

**VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN**

(Official Minutes)

MONTHLY MEETING of the VILLAGE BOARD OF TRUSTEES
Monday, October 7, 2013

Village President Arvid Petersen called the monthly meeting of the Village Board to order at 6:00 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Trustees Present: Roll call vote: Cindy Wilson, George Spadoni, President Petersen, Tom McGreevy, Pat Kenny, Rick Pappas

Trustee Absent: Bill Gage

Also Present: Ron Adams, Dennis Barr, Bridget Beth, Greg Blizzard, Jade Bolack, Police Officer Christopher Brunning, Russ Ceschi, Mary Green, Administrator/Treasurer Kelly Hayden, Merilee Holst, Library Director Nancy Krei, Clerk Dennis Martin, Jeff Middleton, Kate Nitsch, Building Inspector/Zoning Administrator Ron Nyman, Police Chief Steve Olson, Dale Thorpe

Visitors Heard

Director of Utilities Dennis Barr stated that he wanted to apologize to the Village Board members for getting upset and making some regrettable comments at the September 13, 2013 special Village Board meeting. Jeff Middleton stated that he wanted to introduce himself and that he is looking forward to working with the Village officials and DPW employees as the new AFSCME Union representative for this area of the state.

Announcements

1. Fontana/Walworth Water Pollution Control Commission Meeting – Tuesday, October 8, 2013, 7:30 pm
2. GLLEA Monthly Board Meeting – Wednesday, October 9, 2013, 10:00 am (Meeting cancelled)
3. CDA Meeting – Wednesday, October 9, 2013, 6:00 pm
4. Public Works Committee Meeting – Saturday, October 12, 2013, 8:00 am
5. Library Board Meeting – Wednesday, October 16, 2013, 10:00 am
6. Plan Commission Staff Meeting – Wednesday, October 16, 2013, 1:00 pm
7. Park Commission Meeting – Wednesday, October 16, 2013, 6:00 pm
8. Village Board & Finance Committee Budget Meeting – Thursday, October 17, 2013, 6:00 pm
9. GLEA Board Meeting – Thursday, October 17, 2013, 7:00 pm
10. Protection Committee Meeting – Monday, October 21, 2013, 5:30 pm
11. Plan Commission Meeting – Monday, October 28, 2013, 5:30 pm
12. Lakefront and Harbor Committee Meeting – Wednesday, October 30, 2013, 4:30 pm

Approval of Village Board Minutes

Trustee Kenny/Trustee McGreevy 2nd made a MOTION to approve the minutes for the meetings held September 9 and 13, 2013, as presented, and the MOTION carried without negative vote.

Village Treasurer's Report, Vendor Report, & Payroll Overtime Report

The August 2013 reports were distributed.

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to approve the reports as distributed and to place them on file for the annual audit, and the MOTION carried without negative vote.

Approval of Village and Utility Payables

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to approve the payables as submitted, and the MOTION carried without negative vote.

Park Commission – Trustee Wilson

Pig in the Park Report and General Fund Playground Equipment Debt Final Payment

Wilson stated that the sixth annual event was very successful, with a net profit of \$11,196. The balance of the Park Commission Little Foot Playground fund prior to the event was \$2,917, which after transferred left a balance of \$1,629 to be paid back to the General Fund for the pirate ship purchase. With the \$1,629 to pay off the debt taken from the proceeds of this year's event, there was a balance of \$9,567 that was split between Dan Green's Touch A Life, Heal A Heart, Inc., 70 percent or \$6,697, and the Park Commission, 30 percent or \$2,870. Wilson stated that the Park Commission

decided to allocate the \$2,870 for the Little Foot Playground fund to start saving for the purchase of new equipment. Dan Green's Touch A Life, Heal A Heart, Inc. officers Mary Green, Kelly Hayden, Kate Nitsch and Bridget Beth presented the Village with a check for \$1,629 for the final payment on the pirate ship purchase debt, and with a check for \$2,870 to the Park Commission for its 30 percent of the remaining profits from this year's event.

