. Trustee Dohrwardt stated that the Cedarburg Planning Commission probably has an entire staff to support their work. President Gehrke wondered how current Planning Commission members felt. Trustee Haas said builders put up a house a year in the Village, that it's been a challenge to get members to attend, and with this change a three-four month process could take only a month.

Trustee Paape asked if current ARC Board members were aware that this was being discussed.

Motion passed 4-3

President Gehrke: Nay
Trustee Paape: Nay
Trustee Haas: Aye
Trustee Abegglen: Aye
Trustee Dohrwardt: Nay
Trustee Bartz: Aye
Trustee Meyle: Aye

e) Motion to Approve Ordinance 2023-10: Amending 132-4 Standing Committees and Assign Cable TV Responsibilities to Administration made by Trustee Dohrwardt.

Seconded by Trustee Haas.

Trustee Abegglen stated that he started the Tech Committee, and highlighted major upgrades as a result of their work. He said now that the Village has full time staff, the work of the Tech Committee can be done by staff more quickly, and that the committee has run its course. He requests that the Tech Committee be removed from the standing committee list.

Motion passed by unanimous vote.

f) Motion to Approve ECS, LLC, Geotechnical Contract for Industrial Park TID #3 made by Trustee Haas.

Seconded by Trustee Meyle.

Administrator Jenkins explained that this was for testing soil in the TID and the Hillcrest Development. The Village would like to use soil from the Hillcrest development for grading within the TID, but they cannot do that until the soil is tested for contaminants. He solicited bids and recommends ECS, LLC. They are the most cost effective with the most samplings.

Trustee Paape asked who would pay for the trucking of the fill.

Administrator Jenkins explained that this contract was just for the testing, and paying for the movement of fill would be a later discussion. Trustee Meyle asked what would happen if the Village did not approve this.

Administrator Jenkins responded that work in the TID would stall.

Motion passed by unanimous vote.

8. Correspondence

- a) President Gehrke asked Trustees to RSVP by September 16th to the Mid-Moraine Municipal Association Dinner Meeting on September 27, 2023.

9. Items for future consideration by Village Board. Trustee Paape

10. Motion to Adjourn made by Trustee Haas.

Seconded By Trustee Abegglen.

Passed by unanimous vote.

Motion adjourned at 8:20PM.

9/14/2023 10:53 AM

In Progress Checks - Full Report - ALL

Page: 1

ALL Checks by Payee

ACCT

GENERAL CHECKING & MONEY MARKET

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
9/14/2023 ABT MAILCOM			
POSTAGE 2023 TAX BILLS			
100-00-51420-310-000		ADMIN OFFICE SUPPLIES	600.00
		TAX BILL POSTAGE 2023TBP	
Total			600.00
9/14/2023 ADVANCE AUTO PARTS			
DIESEL EXHAUST FLUID			
350-00-52220-202-000		MAINTENANCE - TRUCKS	91.20
		DIESEL EXHAUST FLUID 2049-468067	
Total			91.20
9/14/2023 AgSource Cooperative Services			
WATER TESTING			
630-00-54110-000-827		LAB SUPPLIES & EXPENSES	570.00
		GIBBSVILLE MAS000007269	
660-00-53610-000-852		OUTSIDE SERVICES EMPLOYED	1,555.82
		FREDONIA MAS000007237	
630-00-54110-000-827		LAB SUPPLIES & EXPENSES	166.25
		ONION RIVER MAS000007268	
Total			2,292.07
9/14/2023 AIRGAS USA, LLC			
OXYGEN/CYLINDER RENTAL			
350-00-52280-809-000		AMBULANCE EXP-MEDICAL SUPPLIES	49.60
		OXYGEN CYLINDER RENTAL 5500832732	
350-00-52280-809-000		AMBULANCE EXP-MEDICAL SUPPLIES	49.60
		OXYGEN CYLINDER RENTAL 5501562666	
350-00-52280-809-000		AMBULANCE EXP-MEDICAL SUPPLIES	383.50
		OXYGEN 9141680362	
Total			482.70
9/14/2023 ARNOLD'S ENVIRONMENTAL SERVICES, INC.			
PORTA POTTY			
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	150.00
		OAK PARK 0000911311	
Total			150.00
9/14/2023 DAVE'S EXCAVATION & GRADING, INC.			
REPLACE VALVE BOX/COVER			

ALL Checks by Payee
GENERAL CHECKING & MONEY MARKET

ACCT

Dated From:
Thru:

From Account:
Thru Account:

Voucher Nbr	Check Date	Payee	Amount
600-00-53700-000-682		CONTRACTUAL SERVICES	4,835.00
		ST ROSE/MANOR/HIGHLAND	3579
Total			4,835.00

9/14/2023		DREWS TRUE VALUE #0103-2	
MISC SUPPLIES			
100-00-53270-350-000		REPAIR/MAINTENANCE (SHOP)	107.68
		HOSE CLAMP/CHIP BRUSH/WTR CAN	279622
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	182.72
		TRASH CANS/BATTERY/GRAB BARS	279833
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	43.75
		HAND SOAP/BOW RAKE	280351
100-00-52100-390-000		SUPPLIES/EXPENSES POLICE	148.50
		VACUUM	280577
Total			482.65

9/14/2023		ELAN FINANCIAL SERVICES	
CREDIT CARD ALL DEPTS			
100-00-53240-351-000		GASOLINE/DIESEL HWY EQUIPMENT	300.00
		DIESEL FUEL	9629
100-00-51100-390-000		VILLAGE BD OTHER SUPPLIES & EX	15.00
		TRADEMARK REGISTRATION	8592
100-00-51420-310-000		ADMIN OFFICE SUPPLIES	10.02
		POSTAGE	7335
100-00-51100-390-000		VILLAGE BD OTHER SUPPLIES & EX	33.98
		FRAME BEAUTIFICATION AWARD	1675
660-00-53610-000-851		OFFICE EXPENSE	161.21
		TONER CARTRIDGE	1505
600-00-53700-000-681		OFFICE SUPPLIES	124.89
		PRINTER INK	1687
100-00-53240-351-000		GASOLINE/DIESEL HWY EQUIPMENT	80.16
		DIESEL FUEL	2259
100-00-53240-351-000		GASOLINE/DIESEL HWY EQUIPMENT	66.22
		DIESEL FUEL	2333
630-00-54100-000-630		LAB CHEMICALS	11.61
		DISTILLED WATER	4987
100-00-51420-310-000		ADMIN OFFICE SUPPLIES	5.01
		CERTIFIED MAIL	6998

ALL Checks by Payee
GENERAL CHECKING & MONEY MARKET

ACCT

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-53240-351-000		GASOLINE/DIESEL HWY EQUIPMENT	31.72
		DIESEL FUEL 5869	
100-00-53240-351-000		GASOLINE/DIESEL HWY EQUIPMENT	30.46
		DIESEL FUEL 6133	
100-00-53240-351-000		GASOLINE/DIESEL HWY EQUIPMENT	137.31
		DIESEL FUEL 6633	
100-00-53240-351-000		GASOLINE/DIESEL HWY EQUIPMENT	57.67
		DIESEL FUEL 8708	
100-00-51100-390-000		VILLAGE BD OTHER SUPPLIES & EX	45.34
		GEHRKE BUSINESS CARDS 9902	
100-00-51100-390-000		VILLAGE BD OTHER SUPPLIES & EX	15.00
		TRADEMARK REGISTRATION 8206	
100-00-55210-000-000		SUMMER RECREATION	1,005.00
		MOVIES 9048	
100-00-51600-390-000		SUPPLIES/EXPENSES VILLAGE HALL	127.27
		STRATEGIC PLAN POSTER 9136	
350-00-52230-302-100		OPERATING EXPENSE-GAS/OIL	54.87
		FUEL 9192	
350-00-52220-202-000		MAINTENANCE - TRUCKS	91.20
		AUTO PARTS 4816	
350-00-52280-809-000		AMBULANCE EXP-MEDICAL SUPPLIES	108.70
		NOREPINEPHRINE/KING TUBE 0246	
350-00-52280-809-000		AMBULANCE EXP-MEDICAL SUPPLIES	169.62
		LARYNGOSCOPE BLADE 0077	
350-00-52230-303-000		OPERATING EXP.-OFFICE SUPPLIES	27.18
		WRISTBANDS 1341	
350-00-52230-303-000		OPERATING EXP.-OFFICE SUPPLIES	34.80
		SUIT HANGERS 4911	
350-00-52230-303-000		OPERATING EXP.-OFFICE SUPPLIES	105.49
		MICROSOFT 365 7446	
350-00-52280-802-000		AMBULANCE EXP-OFFICE SUPPLIES	31.42
		OFFICE SUPPLIES 8554	
350-00-52220-207-000		MAINTENANCE - BUILDING	29.41
		MISC SUPPLIES-DREWS TRUE VALUE 8387	
350-00-52230-303-000		OPERATING EXP.-OFFICE SUPPLIES	8.42
		WALL HANGING STRAPS 9566	
350-00-52220-207-000		MAINTENANCE - BUILDING	233.10
		POWER CORDS/SURGE PROTECTORS/KRAUT 6233	

