



AGENDA
Village of Kewaskum
Village Board Meeting
Monday, April 4, 2022 – 7:00 P.M.

NOTICE IS HEREBY GIVEN that the next meeting of the Kewaskum Village Board, Washington County, Wisconsin is scheduled for Monday, April 4, 2022 at 7:00 p.m. at the Kewaskum Municipal Building, Council Room, 204 First Street.

- I. Call to order and roll call
- II. A Moment of Silence and Pledge of Allegiance.
- III. Approval of minutes from March 21, 2022 meeting (possible action)
- IV. Appearance by Citizens: None
- V. Public Hearing: None
- VI. Opening of Sealed Bids: None
- VII. Report of Department Heads
 - a. Fire Chief – Mark Groeschel
 - b. Police Chief – Tom Bishop
 - c. DPW Working Foreman – Dennis Aupperle
 - i. Report on DPW Activity
 - d. Administrator – Adam Gitter
 - i. Administrator’s Report
 - e. Clerk/Deputy Treasurer – Tammy Butz
 - f. Treasurer/Deputy Clerk – Julie Hundertmark
 - g. Library Director – Lori Kreis
 - i. Report on Library Activity
- VIII. Committee Reports
 - a. Administrative – Jim Hovland, Chairperson
 - b. Protection & Public Safety – Richard Knoebel, Chairperson
 - c. Public Works and Public Services – Richard Laubach, Chairperson
 - d. Plan Commission – James Hovland, Representative
 - i. Next meeting: April 26, 2022
 - e. Park & Recreation – Jim Wright, Chairperson
 - f. Library Board – Jim Hovland, Representative
 - i. Next Meeting: April 11, 2022, Council Room at 1:30 p.m.
 - g. Mid-Moraine – James Hovland, Representative
 - h. Shared Facilities – Jim Hovland, Chairperson
- IX. Old Business
 - a. Discussion and possible action on the Knights Avenue Lift Station and ARPA funds (possible action)
- X. New Business
 - a. Discussion and possible action on approval to accept WI DOJ Coronavirus Emergency Supplement Funding Grant Program for Kewaskum Police Department (possible action)
 - b. Discussion and possible action on approval to accept WI Investment in Safer Communities Grant and allocate for Police Department Camera Technology Upgrade Project (possible action)

- c. Discussion and possible action on Organizational Study Request for Proposals (possible action)
- XI. Public Comments (rules for addressing the Board will be announced by the Village President)
- XII. Motion to convene into Closed Session as follows (roll call vote required):
 - a. Pursuant to Section 19.85(1)(e) Wis. Stats. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require closed session. Specifically, to be discussed is potential developments in TID #3. Present in Closed Session will be Village Board, Village Administrator and Village Clerk.
- XIII. Adjourn

Tammy Butz
Village Clerk/Deputy Treasurer

It is possible that individual members of other governmental bodies of the Village may attend the above meeting. Pursuant to State ex.rel. vs. Greendale Village Board, 173 West 20 533,494 NW 2nd 408 (1993), such attendance may be considered a meeting of the respective governmental body. This notice is given so that members of other governmental bodies of the village may attend the meeting without violating the open meeting law. Person with disabilities requiring special accommodations for attendance at the meeting should contact the Municipal Building at (262) 626-8484 at least one (1) day prior to the meeting.

AFFIDAVIT OF POSTING This agenda was posted in the office of the Village Clerk on the 1st day of April 2022.

Cc:

+D. Spenner	+West Bend News	+T. Bishop	+D. Aupperle	+A Laatsch
+N. Wendelborn	+Kewaskum Statesman	+M. Groeschel	+L. Kreis	+R Weber
+R. Knoebel	+WBWI/WBKV	+A. Gitter	+ J. Hundertmark	+A Kuehl
+R. Laubach		+J. Danaher	+ E Paulus	+K Scheunemann
+J. Wright				
+J. Hovland				

The Kewaskum Village Board, Washington County, Wisconsin met in regular session in the Council Room of the Municipal Building, 204 First Street.

Board Members Present: Spenner, Hovland, Wright, Wendelborn, Knoebel and Laubach

Staff Members Present: Gitter, Hundertmark, Butz, Groeschel, Aupperle and Steiner

President Spenner called the meeting of the Village Board to order at 7:00 p.m., followed by roll call and a reading of the Affidavit of Posting for the meeting. A moment of silence and the Pledge of Allegiance were observed.

Motion by Wright, seconded by Hovland to approve the March 7, 2022 meeting minutes, voice vote, motion carried.