Mohr Road Creek Drainage Project Proposal – Creative Edge Landscapes

Following lengthy discussion on the proposal, which is for a stream stabilization storm water management project that is being funded by the neighboring property owners and has been recommended for approval by the Park Commission and the Public Works Committee, conditions for approval were added to the motion that authorizes the Village to pay for the DNR permitting and project planning expenses. Wilson stated that the Park Commission only made a recommendation on the Village paying \$1,300 for the DNR permit application preparation and filing expenses for the proposal, and did not realize that the property owners also were requesting that the \$800 design services also be paid for by the Village. Wilson stated that the Park Commission members are in favor of the storm water management project and would be willing to also pay for the design services since the two adjacent property owners have offered to pay for the construction costs; however, the proposal will have to be revisited at the next Park Commission meeting in order to make an official recommendation on paying Creative Edge Landscapes for the \$800 project design expenses. Wilson stated that she would like Village Board to consider making a motion to approve the proposal, contingent on the cost of the design services being favorably reviewed by the Park Commission at its next monthly meeting. Pappas stated that he is concerned that the proposal submitted by Creative Edge Landscapes for the required design and DNR permitting aspects of the project does not include the project plans or the estimated construction cost. Pappas stated that the Village Board members can't be certain that they will approve of the project plans until they are submitted. Pappas stated that he was also concerned that there are proposed charges for preparing the DNR permit application, not just for the cost of the required permit. Pappas stated that the charges for preparing the paperwork for the DNR permit application seem excessive compared to what the Lakefront and Harbor Committee gets charged by Austin Pier Service when the company prepares and files DNR applications for Village projects.

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to approve the \$2,040 estimate for the Mohr Road creek drainage stream stabilization project as submitted by Creative Edge Landscapes, Twin Lakes, subject to the project plans being submitted for Village Board review before the DNR permit application is prepared and contingent on the Park Commission favorably reviewing the proposal to have the Village also pay for the design services. The MOTION carried without negative vote.

Public Works – Trustee McGreevy

211 Third Avenue B-Box Locating Services Invoice Reconsideration Recommendation

McGreevy stated that the Public Works Committee reviewed the letter submitted by Peter and Laura Priehs, the new owners of 211 Third Avenue, and their requests that a \$1,450 invoice be reconsidered. The letter states in part, "We are not trying to avoid any of our responsibilities; however, we do not feel that we should be responsible for the whole amount." McGreevy stated that the committee determined that the \$250 video camera work that was completed on the sewer line was a decision made by staff and it turned out not to be necessary; however, the other work was necessary because the previous property owners buried the B-Box 3-feet below an asphalt surface.

Trustee McGreevy/Trustee Pappas 2nd made a MOTION to approve the Public Works Committee recommendation that the Village pay the \$250 portion of the invoice for the video camera work on the sewer line, and that the \$1,200 for unburying the B-Box, installing the new valve and B-Box, and backfilling the line with road gravel be charged to the home owners. The MOTION carried without negative vote.

L.W. Allen Lift Stations Pump Inspections P&M Proposal

McGreevy stated that the committee recommended approval of the preventative maintenance and inspection service contract with L.W. Allen, Inc., Madison, for an annual amount not to exceed \$4,000, and to commence the services as soon as possible if there are funds available in the budget.

Trustee McGreevy/Trustee Spadoni 2nd made a MOTION to approve the preventative maintenance and inspection service contract with L.W. Allen, Inc., Madison, for an annual amount not to exceed

\$4,000, as recommended. The MOTION carried without negative vote.

DPW Painting Projects Contractor Proposal

McGreevy stated that the committee recommended that a former Huber Dorm inmate who has put in 66 court ordered community service hours painting at the DPW garage site be hired as an independent contractor for the rest of the year. McGreevy stated that he is a professional painter by trade and he has been doing an excellent job completing some long overdue painting projects. McGreevy stated that the committee recommendation is based on that fact that the DPW employees get paid about \$20 per hour on average, and the man performing community service hours has offered to complete the painting projects for \$9 an hour. McGreevy stated that the funds to have the man finish the painting projects could be allocated from the unused 2013 budgeted labor funds. After considering the projects that were discussed earlier, the committee came to consensus that at \$9 an hour, there should be enough budgeted funds to cover two months of painting projects at the DPW site. Village Attorney Dale Thorpe stated that there should be some type of written terms for the contracted work and the contractor should provide proof of minimal liability insurance to protect the Village in case of an accident. Following discussion, Trustees Kenny and Wilson agreed to amend their motion on the floor to approve the committee recommendation.