ALL Checks by Payee
GENERAL CHECKING & MONEY MARKET

ACCT

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee	Amount
350-00-52220-207-000		MAINTENANCE - BUILDING	2.26
		SPRAY BOTTLES	6258
350-00-52220-203-000		EQUIPMENT REPAIR/MAINTENANCE	286.91
		POWERPACK ASSEMBLY	8268
350-00-52280-809-000		AMBULANCE EXP-MEDICAL SUPPLIES	167.65
		SAFETY NEEDLE/CRIC KIT	3947
350-00-52280-802-000		AMBULANCE EXP-OFFICE SUPPLIES	38.11
		PHONE COVER/ACCESSORIES	4763
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	85.78
		FAUCET REPLACEMENT PARTS	2135
100-00-55210-350-000		SUPPLIES SUMMER RECREATION	18.74
		RAFFLE TICKETS	6110
100-00-55210-350-000		SUPPLIES SUMMER RECREATION	28.13
		MOVIE NIGHT SUPPLIES	7946
100-00-51100-390-000		VILLAGE BD OTHER SUPPLIES & EX	-15.00
		REFUND TRADEMARK REGISTRATION	8947
100-00-51600-390-000		SUPPLIES/EXPENSES VILLAGE HALL	-31.64
		SERVICE RETURN	7232
Total			3,733.02

9/14/2023 EMC INSURANCE COMPANIES
WORKERS COMP/LIABILITY INSUR

100-00-51931-000-000		WORKER'S COMP. INSURANCE	387.50
		WORKERS COMP	7001405689
100-00-51930-000-000		INSURANCE	988.50
		LIABILITY INSURANCE	7001405689
Total			1,376.00

9/14/2023 EMERGENCY MEDICAL PRODUCTS, INC.
MEDICAL SUPPLIES

350-00-52280-809-000		AMBULANCE EXP-MEDICAL SUPPLIES	809.03
		MEDICAL SUPPLIES	2579930
350-00-52280-809-000		AMBULANCE EXP-MEDICAL SUPPLIES	-45.86
		RETURN	RTN108103
Total			763.17

9/14/2023 ENERGENECS, INC.
MAINT KIT LIQUISYSTEM

9/14/2023 10:53 AM

In Progress Checks - Full Report - ALL

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ALL Checks by Payee

ACCT

GENERAL CHECKING & MONEY MARKET

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
660-00-53610-000-852		OUTSIDE SERVICES EMPLOYED	4,849.42
		MAINT KIT LIQUISYSTEM	
		0046276-IN	
		Total	4,849.42
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	9/14/2023	FRONTIER	
		TELEPHONE	
100-00-53270-221-000		TELEPHONE BUILDINGS/GROUNDS	76.77
		TELEPHONE DPW	
		090423	
		Total	76.77
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	9/14/2023	GALLS, LLC.	
		MARRING WEDGE	
100-00-52100-390-000		SUPPLIES/EXPENSES POLICE	45.84
		MARING WEDGE	
		025490096	
		Total	45.84
<hr/>			
	9/14/2023	Harter's Lakeside Disposal	
		GARBAGE/RECYCLING CONTRACT	
100-00-53620-290-000		CONTRACT GARBAGE COLLECTION	7,026.91
		GARBAGE SERVICE	
		466000	
100-00-53621-290-000		CONTRACT - RECYCLING	2,259.40
		RECYCLING SERVICE	
		466000	
		Total	9,286.31
<hr/>			
	9/14/2023	HAWKINS, INC.	
		AZONE	
600-00-53700-000-630		CHEMICALS FOR WATER	383.54
		AZONE	
		6575352	
		Total	383.54
<hr/>			
	9/14/2023	HOUSEMAN AND FEIND, LLP	
		LEGAL FEES	
100-00-51300-210-000		LEGAL COUNSELING	32.00
		TRAFFIC PROSECUTION	
		82458	
100-00-51300-210-000		LEGAL COUNSELING	1,040.00
		MUNICIPAL MATTERS	
		82457	
		Total	1,072.00
<hr/>			
	9/14/2023	LAKESHORE TECHNICAL COLLEGE	
		EMT TRAINING	

ALL Checks by Payee
GENERAL CHECKING & MONEY MARKET

ACCT

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee	Amount
350-00-52280-813-000		AMBULANCE EXP-TRAINING	1,039.07
		EMT TRAINING	
Total			1,039.07

9/14/2023		MUNICIPAL WELL & PUMP	
WELL 1 INSPECTION/REPAIRS			
600-00-53700-000-910		WATER CAPITAL EQUIPMENT	39,293.00
		REPLACE BOOSTER PUMP/PIPING	
Total			39,293.00

9/14/2023		NEUENS FREDONIA LUMBER COMPANY, INC.	
MISC SUPPLIES			
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	34.74
		FIREMANS PARK BRIDGE	
		2308-659403	
100-00-53270-350-000		REPAIR/MAINTENANCE (SHOP)	9.79
		NYLON CORD	
		2308-659404	
100-00-53300-350-000		REPAIR/MAINTENANCE STREETS	35.38
		CONCRETE MIX	
		2308-659432	
100-00-53270-350-000		REPAIR/MAINTENANCE (SHOP)	16.38
		DUCT TAPE	
		2308-659593	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	1,190.92
		LUMBER FIREMANS PARK BRIDGE	
		2308-659711	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	301.08
		LUMBER FIREMANS PARK BRIDGE	
		2308-659769	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	33.54
		LUMBER FIREMANS PARK BRIDGE	
		2308-659974	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	73.15
		LUMBER FIREMANS PARK BRIDGE	
		2308-660026	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	9.00
		MISC SALES FIREMANS PARK BRIDGE	
		2308-66037	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	24.66
		BOLTS/WASHERS FIREMANS PARK BRIDGE	
		2308-660041	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	41.18
		PARTS FIREMANS PARK BRIDGE	
		2308-660199	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	29.87
		JOIST HANGERS FIREMANS PARK BRIDGE	
		2308-660234	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	22.60
		SCREWS FIREMANS PARK BRIDGE	
		2308-660242	

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In Progress Checks - Full Report - ALL

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ALL Checks by Payee

ACCT

GENERAL CHECKING & MONEY MARKET

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	136.38
		LUMBER FIREMANS PARK BRIDGE	
		2308-660494	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	24.38
		LUMBER FIREMANS PARK BRIDGE	
		2308-660522	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	18.68
		VULKEM BUFF	
		2308-660544	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	4.40
		MISC SALES	
		2308-660545	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	-26.83
		RETURN UNUSED LUMBER	
		2308-660468	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	-8.41
		COURTESY DISCOUNT	
		2308-418271	
350-00-52220-207-000		MAINTENANCE - BUILDING	79.50
		PAINT	
		2308-660124	
		Total	2,050.39

9/14/2023 PARKSIDE AUTO CENTER, INC.

REPAIRS CHIPPER TRUCK

100-00-53240-350-000		REPAIR/MAINTENANCE HWY EQUIPME	580.54
		WATER PUMP/T-STAT	
		16940	
		Total	580.54

9/14/2023 PIONEER RESEARCH CORP.

EN SOLV

660-00-53610-000-826		CHEMICALS	445.27
		EN SOLV	
		263878	
		Total	445.27

9/14/2023 RELIANT FIRE APPARATUS, INC.

LIGHT

350-00-52220-202-000		MAINTENANCE - TRUCKS	98.33
		LIGHT	
		CI006567	
		Total	98.33

9/14/2023 TRACKS PRODUCTIONS

PROMOTIONAL VIDEO

100-00-56700-000-000		ECONOMIC DEVELOPMENT	4,500.00
		PROMOTIONAL VIDEO	
		2023-2	
		Total	4,500.00

ALL Checks by Payee
GENERAL CHECKING & MONEY MARKET

ACCT

Dated From:
Thru:

From Account:
Thru Account:

Voucher Nbr	Check Date	Payee	Amount
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	9/14/2023	USA BLUE BOOK	
		BARRICADE LEGEND	
100-00-53300-350-000		REPAIR/MAINTENANCE STREETS	7.59
		BARRICADE LEGEND	
		INV00119553	
		Total	7.59
<hr/>			
	9/14/2023	VERIZON	
		MOBIL PHONE SERVICE	
100-00-52100-350-000		REPAIR/MAINTENANCE POLICE	237.36
		POLICE	
		9943290834	
350-00-52280-801-000		AMBULANCE EXP-UTILITIES	79.12
		AMBULANCE	
		9943290834	
600-00-53700-000-640		SUPPLIES & EXPENSES	79.12
		WATER DEPT	
		9943290834	
660-00-53610-000-827		OTHER OPERATING	49.07
		SEWER	
		9943290834	
351-00-52300-306-000		PARAMEDIC MISC	131.66
		PARAMEDIC-PHONE & SERVICE	
		9943290834	
		Total	576.33
<hr/>			
	9/14/2023	WI SCTF	
		JENKINS 55200	
100-00-21580-000-000		GARNISHMENT DEDUCTIONS PAYABLE	54.01
		JENKINS 55200	
		091423	
		Total	54.01
<hr/>			
	9/14/2023	WORKHORSE SOFTWARE SERVICES, INC.	
		SOFTWARE SUPPORT	
630-00-54110-000-827		LAB SUPPLIES & EXPENSES	154.11
		SOFTWARE SUPPORT	
		5444	
		Total	154.11
<hr/>			
	9/14/2023	WPP, LLC	
		CLOTHING ALLOW/SIGN/CAR MAGNET	
100-00-53270-130-000		EMPLOYEE BENEFITS	159.14
		CLOTHING ALLOWANCE	
		23-1500	
100-00-55200-350-000		REPAIR/MAINTENANCE PARKS	39.00
		MOVIE NIGHT SIGN	
		23-1458	

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In Progress Checks - Full Report - ALL

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ALL Checks by Payee

ACCT

GENERAL CHECKING & MONEY MARKET

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
350-00-52230-303-000		OPERATING EXP.-OFFICE SUPPLIES	257.21
		CLOTHING FIRE	23-1382
100-00-53240-350-000		REPAIR/MAINTENANCE HWY EQUIPME	140.00
		CAR MAGNETS	23-1526
		Total	595.35
		Grand Total	79,913.68

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In Progress Checks - Full Report - ALL
ALL Checks by Payee
GENERAL CHECKING & MONEY MARKET

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ACCT

Dated From:
Thru:

From Account:
Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	22,824.27
Total Expenditure from Fund # 350 - FIRE DEPARTMENT	4,279.44
Total Expenditure from Fund # 351 - PARAMEDIC	131.66
Total Expenditure from Fund # 600 - WATER UTILITY	44,715.55
Total Expenditure from Fund # 630 - LABORATORY	901.97
Total Expenditure from Fund # 660 - SEWER UTILITY	7,060.79
Total Expenditure from all Funds	79,913.68

**VILLAGE OF FREDONIA
PLAN COMMISSION MEETING MINUTES
SEPTEMBER 11, 2023**

Chairman Gehrke called the Plan Commission meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

Commission members present: Dan Gehrke, Jerry Jacque, Blake Buvid, Don Dohrwardt, and Troy Bretl.

Board members excused: Dan Wellskopf and Gerry Weiland.

Staff/Officials present: Village Treasurer Melissa Depies.

Others present: Bob and Barb Blasing.

Consent Agenda

Motion by Troy Bretl, seconded by Jerry Jacque, to approve the July 10, 2023, Plan Commission meeting minutes as presented. Motion carried unanimously.

Public Hearing for the purpose of hearing public comment on and reaction to a proposed amendment to the Village's zoning code chapter 575-83(B)(1)

Chairman Gehrke read the statement of Public Hearing.

Bob Blasing, 230 Pine Street, questioned if the Village allows variances to the setback requirements for those properties that have smaller yards.

Commissioner Dohrwardt stated that when a variance is requested, the neighbors would be notified and given an opportunity to object or agree with the request.

Hearing no other concerns the Public Hearing was closed at 7:04 p.m.

Discussion and Possible Recommendation to the Village Board on Proposed Amendment to the Village's Zoning Code Chapter 575-83(B)(1)

Chairman Gehrke stated that the Village has received two letters in support of the zoning code change.

The Ordinance clears up the setback requirement for everything including garages, sheds, play structures, etc.

Barb Blasing, 230 Pine Street, stated that ordinances state that sheds need to be 5 feet from the home. She stated that there are homes in her neighborhood that have smaller yards and the shed is closer than 5 feet to the home. Commissioner Dohrwardt stated that those property owners were probably granted a variance.

Motion by Troy Bretl seconded by Don Dohrwardt to approve the proposed amendment to the Village's Zoning Code Chapter 575-83(B)(1). Motion carried unanimously.

Items for future consideration

Chairman Gehrke stated that the Village Board has eliminated the Architectural Control Board and has reassigned those duties to the Plan Commission. The Plan Commission meets the first Monday of each month. It is anticipated that the Plan Commission will meet on a more regular basis due to the added responsibilities.

Adjournment

Motion by Don Dohrwardt, seconded by Blake Buvid, to adjourn the meeting at 7:10 p.m. Motion carried.

Parks and Recreation Committee Minutes

Wednesday, September 6th, 2023 at 7:00PM

1. Call to Order – *Called to Order by Chairman Bartz at 7:02PM*

2. Pledge of Allegiance / Roll Call –

Present: Chairman Bartz, President Gehrke, and Trustee Meyle

Staff: Administrator Jenkins

3. Consent Agenda:

a) Approval of Minutes from Monday, August 7, 2023 Parks and Recreation Committee Meeting.

-Motion to Consent the Agenda and Minutes by Meyle, 2nd by Gehrke. Approved Unanimously.

4. Public Comments – *None.*

5. Items for Discussion and/or Action:

a) Discussion on Movie in the Park: September 8, 2023 – *Chairperson Bartz reviewed. Abegglen to setup. Warrior Softball manning concessions. BadaBing Pizza is sponsor and donated gift cards. Jenkins will be there handling the raffle of gift cards and prizes. President Gehrke and Bartz to give welcome. Ask was made of staff to mitigate lighting shown on grass during movie.*

b) Review of Comprehensive Open Space Parks Plan – *Admin Jenkins reviewed the current Open Space Parks Plan, approved in 2017, and walked through the process of updating. By doing so, the Village would become eligible for grant opportunities through the DNR. Staff will create a rough framework of new plan, solicit feedback from the Committee, setup public meetings, and then look for final adoption.*

6. Correspondence – *Admin Jenkins informed the Committee of initial communications regarding design of the Splash Pad. The Committee affirmed rough layout and some features.*

7. Items for future consideration by Parks and Recreation Committee. – *Next events are Holiday Tree Lighting and Winter Walk in Marie Krause.*

8. Adjournment – *Adjourned by the Call of the Chair at 7:30PM*

150th Anniversary Committee Minutes

September 7th, 2023 at 6:00 PM

1. Call to Order – Called to order by Trustee Bartz at 6:00 PM
2. Pledge of Allegiance / Roll Call –
 - a. Present – Trustee Bartz, President Gehrke, Administrator Jenkins, citizen Carrie Siesco, Jamie Harbison, Natalie Eippert
3. Consent Agenda:
 - a. Approve Minutes from Meeting on August 9th 2023
 - i. Motion to Consent Agenda and Minutes by President Gehrke – 2nd by Trustee Bartz – Approved unanimously
4. Public Comments – None
5. Items For Discussion and/or Action:
 - a. Review Fun Before the Fourth Budget
 - i. 2022 Budget/Expenses were \$16,619.48
 - ii. Discuss possible budget for 2023
 - b. Discussion and Possible Action on Food and Music Options
 - i. Trustee Bartz, President Gehrke and Administrator Jenkins will reach out to a few bands to obtain rates and schedule availability.
 - ii. Banners/Advertising – Natalie Eippert mentioned her husband might be able to print banners for little to no cost for advertising the day of the event
 - iii. Coin Dig – Look at possibly having this again. Natalie will reach out to a few contacts to see if they can get sand – Otherwise we will look at Hartman Sand and Gravel again. We will reach out to PWSB and possibly Dollar General for items to put into the sand pile
 - iv. Fireworks – We discussed doing fireworks again and discussed a budget of \$12,000
 - v. Craft Fair – Discussed offering booth spaces at \$35 per booth or could offer at a lesser value for a donation to the Friends of Fredonia or a basket raffle
 - vi. Train Ride – Carrie Siesco mentioned Eric Armstrong has a train that could be used the day of and he would be interested. The other gentleman's name is Keith Johnson that was used in previous years. We will reach out for schedule availability
 - vii. Dunk Tank – Look at having this as a fundraiser. Start to think about how to hype this up and who we would want to have in the dunk tank
 - viii. Corn Hole Tournament – President Gehrke is going to reach out to the Fredonia Lions to see if they are interested in hosting the Tournament
 - ix. Food/Drink – Look to the Friends of Fredonia or the Fredonia Fire Department to handle
 - x. Bounce Houses – Carrie Siesco has shared pricing from Jaymes May Rental. It has been suggested if we book more than 3, we will gain cost savings
6. Correspondence - None
7. Items for Future consideration

- a. Continue to discuss all above items and review information provided by the committee members.
8. Adjournment – Adjourned by the Call of The Chair at 7:00 Pm.

From the Desk of:
Christophe E. Jenkins
Village Administrator



September 2023
Village Administrators Report

1. Smart Residential, Industrial, and Commercial Growth

Hillcrest has finally made progress on their road and utility build out as requested. Utilities were laid and inspected, and after some alterations, ready for paving that should be completed any day now.

