

1. **CALL TO ORDER**. The special meeting of the Village Board was called to order by President Luebke at 5:00 p.m. on Monday, November 13, 2006.
2. **ROLL CALL**. Present: Jerry Bollig, Phil Harms, Jerry Luebke, Hans Noeldner, Eric Poole and Steve Staton, with Jon Lourigan arriving a few minutes late. Also present: Village Administrator Mike Gracz, Village Attorney Drew Cochrane, Finance Director Renee Hoeft, Police Chief Doug Pettit, Public Works Director Mark Below and Village Clerk Georgia Johnson, with Sr. Center Director Alison Koelsch and Library Director Vicki Cothroll arriving after Executive Session.
3. **EXECUTIVE SESSION**. Staton moved to adjourn into Executive (Closed) Session at 5:01 p.m. to discuss Village labor negotiations pursuant to Wis. Stat. secs. 19.85(1)(e) permitting closed sessions for the purposes of conducting public business when bargaining reasons require a closed session. Second by Bollig. Roll call vote: Noeldner – yes; Poole – yes; Lourigan – yes; Luebke – yes; Staton – yes; Harms – yes; Bollig - yes. Motion carried 7-0.

The Board reconvened into open session at 5:25 p.m. on motion by Noeldner, second by Staton. Motion carried 7-0.

4. **APPROVAL OF MINUTES**. **Bollig moved, second by Staton, to approve the minutes of the regular Finance, Buildings & Facilities Committee meeting of August 14, 2006.** It was noted these are Finance Committee minutes and are on the agenda due to Finance meetings for September, October and November having been cancelled and so they do not get forgotten in the future. **Motion carried 7-0.**
5. **PUBLIC APPEARANCES**. There were none.
6. **COMMUNICATION AND MISCELLANEOUS BUSINESS**.
 - a) **Copy of Letters from Commissioners of Public Lands Approving Loan for Red Brick Project**. Luebke referred to the letter noting that the Attorney General's Office has approved the loan and the loan is listed later on the agenda for a vote.
7. **UNFINISHED BUSINESS**.
 - a) **Approve Auditors Contract**. Hoeft noted that in 2003 requests for proposals were sent out and proposals were received from five firms with costs ranging from \$58,800 to \$62,750—for a 3 year period. At that time Hawkins, Ash, Baptie & Company was approved for the period 2003-2005. The Village then requested a one-year extension and Hawkins, Ash & Baptie quoted \$21,900 for a one-year extension or a 3-year proposal which comes out to be approximately \$2,000 higher than the 2003-2005 period cost. Hoeft recommended the Board approve going with Hawkins' Ash & Baptie & Company for the 3-year period and then going out for RFP's. She noted generally a municipality stays with an auditor for 5 years and then get another firm for a fresh look at the books. **Staton moved to approve Hawkins, Ash & Baptie & Company as the auditing firm for the Village through 2008. Second by Noeldner. Motion carried 7-0.**
8. **NEW BUSINESS**.
 - a) **Investments, Connection Fees, Impact Fees and Building Permits**. This is a monthly report provided to the Finance Committee to keep up to date on the numbers and for informational purposes. If anyone has any questions, they should contact the Finance Director. There was some discussion.