Trustee Kenny/Trustee Wilson 2nd made a MOTION to approve the Public Works Committee recommendation to contract with the professional painter for \$9 an hour to complete painting projects at the DPW site, for a total amount of time not to exceed 150 hours, and with the conditions that a simple written contract be submitted with adequate proof of liability insurance. The MOTION carried without negative vote.

Project Priority List for Unused 2013 Budget Funds – New Chlorinators for Well Nos. 2 & 4; Kohler Generator Set for DPW Shop

McGreevy stated that the committee recommended that some of the unused 2013 funds that were budgeted for personnel be designated for infrastructure projects that need to be completed as soon as possible. McGreevy stated that there is about \$65,000 in the budget that could be reallocated for projects, and the number one priority is new chlorinators for Well Nos. 2 and 4. The committee recommended approval of the proposal submitted by William/Reid Ltd. to purchase and install the equipment for \$30,595, and the \$2,800 proposal submitted by Power Tech, LLC to disconnect the existing units and tie-in the new units and circuits. Hayden stated that there are funds available in this year's Utility budget for the project.

Trustee Pappas/Trustee Kenny 2nd made a MOTION to approve the proposal submitted by William/Reid Ltd. to purchase and install the new chlorinator equipment for Well Nos. 2 and 4, and by Power Tech, LLC for the related electrical work, as recommend, for a total amount not to exceed \$35,000. The MOTION carried without negative vote.

Hayden stated that the \$17,000 to cover the cost of purchasing and installing a new generator for the DPW shop is currently divided between the 2014 General Fund budget and the 2014 Utility budget. The 2014 Utility budget also contains a new generator for the Upper Abbey Springs lift station.

Shabbona Drive Construction – Update

Barr stated that the sewer line was installed two weeks ago and lining work is continuing this week. Most of the reconstruction area has the gravel layer spread and is compacted. Adams stated that the contractors will commence with putting down the road bed this week and should be paving the surface layer next week. Petersen asked if the Village engineer had checked the grade on the empty lots owned by the Village to make sure they are adequate for the storm water management plan.

Plan to Hire DPW Director – Update

McGreevy stated that he has been busy working with Adams and Barr to finish the preliminary 2014 budgets and the item will be preliminarily discussed at the October 12, 2013 committee meeting.

General Business/Administrator's Report – President Petersen/Administrator-Treasurer Hayden

Public Hearing for Class "B" Fermented Malt Beverage License Renewal Application Filed by Lake Geneva Yacht Club, 1250 South Lakeshore Drive, Agent: Michael P. Moore, 128 N. Walworth Street, Williams Bay, WI.

Martin stated that Wisconsin Department of Revenue Special Agent Roger Johnson provided him with contrary information in May and September 2013 with regard to the Class "B" Fermented Malt Beverage License that had been previously issued by the Village to the Lake Geneva Yacht Club. At the time of renewal for the annual liquor licenses in May 2013, Martin was informed in an emailed message from Johnson that the Yacht Club's state issued Private Sports Club Liquor License also covered the sale of wine and beer or other fermented malt beverages; however, Martin stated that he was again contacted by Johnson on September 3, 2013 and informed that only the liquor and wine sales are covered by the state issued license and a Class "B" Fermented Malt Beverage License is required to be issued by the municipality. Martin stated that the application is in order, the fees have been paid, and all the required background checks and inspections have been completed.

President Petersen/Trustee Kenny 2nd made a MOTION to grant and issue a Class "B" Fermented Malt Beverage License to the Lake Geneva Yacht Club, 1250 South Lakeshore Drive, and the MOTION carried without negative vote.