Engineering and bidding plans continue to be worked on for the TID – approval of these contracts with Strand are at this meeting. An open house for developers to review the preliminary plans and our schedule will take place over the next coming weeks to allow everyone to be on the same page along with encouraging development alongside us. Strand also put together a contract for Highland Dr reconstruction.

We've begun filming a promotional video highlighting the village's residential, industrial, and commercial growth. This partnership with the School District will be yet another way to market our great village as the destination to "find your moments here".

2. Responsible Fiscal Policy

The 2024 draft budget is completed. After review from President Gehrke, Treasurer Depies, and Finance Chair Haas, we plan to present to the Finance Committee next week, and then the full Board in October.

I continue to work on the STP-Local grant funding to apply for this cycle. President Gehrke and I attended the League of WI Municipalities' 2023 Chief Executive Workshop in Elkhart Lake where we learned about Act 12 impacts and I was recruited to help craft the rules and regulations on implementing this legislation.

3. Support Public Safety & Infrastructure

The community showed up in force for the 100th Fire Department Celebration. Thank you to the Fire Department, Association, and the countless volunteers and organizations that helped to make this a successful event. \$648k in Paramedic funding from Ozaukee County was approved – Chief Weyker, Treasurer Depies, and I are reviewing best ways to make these dollars stretch.

Ozaukee County DPW partnered with us to address the repaving of streets areas affected by water main breaks. DPW guys continued with regular parks and street maintenance. The Lab is in the final stretch of certification from the State, and Director Paulus continues to look for financial partnerships.

4. Encourage Open Communication & Collaboration

AVI Systems examined our Board room audio setup and will give us a quote on equipment to upgrade per the Tech Committee's recommendation. Clerk Johnson and I also sat in on a meeting with Digicorp in preparation for our email and Office Suite switchover – this is set for mid-November.

5. Strong Sense of Community

We are in the early stages of planning a summer music series – currently soliciting bands. The Splash Pad design is in final stages as we await a final cost breakdown from CRS. And we've begun the process of updating the Village's 5-Year Open Space plan in order to secure grant funding for the splash pad project.

Overall, we continue to make significant progress in achieving the Village of Fredonia's overarching goals.

Thank you,

Christophe E. Jenkins – Village Administrator

A handwritten signature in black ink, appearing to read 'C. E. Jenkins', written in a cursive style.

FREDONIA VILLAGE MARSHAL
REPORT TO VILLAGE BOARD
September 6, 2023

SIGNIFICANT EVENTS: Speed signs are up. AED's are in and deployed in the squads.

UPCOMING EVENTS:

AS OF: Aug 31, 2023

HOURS:	2431.75	2022 TOTAL:	2929.50
AVERAGE PER WEEK:	75.9	2022 AVERAGE:	61

COMPLAINTS 2023:	500	COMPLAINTS 2022:	730
ARRESTS 2023:	73	ARRESTS 2022:	120

EQUIPMENT ISSUES: None

MISCELLANEOUS:

Final 2015 revenue: \$1,777.71

Final 2016 revenue: \$5559.55

Final 2017 revenue: \$3762.85

Final 2018 revenue: \$1190.04

Final 2019 revenue: \$4900.00

Final 2020 revenue: \$1094.00

Final 2021 revenue: \$6500.00

2022 revenue: \$2960.00

2023 revenue: \$482.08

The 8 year average is: \$3467.00

Fredonia Fire Department
201 S Milwaukee Street
PO Box 159
Fredonia, WI 53021



Chief Brian Weyker
Phone: 262-692-9973
bweyker@village.fredonia.wi.us



August 2023 MONTH IN REVIEW

Training

Fire Training – Joint Training (Belgium, Fredonia, and Waubeka)

- Toured Lakeside Foods (Belgium) –
 - o Identified hazards and reviewed building layouts.
 - o Located Fire Sprinkler connection(s)

Monthly Business Meeting –

- Monthly vehicle and small equipment maintenance.
- Update membership on:
 - o Department Operations – new dispatching procedures, radio system
 - o Paramedic Program Update
 - o Incident review

EMS training –

- Reviewed paramedic equipment and (new) medical supply bags.

Engineer/Fire Training –

- Fire stream operations using training containers at treatment plant

Paramedic Update

- With stabilized funding from the County, we are now again actively recruiting for firefighter paramedic positions.

CALL RESPONSE

- Fire Response – 6 more than last year at this time
- Rescue Response decrease 20 calls over last year on August 30th . Lower call volumes in the Village this last three months – in comparison to 2022.
- Ambulance Incident responses are running equal with last year at this time .

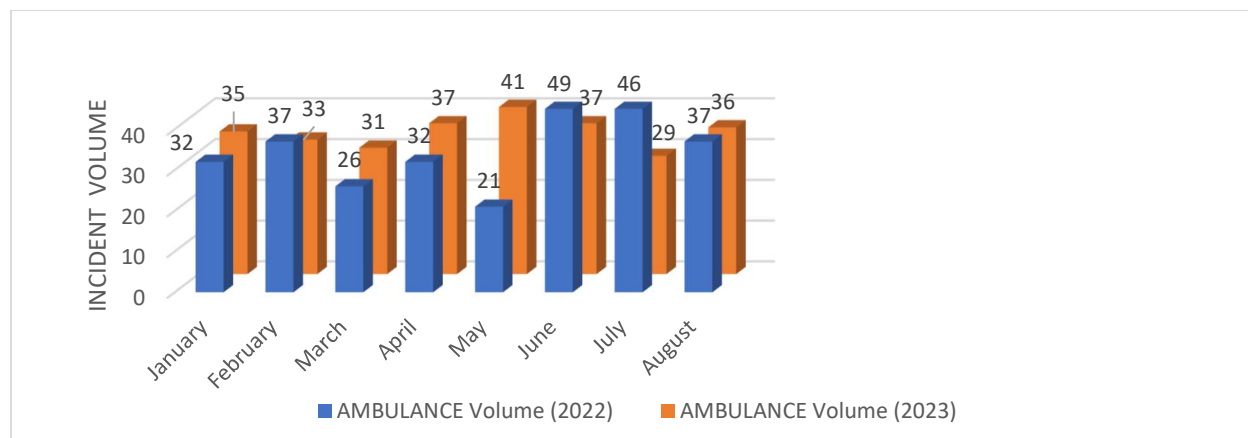
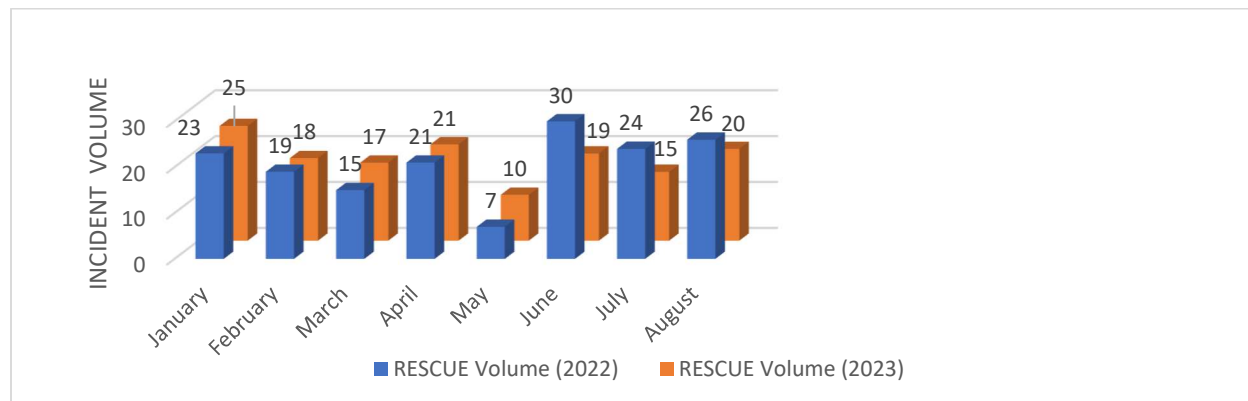
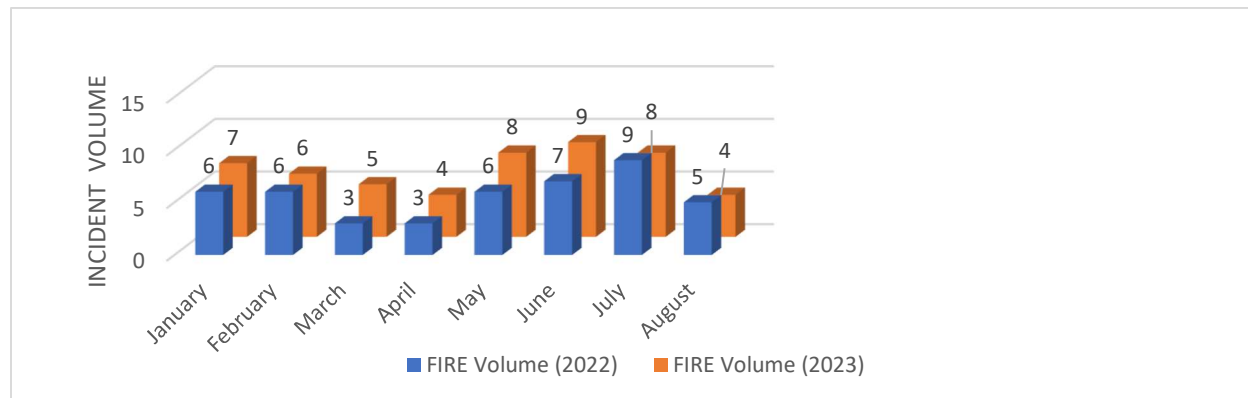


August 2023 - Call Volumes

Fire incidents – 4

Rescue Incidents – 20

Ambulance Incidents – 36



Eric Paulus
Director of Public Works



PO Box 159
242 Fredonia Ave
Fredonia, WI 53021
Phone (262) 483-0275
Fax (262) 692-2883
epaulus@village.fredonia.wi.us

Water

Municipal Well is installing all the parts and pump at well 1 along with an inspection of the reservoir. Startup is anticipated around September 8th. Testing Water samples is going smoothly. Fixed a broken valve box cover and a leaky hydrant. Bathroom faucet at Marie Kraus needed repair. The monthly water report was submitted to the DNR.