- b) Fleming's Invoices paid November 10, 2006. Luebke noted for informational purposes only Fleming has paid all outstanding billings which includes the balance of the park fees and Alpine Dairy and is now up to date.
- c) Discussion on Tax Refunds. Hoeft referred to the memo noting that the County is recommending not issuing any tax refunds until after February 20th (the date the Village settles with the County). In the past refund checks have been issued approximately 15 days after payment is received. The problem arises when a parcel is paid at Village Hall and at the County—which could generate an overpayment and would not be found until all overpayments are received from the County on February 20th. Hoeft advised that holding off on refunding would make it much easier on staff noting that last year there were 349 refunds. Refunds were issued every 15 days. These refunds have to be matched with the overpayment listing that comes from the County in February and it is a time consuming process. If we wait until the list is received there would be a large number of vouchers to generate but there would be one master list. Hoeft noted she will be attending a Dane County Treasurer's meeting and find out what other municipalities will be doing. There was some discussion. This will come back to the Board on November 20th for a decision.
- d) Associated Bank.
- 1) Repetitive Wire call back procedures. Hoeft stated that currently for outgoing wires of \$50,000 or more, it is entered, the Administrator releases and then the day of the wire the Bank makes a call to an authorized individual for verification. There is an option available now to set it up as a repetitive wire—these are wires that the bank would not have to call for verification on the day of the wire. Hoeft is recommending identifying four of the Village's wires as repetitive wires—3 of which are debt payments that go to DTC (Depository Trust Company), the State Clean Water Fund loan and Drinking Water Fund loan, the State Trust Fund loan and the Village's payroll transfer. These are all repetitive wires which Hoeft would enter, the Administrator or Clerk would have to release, but the day of the wire the bank would not have to make a verification call. Following a brief discussion, **Staton moved to approve setting up repetitive wire procedures as presented by Hoeft. Second by Bollig. Motion carried 7-0.**
 - 2) Wire notifications. Hoeft advised that Associated Bank has increased the wire notification charges to \$5.00 for every fax wire notification and \$1.00 for email notification. In the past the Village has received all of them by fax and Hoeft is recommending discontinuing notification for incoming wires since that verification can be made online and to receive email notification for outgoing wires (especially for debt payment). **Bollig moved to approve incoming and outgoing wire notifications as presented. Second by Staton. Motion carried 7-0.**
 - 3) On site depositing. Hoeft advised that Associated Bank is encouraging the Village to switch to on-site depositing. This would eliminate the courier service. Checks would be scanned in and sent to Associated Bank and the money would be deposited as received. This would really help during tax collection. There was some discussion. It was noted that Associated Bank would provide the necessary hardware. **Noeldner moved to approve on-site banking with Associated Bank as presented. Second by Lourigan. Motion carried 7-0.**

Certain items were taken out of order to accommodate members of the audience. For ease in reading, the items are in the same order as they appear on the agenda.

- e) Recommendation regarding Maintenance Agreement for Optech Voting Equipment. Johnson stated this is an annual maintenance agreement for the electronic voting equipment. The cost per year is \$510.00 and does not include the two new handicapped voting machines. Maintenance on those two machines for 2007 is going to be paid by monies received from the Federal government

for the purchase of the machines. The 2008 budget will include maintenance for them. There was some discussion. **Staton moved to approve the Maintenance Agreement with Command Central for the Optech electronic voting machines. Second by Noeldner. Motion carried 7-0.**