Operator's License Applications Filed by Danica Rowan (Abbey Resort), Alicia Mueller (Abbey Harbor Yacht Club), Chasity Nofrey (Lake Geneva Yacht Club)

Trustee McGreevy/Trustee Wilson 2nd made a MOTION to approve the Operator's License applications filed by Danica Rowan, an employee at the Abbey Resort, and by Alicia Mueller, an employee at the Abbey Harbor Yacht Club, and the MOTION carried without negative vote.
Trustee McGreevy/Trustee Kenny 2nd made a MOTION to deny the Operator's License application filed by Chasity Nofrey, and the MOTION carried without negative vote.

138 Fontana Boulevard Lease Renewal

Hayden stated that the one-year residential lease with Patricia Doherty and Myles Hughes expired September 30, 2013. Hayden stated the annual rent totals \$7,000 and there currently is not language in the lease that states that lease would be terminated if the property is sold. Thorpe stated that if property is sold, current leases transfer to the new owners.

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to approve the renewal of the one-year lease with Patricia Doherty and Myles Hughes for the upper floor residence at 138 Fontana Boulevard, and the MOTION carried without negative vote.

Sale of Seized 2004 Mazda Automobile

Olson stated that the police department seized the 2004 Mazda automobile last year when they apprehended a suspect who was ordered by the court to forfeit the car. Olson stated that the Village of Fontana has clear title of the vehicle, which can be sold.

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to authorize the Police Department to sell the 2004 Mazda, and the MOTION carried without negative vote.

Water Safety Patrol 2014 Contract Approval

Hayden stated that the lifeguard services contract renewal proposal is the same as last year with regard to services and the \$37,260 total fee.

Trustee Spadoni/Trustee McGreevy 2nd made a MOTION to approve the 2014 Water Safety Patrol Contract as presented, and the MOTION carried without negative vote.

Update on State Statutes Regarding Referendum Filing Deadlines

Martin stated that a relatively new state law requires any referendum questions to be certified and filed at least 70 days prior to a regularly scheduled election. There are no more elections scheduled for 2013, and the election dates for 2014 are February 18, April 1, August 12 and November 4, 2014.

Set Halloween Trick-or-Treat Hours for October 31st from 4:00 to 7:00 PM

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to set the Halloween trick-or-treat hours for Thursday, October 31, 2013 from 4:00 to 7:00 pm, and the MOTION carried without negative vote.

Set Interview Date for Deputy Chief of EMS

Hayden stated that the new process for approving the Deputy Chief position for the Emergency Medical Services has narrowed the candidates down to two people, a closed session will be scheduled for the beginning of the next monthly meeting on November 4, 2013, and the officer could be

approved in the open session.

Building and Zoning Department Authorize Hiring Plan

Hayden stated that she and Building Inspector/Zoning Administrator Ron Nyman met again and drafted the distributed job description for a proposed 24- to 32-hours-per-week part-time assistant to work with Nyman. Hayden stated that as well as hiring a part-time assistant, they are also proposing that the Village of Sharon be given the required 90-day notice to terminate the current IGA for building inspection services. As well as terminating the services agreement with Sharon, Nyman also requested in an October 4, 2013 memo to the Village Board that staff be authorized to advertise for a part-time employee to provide him with clerical assistance as well as handle data entry, appointment scheduling and customer service duties, and provide administrative assistance with code interpretation and code compliance and property maintenance issues; and that staff be authorized to interview applicants for the position and provide a recommendation to the Village Board.

Trustee Kenny/Trustee McGreevy 2nd made a MOTION to approve the job description for a Building and Zoning Assistant as presented, and the MOTION carried without negative vote. Trustee Spadoni/Trustee Kenny 2nd made a MOTION to approve the Building and Zoning hiring plan as presented in the October 4, 2013 memo, and the MOTION carried without negative vote.

Sharon Intergovernmental Agreement Notice

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to direct staff to provide the required 90-day notice to the Village of Sharon to terminate the current Intergovernmental Agreement for Building Inspection Services, and the MOTION carried without negative vote.

Protection Committee – President Petersen

WPPA Union Contract Memo of Understanding Approval

Chief Olson stated that the proposed memo of understanding that was drafted to authorize a “flex shift” officer position to accommodate a change in pay status from three-quarters to fulltime for Officer Christopher Brunning was reviewed by the Protection Committee and union members and approval is recommended. Petersen asked and Thorpe replied that he had not yet reviewed the proposed memo of understanding.