Wastewater

Sabel has been delivering parts for the Clarifier with rebuild date the week of September 25th. Hoping for the end of August. Waste haulers and campers have been using the dump site at the plant and is positive. Lab audit for the wastewater plant was on August 8th and Fredonia passed. Waiting for DNR approval.

Parks

Grass cutting, trimming, and bathroom cleaning. Spent time getting set up for the Fire departments 100th anniversary, including rebuilding the foot bridge, installing large rocks in front of the fire depart building, setting up barricades and no parking signs, moving picnic tables, and dumpsters.

Streets

Ozaukee County paved the water main break patches. Chipping has been going good on Mondays. Street sweeper made a tour of the village. Intersection of St Rose and Wilson had all street signs and posts replaced.

Director

Was on Vacation for 2 weeks and Brandon filled the role while I was gone. He fielded some resident calls, did a few inspections for some contractors, and cleaned up after the big weekend with rentals and the fire departments anniversary all while continuing his normal work duties.

Recycling

We have implemented a new E-Recycling program, provided by COM2, a registered recycler with Wisconsin E-Cycle. This is free service to residents, offering a convenient disposal site for e-waste. Appointment only.

From the desk of
Michelle Johnson, Village Clerk

Report to the Village Board of Trustees
September 18, 2023

We have spent the week implementing ordinance changes relating to the disbanding of the ARC Board and Tech Committee. The website has been updated, internal processes adjusted, and applicants, board members, and inspectors have been informed.

I continue to support daily office function: coordinating building projects, alcohol licensing, answering phones, and receipting utility payments.

The Autumn Newsletter has been finished and will be published early next week to the website. Paper copies will be available at the office. Thanks to all those who contributed!

There are a couple election deadlines coming up for the 2024 cycle looming that I am paying attention to. I will continue work to recruit poll workers for appointment in December. Absentee envelopes have been ordered through the county and will be partially supplemented by the absentee ballot sub grant the Board approved this summer.

**REPORT FROM TREASURER
SEPTEMBER 21, 2023**

Sending new W9 forms with payments to update records.

Summary of activities completed:

- Day to day operations of the Village
- Processing invoices for payment.
- Processing payroll and all associated requirements.
- Bank reconciliations.
- Began and continued work with Administrator Jenkins on the 2024 Budget.
- Finalized closing out Lincoln Financial Retirement. All accounts are transferred and closed.
- Began work on cleaning up the chart of accounts to minimize duplicates and streamline reporting.
- Attended virtually an all day training on the WRS system. Training was a good update on required procedures for reporting WRS contributions.
- Attended a virtual training regarding a medical contribution survey report that was due to the state.
- Met with Vicki, treasurer from Belgium, for help with Chart of Accounts review and workhorse tips.
- Attended a virtual training with Employee Trust Funds regarding 2024 Health Insurance options.
- Office staff continues to work together to finalize organization and cleaning out the files.



Request for Board Consideration

Item Description: Attendance by Clerk Johnson to UW-Green Bay Presidential Election Academy	
Report Prepared By: Michelle T. Johnson	
Report Date: 08/28/2023	Meeting Date: 09/21/2023
Strategic Priority? <ul style="list-style-type: none"> <input type="radio"/> Smart Residential, Industrial, or Commercial Growth ★ Responsible Fiscal Priority <input type="radio"/> Supports Public Safety and Infrastructure ★ Encourages Open Communication and Collaboration <input type="radio"/> Strong Sense of Community 	
Fiscal Summary: Fee to attend remote three-day training is \$179.00	
Budget Line Item: 100-00-51440-390-000	
Wisconsin Statute or Local Ordinance:	
Background Analysis: 2024 is a Presidential Election cycle. This training will provide updates on changes to state law, guidance on the county clerk/municipal clerk relationship during election season, updates to campaign finance law, SVD voting, absentee voting, and guidance on the election reconciliation process.	
Staff Comments: This is an important training to ensure that our office is implementing the most up-to-date elections processes in a very important election cycle. These courses will count towards state-mandated training hours.	
Administrator's Recommendation: Approve	
Action Requested: Motion to Approve Clerk Johnson's Attendance to UW-Green Bay's Presidential Election Academy	
Attachments: <ol style="list-style-type: none"> 1. Training Flyer 	



NOVEMBER
8

2023 Presidential Election Academy

REGISTER

2023 Presidential Election Academy

The UW-Green Bay Virtual Presidential Election Academy will provide you with the skills you need to run the 2024 elections in your municipality. Join us for a variety of sessions to expand your skills including working with your county clerk in preparation and having an emergency contingent plan. Participants can earn the UWGB Presidential Election Badge.

Date & Time

--



Request for Board Consideration

Item Description: Approval to Contract with Strand Associates, Inc for Innovation Drive Expansion Final Design and Bidding-related Services	
Report Prepared By: Administrator Jenkins	
Report Date: 09/13/2023	Meeting Date: 09/21/2023
Strategic Priority? <ul style="list-style-type: none"> ★ Smart Residential, Industrial, or Commercial Growth <ul style="list-style-type: none"> ○ Responsible Fiscal Priority ★ Supports Public Safety and Infrastructure <ul style="list-style-type: none"> ○ Encourages Open Communication and Collaboration ○ Strong Sense of Community 	
Fiscal Summary: \$161,000 in 2024 CIP	
Budget Line Item: 400-00-53100-210-000 "Highway and Street Engineering"	
Wisconsin Statute or Local Ordinance: None	
Background Analysis: Continuation of Innovation Dr through the TID #3 Industrial Park has been a known expense. Strand has been working on the preliminary design-to-construct for the road. This agreement by Strand, as our Village Engineer, would now extend our agreement to include the design of final engineering plans and assist in facilitating the bidding process.	
Staff Comments: "This initiative supports Priority #1 – ‘Smart Residential, industrial, or Commercial Growth’ by providing the infrastructure for the businesses to build alongside of, and Priority #3 – ‘Supporting Public Safety & Infrastructure’ for the infrastructure itself. 2024 CIP borrowing within the TID #3 Fund will be used to offset this initial cost and construction". -Admin Jenkins	
Administrator’s Recommendation: Approve	
Action Requested: Motion to Approve Contract with Strand Associates, Inc for Innovation Drive Expansion Final Design and Bidding-related Services	
Attachments: 1. Task Order No. 23-01	



Amendment No. 1 to Task Order No. 23-01
Village of Fredonia, Wisconsin (OWNER)
and Strand Associates, Inc.[®] (ENGINEER)
Pursuant to Agreement for Technical Services dated February 3, 2015

This is Amendment No. 1 to the referenced Task Order.

Services Name: Business Park Expansion Preliminary Design

Under **Project Information**, CHANGE the Services Name to “Business Park Expansion Design and Bidding-Related Services.”

Under **Scope of Services**,

ADD the subheading “Design Services” before Item No. 1.

ADD the following:

- “14. Prepare for and attend three meetings with OWNER to review and discuss the project as follows:
- a. Stakeholder meeting
 - b. Fifty percent design review meeting
 - c. Ninety percent design review meeting
15. Contact Digger’s Hotline for horizontal field locations of existing underground utilities prior to topographic survey. Topographic survey will include the location of existing underground and overhead utilities. Provide a topographic survey for approximately 980 LF generally along the north lot line of 210 Meadowlark Road, northwest lot line of 764 Tower Drive, and continuing across Tower Drive to the west edge of OWNER’s R/W within a 30-foot-wide corridor.
16. Conduct structure inventory for up to three sanitary sewer structures to collect invert elevations.
17. Contact Southeastern Regional Planning Commission (SEWRPC) to request a field wetland delineation for the area to be surveyed.
18. Prepare plan and profile drawings and cross sections at 50-foot intervals for up to 2,200 LF of roadway with curb and gutter.
19. Design up to 2,850 LF of water main, 1,350 LF of sanitary sewer, and 2,250 LF of storm sewer along proposed roadway and show on plan and profile drawings.
20. Prepare plan and profile drawings for approximately 1,000 LF of water main between Tower Drive and the proposed roadway.