APPEARANCE BY CITIZENS – none

REPORT OF DEPARTMENT HEADS

Fire Chief Mark Groeschel – February report was provided:

Fire Calls	5	Year to date	10
Fire Training	146.00	Year to date	304.00
Other Activities	54.00	Year to date	117.00
Rescue Calls	42	Miles	1075.4

Police Chief Tom Bishop – Staffing update provided

DPW Working Foreman Dennis Aupperle – reported on DPW activity:

- One salting event; two loads of salt ordered for Fall 2022 and ordered salt for next Winter
- Process of opening parks has begun
- Manholes on Forest & North Avenue need repair

Administrator Adam Gitter – provided his Administrator Report

Clerk/Deputy Treasurer Tammy Butz – reported on the Spring Election preparation

Treasurer/Deputy Clerk Julie Hundertmark – reported on February 2022 Cash on Hand and Investments report

Library Director Lori Kreis – reported on upcoming Library programs

COMMITTEE REPORTS

Administrative Committee – Hovland reported that the Administrative Committee met earlier this evening and recommends approval of the following items:

Motion by Hovland, seconded by Wright to approve February Accounts Payable, voice vote, motion carried.

Motion by Hovland, seconded by Wright to approve February Payroll, voice vote, motion carried.

Protection & Public Safety – no report

Public Works and Public Services – no report

Plan Commission – Next meeting is March 22, 2022

Park & Recreation – Wright reported that the Park and Recreation Committee met on March 17, 2022 and recommends approval of the following items:

Motion by Wright, seconded by Laubach to close the Kiwanis Pool for the 2022 season, voice vote, motion carried.

Motion by Wright, seconded by Hovland to reconsider closing the Kiwanis Pool for the 2022 season, voice vote, motion carried. Motion by Knoebel, seconded by Wright to suspend pool operations in 2022 and use \$9,400 in pool funds to engage in the Rettler Corporation proposal for Kiwanis Community Park – Master Planning, voice vote, motion carried. Motion by Wendelborn, seconded by Knoebel to earmark residual pool operations funds with Park & Recreation Committee direction for Kiwanis Park or escrow for 2023 use at Kiwanis Park, voice vote, motion carried.

Motion by Wright, seconded by Knoebel to accept 2022 July 3rd Fireworks donations, voice vote, motion carried.

Library Board –Next meeting is April 11, 2022.

Mid-Moraine – Next meeting is March 23, 2022 with discussion on the ARPA funds.

Shared Facilities – Hovland reported that the Shared Facilities Committee met on March 16, 2022 and recommends approval of the Request for Proposal (RFP). Motion by Hovland, seconded by Wright to approve the RFP to bid out the next phase of the Shared Facilities project, voice vote, motion carried.

UNFINISHED BUSINESS

Motion by Hovland, seconded by Wright to reconsider the March 7, 2022 decision on the Farmers Market Special Event Permit, voice vote, motion carried. The Farmers Market presented a petition signed by the majority of business owners on Main Street in favor of the event being on the Main Street side of the Downtown Parking Lot. Motion by Hovland, seconded by Wright to approve the Farmers Market Special Event Permit using the south-end, along Main Street, of the Downtown Parking Lot, voice vote, motion carried.

NEW BUSINESS

Discussion only on 2022 Strategic Planning, Paul Roback will address the board in April 2022.

PUBLIC COMMENT – none

Motion by Knoebel, seconded by Hovland to adjourn at 7:36 P.M., carried by roll call vote: Hovland – aye, Wright -aye, Wendelborn – aye, Knoebel – aye, Laubach – aye, Spenner -aye (6-0).

Tammy Butz
Village Clerk/Deputy Treasurer

Village of Kewaskum

REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: WI DOJ Coronavirus Emergency Supplemental Funding State, County, Local & Tribal Law Enforcement Agencies 2020 Grant

PREPARED BY: Chief Thomas F Bishop

REPORT DATE: April 4th, 2022

EXPLANATION: On March 1st, 2022, the Wisconsin Department of Justice opened a 'first come, first serve' grant process for law enforcement agencies with funding related to the COVID-19 pandemic. I immediately submitted a request for \$4,840.00 to replace my workstation, and Patty's workstation with new laptop computers with docking stations to allow for remote work when necessary. The grant was approved on March 4th, 2022.

Per Board policy, this grant needs board approval for me to accept. Both computers being replaced were on my computer replacement schedule for 2023. There is no required match by the Village.

RECOMMENDATION: Approve Grant.

REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Investment in Safer Communities Grant

PREPARED BY: Chief Thomas F Bishop

REPORT DATE: April 4th, 2022

EXPLANATION: On March 15th, 2022, Governor Evers announced that the State was investing \$19 million for local and tribal law enforcement agencies. The Governor stated it could be used for "...training, recruitment bonuses, community policing needs, or technology..."

The Village of Kewaskum will receive \$9,652.50. This funding is to be used for law enforcement purposes and I would like to allocate it towards our squad and body camera upgrade project.

I began working on upgrading our squad and body cameras last year. Both of our current products are out of date and our body cameras have been discontinued. Last summer, the federal Department of Justice announced competitive grant funding for body cameras. I applied for this grant through the Small, Rural and Tribal Body-Worn Camera Grant Program and was selected to receive funding in the amount of \$8,000.00.