Trustee Spadoni/Trustee McGreevy 2nd made a MOTION to approve the WPPA Union Contract Memo of Understanding as recommended, with the condition it is reviewed by the Village attorney. The MOTION carried without negative vote.

Change in Pay Status for Police Officer Chris Brunning

Olson stated that the committee recommended approval of the change in pay status from three-quarters to fulltime for Officer Brunning and the funds are in the budget.

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to approve the change in pay status from three-quarters to fulltime for Police Officer Christopher Brunning, and the MOTION carried without negative vote.

SMART Presentation

Olson stated that for a one-time \$100 fee, the Village of Fontana Police Department can join the existing Suburban Mutual Assistance Response Teams (SMART) program with 44 other law enforcement agencies located in southeastern Wisconsin. Olson stated that the Walworth County Police Chiefs Association has recommended joining the mutual aid program as it is in the best interest of their communities. Olson stated that there is no downside to the approving the draft resolution and agreement that were distributed for the meeting.

Trustee Spadoni/Trustee Kenny 2nd made a MOTION to approve Resolution 10-07-13-01, authorizing a mutual aid agreement for participation in Suburban Mutual Assistance Response Team, as presented, and the MOTION carried without negative vote.

Payroll Resolution Amendment for Fire and Rescue Department Merger

Petersen stated that the Protection Committee recommended approval of the proposed amendments for the nonunion employee payroll resolution as presented at the last monthly meeting. The amendments were to delete the Rescue Squad officers section; to add the \$900 annual salary for the new Deputy Chief position to the Fire Department Officers section; and to increase the salary from

\$3,300 per year to \$8,050 for the Fire Chief position, which was combined with the Rescue Squad Chief position when the departments were consolidated a few months ago. Hayden stated last month that she plugged in the salary increase figures based on the total of the amounts that were deleted in the Rescue Squad officers section. The proposed amendments were referred to the Protection Committee and the Finance Committee for recommendations. The Finance Committee also recommended approval of the amendments for the Fire and Rescue Squad officer salaries, and for a 2 percent increase to the fulltime nonunion employee salaries. Both items were approved in the following agenda item under Finance Committee.

Finance Committee – Trustee Kenny

Nonunion Employee Pay Increase Recommendation – Payroll Resolution Amendment

Kenny stated that as well as recommending approval of the previous agenda item, the Finance Committee reviewed and recommended approval of the 2 percent wage increases that were budgeted for the nonunion employees in 2013. The proposed wage increases were put in the budget last fall, but the Village Board decided to wait until later in the year to review the budget and make sure the funds would not be needed for an unforeseen emergency. Pappas stated that if wage increases are approved for the 2014 budget, the final approval should not be retroactive and the salaries should be increased right away at the beginning of the year.

President Petersen/Trustee Kenny 2nd made a MOTION to approve Resolution 10-07-13-02, amending the fire and rescue salaries to accommodate the department merger, and to authorize the retroactive 2 percent raises in the 2013 budget, as recommended. The MOTION carried without negative vote.

2014 Budget Planning Update – Next Meetings Thursday, October 17, 2013

Trustees Kenny and Spadoni have had conflicts develop and President Petersen will be at the annual League of Wisconsin Municipalities Conference, so the October 17, 2013 meetings will have to be rescheduled. Petersen directed the village clerk to contact the Finance Committee and Village Board members to reschedule the meeting.

F/W WPCC – President Petersen

2014 O&M Budget

Petersen stated that the annual budget for the wastewater treatment facility is in line with last year's budget and approval was recommended by the F/W WPCC Board. Hayden asked Petersen to check if the treatment facility employees are also subject to the terms of Act 10, which calls for annual public employee raises to be equal to or less than the annual CPI increase, which is 1.66 percent for 2014. The proposed F/W WPCC budget calls for a 2.57 percent increase in wage expenses.

President Petersen/Trustee McGreevy 2nd made a MOTION to approve the 2014 O&M Budget for the Fontana/Walworth Water Pollution Control Commission as recommended, and the MOTION carried without negative vote.