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21. Prepare the following drawings: title sheet, general notes sheet, typical section, alignment detail sheets, erosion control plans, overall site plan, intersection detail, and appropriate construction details.
22. Prepare site grading and restoration plans.
23. Design up to two stormwater detention basins and prepare grading plan and cross section drawings. The wet detention basins will be designed in accordance with the WDNR Technical Standard 1001. Services related to analysis and design of stormwater infiltration practices to serve each private lot within the business park are not included.
24. Design up to 2,900 LF of stormwater drainage swales and show on grading plans. Size swales using the Rational Method.
25. Prepare draft and final stormwater management plan report based on 50 percent and final design, respectively.
26. Communicate with WDNR regarding potential wetland and waterway impacts. Attend one meeting with WDNR and OWNER.
27. Communicate with utility companies regarding potential utility conflicts. Utilities shall review and resolve all conflicts with the proposed design. Conflict resolution by the utility companies that causes design changes shall be considered additional services.
28. Prepare and submit the following permits and agency reviews.
 - a. One WDNR Water Main Extension Permit.
 - b. One WDNR Sanitary Sewer Extension Permit.
 - c. One SEWRPC Sewer Extension Review.
 - d. One WDNR Construction Site Stormwater Runoff General Permit.
 - e. One WDNR Non-Federal Wetland Exemption and Mitigation for submittal by OWNER to WDNR.
 - f. One WDNR General Wetland and Waterway Permit for submittal by OWNER to WDNR.
29. Prepare Bidding Documents using Engineers Joint Contract Documents, Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, technical specifications, and engineering drawings.
30. Submit draft Bidding Documents to OWNER for review and input.
31. Review draft Bidding Documents with OWNER; incorporate review comments, as appropriate; and submit two copies of the final Bidding Documents to OWNER.
32. Prepare final opinion of probable construction cost and submit to OWNER.

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Bidding-Related Services

1. Distribute Bidding Documents electronically through QuestCDN, available at www.questcdn.com. Submit Advertisement to Bid to OWNER for publishing.
2. Prepare addenda and answer questions during bidding.
3. Attend in-person bid opening.
4. Tabulate and analyze bid results and assist OWNER in the award of the Construction Contracts.
5. Prepare three sets of Contract Documents for signature.”

Under **If-Authorized Services**, DELETE the Traffic Impact Analysis (TIA) and Phase I Environmental Site Assessment subsections in their entirety.

Under **Service Elements Not Included**,

REPLACE as noted with “through an amendment to this Task Order or under a separate task order with OWNER.”

DELETE Permitting in its entirety.

ADD the following:

- “1. Construction contract administration
2. Construction observation
3. Construction staking
4. Easement preparation including legal description and exhibits
5. Environmental report
6. Lift station design
7. Lighting design
8. Pavement marking and signing plan
9. Permitting fees
10. Private lot infiltration analysis
11. Public information meeting
12. Special assessment assistance
13. Title search
14. Traffic control plans
15. Wetland delineation”

Under **Compensation**,

CHANGE \$42,600 to “\$203,600.”

DELETE the second and third paragraphs in their entirety.

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Under **Schedule**, CHANGE September 4, 2023, to “March 1, 2024.”

TASK ORDER AMENDMENT AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

VILLAGE OF FREDONIA

Joseph M. Bunker
Corporate Secretary

Date

Dan Gehrke
President

Date

Christophe Jenkins
Village Administrator

Date



Request for Board Consideration

Item Description: Approval to Contract with Strand Associates, Inc for Highland Drive Reconstruction Design and Bidding-related Services	
Report Prepared By: Administrator Jenkins & DPW Director Paulus	
Report Date: 09/13/2023	Meeting Date: 09/21/2023
Strategic Priority? <ul style="list-style-type: none"> ○ Smart Residential, Industrial, or Commercial Growth ○ Responsible Fiscal Priority ★ Supports Public Safety and Infrastructure ○ Encourages Open Communication and Collaboration ○ Strong Sense of Community 	
Fiscal Summary: \$83,500 in 2024 CIP	
Budget Line Item: 110-00-53300-820-000 "Street & Highway Capital"	
Wisconsin Statute or Local Ordinance: None	
Background Analysis: <p>The 2023 Road Analysis was approved by both Public Works Committee and the Village Board. The Village Board then approved the 2024 CIP list consisting of the reconstruction of Highland Dr from Martin Dr to Fredonia Ave. Strand, as our Village Engineer, is proposed to be contracted to Design the Engineering plans and assist in facilitating the bidding process.</p>	
Staff Comments: "This initiative supports Priority #3 – ‘Supporting Public Safety & Infrastructure’. 2024 CIP borrowing will be used to offset this initial cost and construction, unless grant opportunities are awarded between now and then". -Admin Jenkins <p>"There are various water main issues underneath and related to Highland. Reconstructing this street will allow us to address these utility concerns, which should also alleviate breaks in the system to the neighborhood to the West". – Director Paulus</p>	
Administrator’s Recommendation: Approve	
Action Requested: Motion to Approve Contract with Strand Associates, Inc for Highland Drive Reconstruction Design and Bidding-related Services	
Attachments: 1. Task Order No. 23-02	

Task Order No. 23-02
Village of Fredonia, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Agreement for Technical Services dated February 3, 2015

Project Information

Services Name: Highland Drive Reconstruction Design and Bidding-Related Services

Services Description: Provide OWNER with design and bidding-related services for the reconstruction of Highland Drive between Fredonia Avenue and Martin Drive. The reconstruction includes replacing pavement and base material, water main, sanitary sewer, curb ramps, installing new sidewalk along the west side of the road from Fredonia Avenue to Regal Drive, and spot replacing curb and gutter as field located by the OWNER.

Scope of Services

ENGINEER will provide the following services to OWNER:

Design-Related Services

1. Prepare for and attend three meetings with OWNER to review and discuss the project as follows:
 - a. Thirty percent design review meeting
 - b. Sixty percent design review meeting
 - c. Ninety percent design review meeting
2. Contact Digger's Hotline for horizontal field locations of existing underground utilities prior to topographic survey. Topographic survey will include the location of existing marked underground and overhead utilities. Provide a topographic survey for approximately 1,450 linear feet (LF) of the Highland Drive 66-foot wide right-of-way from Fredonia Avenue to Martin Drive, including approximately 50 feet of intersecting roadways.
3. Conduct structure inventory for up to nine sanitary sewer structures and 19 storm structures to collect invert elevations.
4. Prepare plan and profile drawings and cross sections at 50-foot intervals, and at driveways or intersecting roadways, for up to 1,450 LF of roadway reconstruction and 280 LF of proposed sidewalk. It is anticipated that the existing curb and gutter will generally remain in place and will be replaced in kind as needed, and street widths will remain the same as the existing streets. Defective curb and gutter and sidewalk sections will be field located by OWNER and locations will be included in ENGINEER's initial topographic survey.
5. Design up to seven curb ramps.
6. Design up to 1,200 LF of water main and 700 LF of sanitary sewer and show on plan and profile drawings.

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7. Prepare the following drawings: title sheet, general notes sheet, typical section, alignment detail sheets, erosion control sheets, intersection details, traffic control sheets, and appropriate construction details.
8. Submit base mapping and design drawings to private utility companies. Correspond with private utility companies regarding work plans for addressing utility conflicts arising from project. Design revisions resulting from utility works plans shall be considered additional services.
9. Prepare and submit the following permits and agency reviews.
 - a. One Wisconsin Department of Natural Resources (WDNR) Water Main Extension Permit
 - b. One WDNR Sanitary Sewer Extension Permit
 - c. One Southeastern Regional Planning Commission Sewer Extension Review
 - d. One WDNR Construction Site Stormwater Runoff General Permit
10. Prepare Bidding Documents using Engineers Joint Contract Documents, Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, technical specifications, and engineering drawings.
11. Submit draft Bidding Documents to OWNER for review and input.
12. Review draft Bidding Documents with OWNER; incorporate review comments, as appropriate; and submit two copies of the final Bidding Documents to OWNER.
13. Prepare draft and final opinion of probable construction cost and submit to OWNER.
14. Assist OWNER with procurement of a geotechnical consultant for the project. Review OWNER-procured geotechnical report.

Bidding-Related Services

1. Distribute Bidding Documents electronically through QuestCDN, available at www.questcdn.com. Submit Advertisement to Bid to OWNER for publishing.
2. Prepare addenda and answer questions during bidding.
3. Attend in-person bid opening.
4. Tabulate and analyze bid results and assist OWNER in the award of the Construction Contracts.
5. Prepare three sets of Contract Documents for signature.