- f) Microsoft Claim. Luebke referred to the distributed materials and stated Gracz will be checking into this matter further before the Board needs to make a decision on whether to get involved in the class action settlement. Need to have more information to find out if it would be worthwhile to pursue.
- g) Part-time Police Officer pay rate. Tabled to November 20th meeting.
- h) Vandewalle's 2007 Agreement for Services. Gracz noted that Mike Slavney is the principal individual from Vandewalle. The Village has been satisfied with their service. [It was later noted that last year's contract was at the same hourly rate as this year.] The principal planner bills out at \$95 to \$150. **Bollig moved to approve the Agreement for Services for 2007 with Vandewalle & Associates. Second by Bollig.** It was noted all services will be completed on a time and material basis unless they give a specified amount for a particular project. **Motion carried 7-0.**
- i) Vandewalle's Southeast Quadrant. Gracz noted this was talked about during the budget meetings—it is a proposal from Slavney to finish the Southeast Quadrant plan which dates back to 2001. There has been discussion previously to do this in the first quarter in 2007 but Slavney sent an email indicating he could start working on it toward the end of 2006 so it is on the agenda for approval by the Board. It was noted the plan needs to be completed. There was some discussion. **Staton moved to approve Vandewalle & Associates completing the Southeast Quadrant Plan. Second by Bollig.** Lourigan stated it is his feeling that taxpayer dollars should not be spent on this and should let it sit for a couple more years to see if there is substantial growth. **Roll call vote: Noeldner – no; Poole – yes; Lourigan – no; Luebke – yes; Staton – yes; Harms – yes; Bollig – yes. Motion carried 5-2, with Noeldner and Lourigan opposed.** Staton noted that he has heard from constituents on the southeast (on Concord, Lexington area) side asking to have this completed. There was some discussion.
- j) Full Value Maintenance Discussion. Hoeft noted that switching to the full value method of valuation has been discussed previously versus doing a revaluation every 5-6 years. She referred to the Assessor's email regarding whether the tax levy would be increased every year and the response that construction done without taking out building permits would be caught much quicker. By doing a quarter of the physical inspections every year it would be caught much faster. In addition they have a chance to have work done without a building permit versus just an inflationary increase, it is coded differently on the report and then goes into the new construction category. The new levy limit is based on your new construction growth so the more value that is classified as new construction by the Assessor every year impacts the Village's levy limit. Hoeft pointed out that in addition it would keep property values more in line with the 100% ratio the State likes to see and the cost remains somewhat constant rather than taking a large hike every 5-6 years in the budget to cover a revaluation. There was discussion. It was noted it will be easier to maintain the budgeted amount at \$42,000 to \$45,000 every year. Gracz noted that a motion has already been made to do this and is before the Board for information and discussion.
- k) Disconnection Notices Discussion. Hoeft referred to her summary sheet memo noting this is a request to discontinue the disconnection process as set out in the memo. It was noted that disconnection notices take a considerable amount of time, generally the same customers receive the notices, and the delinquent amounts can be put on the tax bill. Hoeft noted that this will have the most impact on the landlord because any outstanding, delinquent amounts can be placed on the property tax bill and if it does go to the tax bill, the delinquent amounts are receipted before the taxes are. There was discussion. Bollig felt landlords should be advised of the change. Discussion

continued. **Bollig moved to approve discontinuing disconnection notices for water service effective immediately. Second by Noeldner. Motion carried 7-0.**

- l) Discussion of Finance Director Position and Staffing in front office. Gracz stated this is a recommendation to have Renee Hoeft return as the fulltime Finance Director. **Staton moved, second by Poole, to approve Hoeft's return to the Village as fulltime Finance Director. Motion carried 7-0.** There was some discussion.

Hoeft advised that the deputy clerk position in the Clerk's Office is not going to be filled. It is felt that without having to do the disconnection notices it would alleviate staff time and will allow for shuffling things around. It is felt that at this time we'll shift some things around, give it a month or two without doing disconnection notices, and then take another look at how to proceed in filling the position. This will be brought back to another meeting in the future.

- m) Acceptance of credit cards. Hoeft noted that taxpayers have requested the Village accept credit cards and there are a couple of ways the Village could do that. We could contract with a vendor such as a bank and have Village staff process the transaction or we could use an organization called "Official Payments". Hoeft stated Official Payments processes credit card payments for many governmental entities (possibly even the IRS). Hoeft recommended the Village approve accepting credit cards for utility bills and court citations. The first method described would cost the Village, however, by using the Official Payments organization a transaction fee is charged by them. It is felt that accepting credit cards for utility payments will be appreciated by landlords. Hoeft suggested going with Official Payments initially and reviewing it in a couple of months to determine if the Village wants to change. There was discussion. There was no objection so staff will start discussions with Official Payments and this will be put on a future Finance meeting agenda.
- n) Plans for senior center, library and post office. Hoeft advised that a 3-year contract is being negotiated with the Post Office which would take it up to 2010. It is felt the Village may not want to renew the lease again in 2010 but could review it and look at other options for that block at that time. If the lease is not going to be renewed the Village needs to look at what we could do for the Post Office people—need to start looking at what we're going to do with the Senior Center and the Library and so forth. Hoeft reminded the Board that the impact fees for the Library will have to begin to be spent in 2011-2013. Perhaps the Board wants to do a study of the block and include it in TIF #3. There was discussion. It was noted this needs to be kept on the agenda and discussions had about what the Board wants to do in this area.
- o) Discussion of 2007 Village Hall remodel and Chamber of Commerce Lease. Hoeft advised that in 1998-1999 monies were borrowed to do remodeling in the Village Hall but that work was never completed. The biggest cost for the remodeling included the mechanical rooms being moved which would allow for the reception area to be located right in front of the elevator and some of the offices would be moved around. Hoeft explained that in order to get this done staff is requesting to hire somebody to review the plans done by Vierbicher in 1998 and see if those cost estimates are realistic and the space needs fulfilled. It is not known how much a consultant would cost but would get estimates. Lourigan suggested going vertical and having one community center—combining the Library, Sr. Center and the Village Hall and abandoning the Village Hall building. There was discussion. It was determined that the staff will get estimates for a consultant and put that on a future Finance Committee agenda. It was noted that the Chamber has a lease for that space in Village Hall through December of 2007. Discussion continued.
- p) Waste Management Letter. Hoeft referred to the letter from Waste Management advising of a rate increase. The increase will amount to approximately \$100 month and was noted in the latest contract with Waste Management. The current contract will expire December 31, 2007. There was