This grant application was approved by the Village Board last summer and we are currently in the process of deciding between two different vendors. This entire project will cost approximately \$25,000 over a 5-year period to receive VAS (video-as-a-service) – which includes cameras, software, redaction, and cloud storage. Using both grants for this funding would allow for us to allocate \$17,652.50 towards this project and lower our costs to around \$7,000.

RECOMMENDATION: Approve allocating Safer Communities Grant Funding to PD Outlay to be used towards the purchase of squad and body cameras.

Request for Proposal (RFP) For Organizational Structure Assessment and Succession Planning

Issued by:
Village of Kewaskum

Proposals must be submitted no later than
4:30pm May 6, 2022

To:

Village of Kewaskum
Attn: Village Administrator Adam Gitter
204 First Street
P.O. Box 38
Kewaskum, WI 53040

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this proposal



Fire Logo

Village of Kewaskum Organizational Assessment and Succession Planning

Introduction

The Village of Kewaskum is requesting proposals from qualified parties for an organization assessment study and succession planning. The objective of the organizational study and succession planning is to evaluate the current organizational structure, and make recommendations regarding best practices to organize the Village's municipal departments and services to improve efficiencies and enhance both internal and external customer service. Subsequent to the organizational study, provide recommendations for succession planning necessary within the next one to five years.

Project Background

The Village of Kewaskum is located in northern Washington County, with a small portion of the Village located in Fond du Lac County. The portion of the Village in Fond du Lac County currently has no residents or taxable property value. The most recent population estimate for Kewaskum is 4308. The Village is ideally located with access to state highways 45 and 28, and is just 30 miles from the City of Milwaukee. Kewaskum has a convalescent downtown with multiple businesses and services, two active TIDs, and a strong residential real estate market.

Kewaskum operates under the president-village board form of governance, with day-to-day operations overseen by the appointed Village Administrator. The Village has multiple Departments providing services supported by the General Fund, including Public Works, Village Clerk's Office, Treasurer's Office, Police, and Fire. The Municipal Court and Library receive funding from the Village, but operate under their own Statutory Authority. The Village also has sewer and water utilities.

Currently, the Village has approximately 20 Full Time employees, 11 Regular Part Time employees, and up to 24 seasonal employees. In addition to those employees, the Fire Department also has approximately 55 Volunteer positions including 10 Officers. There are also 6 unionized positions within the Police Department that are included in the Full Time employee count.

Aside from the unionized positions, there is a structured compensation plan and grid system in place for employee compensation. Employee wages are usually adjusted as part of an annual budget process.

Scope of Services

The Village of Kewaskum is seeking proposals from qualified parties to conduct an organizational assessment and provide succession planning recommendations. The objective of the organizational assessment is to evaluate the current structure, and make recommendations regarding best practices to organize the Village's municipal departments and services to improve efficiencies and enhance both internal and external customer service. The following Departments/operations are included in the scope of the organizational assessment: Administration, Public Works (Including Sewer and Water), Police and Fire.

Additionally, once the operational assessment phase is complete, the Village expects the individual or firm selected to provide recommendations for proper and sustainable succession planning. Please note that the scope of the succession planning should include existing positions within those Departments/operations excluded from the operational assessment.

The individual or firm should complete other tasks deemed necessary for the accomplishment of a complete and comprehensive outcome as described in the project objective. The individual or firm shall expand on the tasks identified below, where appropriate, and provide suggestions that might lead to efficiencies and enhance the results or usefulness of the work.

The organizational assessment components shall consist of the following

- Examine the Village's current organization structure, reporting relationships, span of control and staffing levels.
- Review operational requirements, infrastructure, services and ratios of staffing to population served and other productivity measures.
- Review operational functions and workflow processes.
- Identify operational gaps, inefficiencies, overlap and duplication of services, and assess the efficiencies to be gained.
- Propose options for a new organizational structure and recommended staffing levels, workload, and span of control.
- Evaluate current job duties to ensure proper job titles correlate with responsibilities. Provide job title recommendations for any deficiencies in this area of study.
- Identify suggested implementation phases and optimal timeframes for options identified.

To ensure the Village is successful in implementing recommendations while planning for the future of the organization this study should include succession planning recommendations. Identify key roles which require succession planning and how future organizational structure can aid in succession planning. This should not be limited to the traditional structure of the Village of Kewaskum and instead take in to account various models such as a Public Works Director, Public Safety Director and variations of full and part-time roles. Pinpoint any gaps in the organizational structure that may be a hindrance to succession planning.

Rules for Submitters

Ten copies of the submission of this proposal should be sent to Adam Gitter, Village Administrator, 204 First Street, PO Box 38, Kewaskum, WI 53040 by 4:30 pm on Friday, May 6, 2022. Inquiries about this RFP can be directed to Adam Gitter at agitter@village.kewaskum.wi.us

Follow up questions should be submitted via email and responses will be shared upon request with other inquiring parties. Violation of this rule could result in disqualification. At the Village option, an in-person presentation with follow up questions and answers may be required.