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Service Elements Not Included

In addition to those listed in the associated Agreement for Technical Services, the following services are not included in this Task Order. If required, they may be provided through an amendment to this Task Order or under a separate task order with OWNER.

1. Construction contract administration
2. Construction observation
3. Construction staking
4. Curb and gutter design
5. Easement preparation including legal description and exhibits
6. Geotechnical services
7. Lighting design
8. Pavement marking and signing plan
9. Property owner meetings
10. Public information meeting
11. Real estate and easement acquisition
12. Special assessment assistance
13. Storm sewer design
14. Title searches

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$83,500.

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of September 18, 2023. Services are scheduled for completion on June 3, 2024.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

VILLAGE OF FREDONIA

 Joseph M. Bunker
 Corporate Secretary

Date

 Dan Gehrke
 President

Date

 Christophe Jenkins
 Village Administrator

Date



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bakertilly.com

August 25, 2022

Ms. Melissa Depies
Clerk-Treasurer
Village of Fredonia
777 E Wisconsin Ave
32nd Floor
Milwaukee,, Wisconsin 53202

Dear Ms. Depies:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your auditors.

The purpose of this letter (the Engagement Letter) is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the Village of Fredonia (Client, you, your).

Service and Related Report

We will audit the basic financial statements of the Village of Fredonia as of and for the years ended December 31, 2022, 2023 and 2024, and the related notes to the financial statements. Upon completion of our audit, we will provide the Village of Fredonia with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of the Village of Fredonia, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- > Detailed schedules of revenues, expenditures and other financing sources (uses) - budget and actual - general fund

Ms. Melissa Depies
Village of Fredonia

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Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the Village of Fredonia's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Fredonia's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- > Budget comparison schedules

Our report does not include reporting on key audit matters.

Our Responsibilities and Limitations

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for performing that audit in accordance with auditing standards generally accepted in the United States of America (GAAS). These standards require that we plan and perform our audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. A misstatement is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user based on the financial statements. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and those charged with governance of their responsibilities. Our audit is limited to the period covered by our audit and does not extend to any later periods during which we are not engaged as auditor.

The audit will include obtaining an understanding of the Village of Fredonia and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal controls or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under professional standards.

Ms. Melissa Depies
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We are also responsible for determining that those charged with governance are informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that those charged with governance receive copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

Our audit will be conducted on the basis that the Organization's management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- > For the preparation and fair presentation of the financial statements and supplementary information in accordance with accounting principles generally accepted in the United States of America;
- > For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements and supplementary information that are free from material misstatement, whether due to fraud or error; and
- > To provide us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements and supplementary information such as records, documentation, and other matters;
 - Additional information that we may request from management for the purpose of the audit; and
 - Unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence

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Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the Village of Fredonia complies with the laws and regulations applicable to its activities.

As part of our audit process, we will request from management and, when appropriate, those charge with governance written confirmation concerning representations made to us in connection with the audit.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the Act). Baker Tilly is not recommending an action to the Village of Fredonia; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. Any municipal advisory services would only be performed by Baker Tilly Municipal Advisors LLC (BTMA) pursuant to a separate engagement letter between you and BTMA. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

Nonattest Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services. For purposes of this letter, nonattest services include services that *Government Auditing Standards* refers to as nonaudit services.

Nonattest services that we will be providing are as follows:

- > Financial statement preparation
- > Adjusting journal entries
- > Compiled regulatory reports

None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.

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- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

In addition to the audit services discussed above, we will compile the annual Financial Report Form to the Wisconsin Department of Revenue and the Public Service Commission Annual Report. See Addendums A and B attached, which are an integral part of this Engagement Letter.

Other Documents

If you intend to reproduce or publish the financial statements in an annual report or other information (excluding official statements), and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

If you intend to reproduce or publish the financial statements in an official statement, unless we establish a separate agreement to be involved in the issuance, any official statements issued by the Village of Fredonia must contain a statement that Baker Tilly is not associated with the official statement, which shall read "Baker Tilly US, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Baker Tilly US, LLP, has also not performed any procedures relating to this official statement."

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records and we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the Village of Fredonia's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to regulators, the Village of Fredonia hereby authorizes us to do so.

Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from the Village of Fredonia's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason the Village of Fredonia is unable to provide such schedules, information, and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

Ms. Melissa Depies
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Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter." In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

<u>Year</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Village	\$ 11,250	\$ 12,250	\$ 13,250
Water utility	3,750	4,000	4,300
Sewer utility	3,750	4,000	4,300
Fire/Ambulance	1,250	1,325	1,400
TID	1,500	1,600	1,700
PSC report	1,250	1,325	1,400
State report form C	1,250	1,325	1,400

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. In addition to professional fees, our invoices will include our standard administrative charge, plus travel and subsistence and other out-of-pocket expenses related to the engagement. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the Village of Fredonia agrees to be responsible for all expenses of collection including related attorneys' fees.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

Ms. Melissa Depies
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To the extent the services require Baker Tilly receive personal data or personal information from Client, Baker Tilly may process any personal data or personal information, as those terms are defined in applicable privacy laws, in accordance with the requirements of the applicable privacy law relevant to the processing in providing services hereunder. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor in relation to Client personal data and personal information, as those terms are defined respectively under the CCPA/GDPR. Client is responsible for notifying Baker Tilly of any data privacy laws the data provided to Baker Tilly is subject to and Client represents and warrants it has all necessary authority (including any legally required consent from data subjects) to transfer such information and authorize Baker Tilly to process such information in connection with the services described herein. Client agrees that Baker Tilly has the right to generate aggregated/de-identified data from the accounting and financial data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Any additional services that may be requested, and we agree to provide, may be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the Village of Fredonia, unless otherwise prohibited. In the event we are requested by the Village of Fredonia or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the Village of Fredonia, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

We may be required to disclose confidential information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify the Village of Fredonia if disclosure of confidential information is necessary for peer review purposes.



Request for Board Consideration

Item Description: Pertaining to the Allowable Setbacks of Accessory Structures	
Report Prepared By: Administrator Jenkins	
Report Date: 09/13/2023	Meeting Date: 09/21/2023
Strategic Priority? <ul style="list-style-type: none"> ★ Smart Residential, Industrial, or Commercial Growth ○ Responsible Fiscal Priority ○ Supports Public Safety and Infrastructure ○ Encourages Open Communication and Collaboration ○ Strong Sense of Community 	
Fiscal Summary: None	
Budget Line Item: None	
Wisconsin Statute or Local Ordinance: Ordinance 575-83 (b)(1)	
Background Analysis: After an approval of a variance for the setback of a play structure by the Board of Appeals, President Gehrke asked staff to investigate amending our ordinances to match previously communicated details regarding setbacks for accessory structures. Our Ordinance currently states the setbacks must match the Zoning District which can vary in footage, when previously used communications stated 3 feet. Before you is a request to uniform all accessory structure setbacks at 3 ft.	
Staff Comments: “Average lots sizes do not allow conformity to the primary structure setbacks to be utilized for accessory structures. The proposed setback of 3 ft would allow the flexibility to allow this use as seen across the village for various sheds, play structures, etc.” -Admin Jenkins	
Administrator’s Recommendation: Approve	
Action Requested: Motion to Approve Ordinance 2023-9: Pertaining to the Allowable Setbacks of Accessory Structures	
Attachments: 1. Ordinance 2023-9: Pertaining to the Allowable Setbacks of Accessory Structures	

ORDINANCE 2023-9

**AMENDING § 575-83: PERTAINING TO THE ALLOWABLE SETBACKS OF
ACCESSORY STRUCTURES**

The Village Board of the Village of Fredonia does ordain as follows:

§ 575-83(B)(1) is hereby amended by deleting text struck through and adding the text in underlining:

B. Placement restrictions. An accessory building, use or structure may be established subject to the following regulations:

(1) Placement and dimensions. Notwithstanding any placement and dimensional standards pertaining to principal structures set forth in the applicable zoning district, Accessory uses and detached accessory structures are permitted in the rear yard only; ~~they~~ shall not be closer than five feet to the principal structure, shall not be closer than three feet to any lot line, shall not exceed 15 feet in height, and shall not occupy more than 20% of the rear yard area in all districts except the following:

[The remaining portions of s. 575-83(B)(1) shall remain unaltered.]

PASSED AND ADOPTED by the Village Board of the Village of Fredonia, Ozaukee County, Wisconsin this _____ day of _____, 2023.

Daniel Gehrke, Village President

ATTEST:

Michelle Johnson, Village Clerk

Contact

www.linkedin.com/in/jessicajfranck
(LinkedIn)
www.redbox.com (Company)
www.franck-n-styles.com (Other)

Top Skills

Microsoft Excel
Microsoft Office
Microsoft Word

Certifications

Learning Excel: Data Analysis (2019)
Bluebeam University: Revu Basics
Bluebeam University:
Measurements, Takeoffs, &
Estimation
Bluebeam University: Drawing
Management

Jessica J. Franck

Technical Estimator - Take Off
Fredonia, Wisconsin, United States

Summary

Key Account Management...Operations and Systems Improvement
Professional....Customer Service Advocate and Leader

Accomplished and highly versatile professional with 20 years of diverse experience in manufacturing, retail and service industries. Wide scope of expertise includes manufacturing operations, quality and compliance, customer account and service management, and project management. Demonstrated track record of structuring integrated customer support strategies and solutions; implementing best practices, articulating policies and procedures, and organizing team collaboration. Lifelong learner with a passion for education. Applies a methodical and logical approach to all problem solving and process improvement.