some discussion. It was agreed that the Village will need to make a decision after the first of the year as to which collection system it is going to use after the current contract expires.

9. **BUDGET TRANSFER.**

- a) 2006 Budget Transfer #5. Hoeft stated the budget transfer other than insurance recovery deals mostly with Police Department uniforms/vests. Pettit noted that provision has been made in the new Police labor contract for replacement of the officers' vests every 5 years and the budget transfer shows the impact of those charges. Pettit advised that it was not expected that another officer would have to be replaced and felt that there should be enough money in the operating budget to cover these costs. There was some discussion. **Bollig moved, second by Staton, to approve Budget Transfer #5 as presented. Motion carried 7-0.**

10. **STAFF REPORT.**

- a) Consideration of Revised Offer for Former EMS Building and Discussion of Reimbursing one-half of deductible for PECFA clean up for former EMS Building. Luebke noted the revised Offer to Purchase has been signed with a couple of minor revisions. The closing is scheduled for sometime around the 15th and will be held at one of the title company's offices. There was some discussion. **Lourigan moved, second by Noeldner, to accept the Offer to Purchase as written. Motion carried 7-0.** Poole asked about the door and windows that need to be repaired. Hoeft stated the monies could be used from the leasehold improvement fund. There was discussion regarding the Youth Center's plans for staying in the building and Luebke asked Staton to contact the Director and find out what their plan is in the future.
- b) Resolution #06-20 Authorizing the Issuance of \$200,000 Taxable General Obligation Promissory Note for Red Brick School project. Luebke noted this is a resolution authorizing a \$200,000 General Obligation Promissory Note with the State Bank of Cross Plains regarding the Red Brick/Gorman Company project. The note was prepared by the Village's Attorney and the monies will be used to complete the work proposed on the Red Brick Building. **Noeldner moved to adopt Resolution #06-20 authorizing the issuance of \$200,000.00 Taxable General Obligation Promissory Note the Red Brick School project. Motion carried 7-0. [Board will have to re-do vote using a ROLL CALL VOTE.]**

11. **PROCLAMATIONS AND ANNOUNCEMENTS.**

- a) Thank you to Election Workers and Village Staff. Luebke thanked the Election inspectors for their hard work on Tuesday, November 7th. There was an excellent turnout with lots of new registrations. Residents were encouraged to register early for elections. There was some discussion. Village staff was recognized for their efforts and assistance as well—not only those helping out in the polling places but those remaining in the office.
- b) Letter from Nikolay McGillan-Setmire re: Fourth Grade Project. Luebke referred to and read a letter received from fourth grader Nikolay McGilligan-Setmire noting that what struck him with the letter was not only did Mr. Setmire include ideas but he also offered solutions. Luebke thanked Mr. Setmire for his letter.

12. **ADJOURNMENT.** The meeting was adjourned at 7:02 p.m. on motion by Noeldner, second by Bollig. Motion carried 7-0.

Submitted by,
Georgia Johnson,
Village Clerk