Lakefront & Harbor – Trustee Pappas

Lockwood Scuba Cleanup Dive Event at Fontana Beach October 20, 2013

Pappas stated that the committee recommended approval of the event. Hayden stated that the event organizers have requested that the Village keep the Port-A-Potty placed in Pioneer Park across the street from the village boat launch out past October 15th until the event so that the volunteer divers can use it during the event, which will take place in the beach and launch areas. The beach house may be winterized and locked up for the season by October 20th, depending on the weather.

Trustee Kenny/Trustee Pappas 2nd made a MOTION to approve the Lockwood Pioneer and Scuba Diving Museum event on the municipal beach and at the village launch on Sunday, October 20, 2013, as recommended, and the MOTION carried without negative vote.

Plan Commission – Trustee Spadoni

Amendments to ETZ Zoning Ordinance Sections 18-535(m), 18-542(a), and 18-546(c)(2)

Spadoni stated the following a September 23, 2013 public hearing, the Joint ETZ Committee and Plan Commission recommended approval of the amendments as presented.

Trustee Spadoni/Trustee McGreevy 2nd made a MOTION to approve Ordinance 10-07-13-01, amending Sections 18-110(d)(3), 18-110(d)(6)e and 18-92 of the Municipal Code, as recommended.

and the MOTION carried without negative vote.

Amendments to Zoning Ordinance Sections 18-92, 18-110(d)(3) and 18-110(d)(6)e Regarding Temporary Sunshade Structures

Spadoni stated the following a September 23, 2013 public hearing, the Plan Commission recommended approval of the amendments as presented.

Trustee Spadoni/Trustee McGreevy 2nd made a MOTION to approve Ordinance 10-07-13-02, amending Sections 18-542(a), 18-535(m) and 18-546(c)(2) of the Municipal Code, as recommended, and the MOTION carried without negative vote.

CDA – President Petersen

Update – Next Meeting Wednesday, October 9, 2013, at 6:00 PM

The CDA will be meeting to discuss preliminary development concepts for the Shodeen properties on Third Avenue.

GLLEA Board – President Petersen

Update

Petersen stated that the monthly meeting in October was cancelled.

Closed Session

Trustee Spadoni/President Petersen 2nd made a MOTION at 6:49 pm to adjourn into Closed Session pursuant to Chapter 19.85 (1) (c) Wis. Stats. to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require, specifically the 138 Fontana Boulevard Development Site, the Duck Pond Development Site, the Village lakefront building at 468 Lake Street, and 102 W. Main Street, and pursuant to Chapter 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically performance of Village Administrator. The not completed Roll Call vote was as follows:

Trustee Spadoni – Aye

President Petersen – Aye

Trustee McGreevy – Aye

Trustee Kenny - Aye

Trustee Pappas – Aye

Prior to voting, Trustee Pappas stated that he wanted to announce that he would vote yes to go into closed session, but according to the League of Wisconsin Municipalities Handbook for Wisconsin Municipal Officials section titled “Publicly Revealing Confidential Information Obtained in a Closed Session,” he will be able to talk about the closed session items with the general public. Thorpe stated that he did not know what Pappas was referring to; however, in his experience working as a municipal attorney he is confident the Wisconsin statutes governing closed sessions are very clear with regard to confidentiality of all closed session discussions. Following further discussion on Closed Sessions, Petersen stated that he wanted to make a motion to adjourn the meeting and to direct Thorpe to review the information cited by Pappas and to disclose his findings and provide direction to the Village Board members before any more business is considered in a closed session. Petersen stated that he wants to make sure the Village Board members know exactly what the state statutes require regarding closed sessions and the confidentiality requirements.

Adjournment

President Petersen/Trustee Pappas 2nd made a MOTION at 6:53 pm to adjourn the meeting and to direct Village Attorney Dale Thorpe to review the information cited by Trustee Pappas and to disclose his findings and provide direction to the Village Board members before any more business is considered in a closed session. The MOTION carried without negative vote.

Minutes prepared by: Dennis L. Martin, village clerk

Note: These minutes are subject to further editing. Once approved by the Village Board, the official minutes will be kept on file at the Village Hall.

APPROVED: 11/11/2013