Specialties: Building Client/Customer Relationships; Developing Customer Support Solutions; Verbal/Written Communication; Presentations

Experience

Wagner
Technical Estimator
May 2022 - Present (1 year 5 months)
Milwaukee, Wisconsin, United States

Quoted pricing on all Architectural Product lines, including Lumenrail, Cable, Legato, Level Lock Plus, and Panel Grip.

Interpreted Architectural, Electrical, and Landscape drawings to determine quoting for customer needs.

Prepared customer quote documents, maintained correspondence, records and documents.

Managed requests for quotes for stainless steel, hand, and guardrail, ensuring accurate information provided before disbursement to estimating team.

Assisted team with developing processes and procedures for creating accurate quotes and take offs.

Redbox Automated Retail, LLC

Regional Operations Supervisor

September 2009 - April 2022 (12 years 8 months)

Redbox is a nation-wide retail business offering DVD/Blu-Ray and Video Game rentals at conveniently located self-service kiosks. With more than 40,000 kiosks nation-wide, Redbox is leading the way in customer satisfaction in the Retail Entertainment industry.

- Managed Market by supervising people - interviewing, hiring, training, and developing team members. Built relationships with external customers to ensure customer satisfaction with both the kiosk and the product
- Continually monitored Market kiosks to ensure availability of product for customers. Coordinated repairs of kiosks with technicians to ensure kiosks working efficiently for customer use.
- Managed inventory of product, both new release discs, as well as returned inventory reducing product loss.
- Established SOP's to improve team consistency in meeting Corporate metrics and goals.
- Optimized routes for merchandisers to reduce Cost of Distribution, reconciled market costs and made recommendations to improve COD
- Managed Projects independently with effective decisions ensuring project goals were met under budget and prior to deadline completion dates.

Manpower

Quality Professional

2008 - 2008 (less than a year)

World leader in the employment services industry, offering permanent, temporary and contract recruitment, employee assessment and selection, training, outplacement, outsourcing and consulting; with over 4,500 offices in 80 countries and over \$21 billion in sales annually.

- Conducted Field Operational Audits to ensure the integrity of Manpower's Quality Management System, the Predictable Performance System.
- Conducted Contract Compliance Audits on National Accounts to ensure Field compliance with account guidelines.
- Supported staff, both field and Headquarters, to fully understand Manpower's Quality Management System.

- Support field staff in Manpower's on-going registration to ISO 2001:2000.
- Collected, measured, and analyzed client and associate satisfaction.

Interior Systems Inc

Customer Service Manager/Project Manager

2005 - 2008 (3 years)

Interior Design/Build solutions to companies around the globe; Established in 1979 with currently over \$45 million in yearly sales; two design offices and two manufacturing plants in key strategic locations to provide superior service.

- Supervised Customer Service Dept; Interviewed and trained new associates; Conducted reviews, mentored, disciplined and provided feedback as needed
- Worked directly with CFO in reducing receivables from 60% to 20% by utilizing customer service department to resolve issues; Established procedures to eliminate receivables reaching previous balances
- Managed multiple small projects; Acted as liaison between internal and external customers; Handled customer complaints/problems; Provided custom product quotes; Established deadlines for projects with production team.
- Redefined Customer Service role within organization to better fit customer needs and concerns.
- Conducted Customer Satisfaction surveys; Recommended strategies to improve satisfaction

NCL Graphic Specialties

Customer Service Representative

2003 - 2005 (2 years)

Commercial printer established in 1963 with traditions of innovation, assisting customers with complex and unusual printing and finishing needs; with over \$25 million in yearly sales.

- Supervised Customer Service Department; Interviewed and trained new; Conducted reviews, mentored, disciplined and provided complimentary feedback as needed.
- Oversaw multiple top accounts; Worked as liaison between customer and production teams; Worked with Estimating team to establish project quotes; Handled customer complaints/problems/issues; Initiated repair and replacement orders; Established deadlines for projects with production team
- Initiated billing and invoicing procedures by analyzing and processing projects
- Created SOP's to improve team consistency within the department

Leader Paper Products
Customer Service Manager
2002 - 2003 (1 year)

Supplier of top-quality envelopes, stationary and specialty paper products;
Established in 1901 with over \$30 million in yearly sales.

-Supervised Customer Service Department; Interviewed and trained new associates for all divisions; Conducted reviews, mentored, disciplined and provided complimentary feedback as needed; Maintained yearly budget of \$300K for Customer Service Department

-Oversaw multiple top accounts; Worked as liaison between customer and production teams; Provided custom product quotes; Handled customer complaints and concerns; Initiated replacement orders when needed; Established deadlines with production team for customer projects

-Developed and implemented uniform customer discount sheets and new billing process

-Spearheaded changeover to new order entry program saving company time and productivity losses.

Kohl's Department Stores
Recruiting Supervisor
2000 - 2002 (2 years)

Nationally branded retail store committed to providing top quality and value to consumers while remaining family orientated; sales of over \$14 billion, with new stores added yearly.

-Recruited, interviewed, and trained all new employees; Mentored and developed Trainers from within sales force; Maintained employee files and processed payroll

-Assisted in sales and service areas when needed; Spearheaded monthly internal audits and yearly inventory control system.

-Created monthly newsletter with calendar of employee events; Coordinated and deployed all employee-relations events

Schmidt Printing
Account Manager
1997 - 2000 (3 years)

Web offset printer providing expert print solutions to magazines, newspapers, and catalogs; Established in 1912, with currently more than \$50 million in yearly sales.

- Oversaw multiple top accounts; Acted as liaison between customer and production teams; Handled all customer complaints/problems/issues; Established deadlines for all customer projects with production planner.
- Worked extensively with Sales force to ensure satisfaction in all aspects of customer relationship
- Initiated billing process by analyzing and processing invoices

Education

Milwaukee Area Technical College
Associate, Accounting · (2008 - 2012)

Saint Mary's University of Minnesota
M.A., Management · (2000 - 2004)

Bemidji State University
B.S., Industrial Technology · (1993 - 1997)



Request for Board Consideration

Item Description: Offer to Purchase a 2013 GMC 3500 Dump Truck 4X4	
Report Prepared By: Director Paulus	
Report Date: 09/19/2023	Meeting Date: 09/21/2023
Strategic Priority? <ul style="list-style-type: none"> <input type="radio"/> Smart Residential, Industrial, or Commercial Growth <input type="radio"/> Responsible Fiscal Priority ★ <input checked="" type="radio"/> Supports Public Safety and Infrastructure <input type="radio"/> Encourages Open Communication and Collaboration <input type="radio"/> Strong Sense of Community 	
Fiscal Summary: The truck is currently offered as a private sale listed at \$28,200. The 2023 CIP has \$30,000 earmarked for this purchase. I hope to negotiate a lower sale price for the vehicle and use the remainder to outfit to Village specifications. This vehicle would replace a 1988 dump truck that has since been sold for \$4,300.	
Budget Line Item: 110-00-532-40-810-000	
Wisconsin Statute or Local Ordinance:	
Background Analysis: The Finance Committee, at the April 27, 2023 meeting, approved reallocating \$30,000 of CIP funds for the purpose of purchasing a 1 ton dump truck. Originally the Ozaukee County Highway Department planned to sell a vehicle to the Village. They have since decided to keep the vehicle in house, thus forcing the Village to look elsewhere.	
Staff Comments: I have spent the last couple months looking at potential vehicles and have settled on this one as my recommended purchase.	
Administrator's Recommendation: Approve	
Action Requested: Motion to Approve Offer to Purchase a 2013 GMC 3500 Dump Truck 4X4 and Outfitting Expenses For an Amount Not to Exceed \$30,000.	
Attachments: <ol style="list-style-type: none"> 1. Photos and Description of Vehicle 	



2 owners

Seller's Description

2013 GMC 3500 1 ton 4x4 Duramax Diesel Allison transmission dump truck, fold down sides, 230,109 miles, no expense spared on maintenance, has 6 brand new tires, freshly serviced with all new fluids & needs nothing whatsoever.

This truck was NEVER plowed with, no body work ever performed, all original body, not used in winter, frame was professionally under coated when new & again 4 years ago and looks great and is solid as a rock!

Price reduced for a quick sale \$28,200 or may consider possible partial trade for another diesel pick up, Skidloader UTV Atv snowmobiles plus cash. Have cash to add if your vehicle has the value!

(friendly reminder, New dumps like this one are over 80k)

Private use
Clear Title in hand & in my name, thanks for looking! See less



Message

