

1. **CALL TO ORDER:** The regular meeting of the Finance, Building & Facilities Committee of April 11, 2005 was called to order by Chair Jerry Bollig at 5:00 p.m.
2. **ROLLCALL:** Present: Jerry Bollig, Darrell Klimke and Mark Mortensen. Also present: Village Administrator Mike Gracz, Village President Jerry Luebke, Trustees Marv Severson and Eric Poole, and Clerk Georgia Johnson.
3. **APPROVAL OF MINUTES.**
  - a) **Klimke moved, second by Mortensen, to approve the minutes of the regular meeting of February 21, 2005. Motion carried.**
  - b) **Klimke moved, second by Mortensen, to approve the minutes of the regular meeting of March 14, 2005. Motion carried.**
4. **PUBLIC APPEARANCES.** None.
5. **COMMUNICATIONS & MISCELLANEOUS BUSINESS.**
  - a) **Farm Lease with Doerfer Bros.—Oregon Neighbor Parks.** Gracz noted this is the property purchased known as the Westside Community Park. **Mortensen moved to recommend the Village Board approve the Farm Lease with Doefner Bros. Second by Klimke. Motion carried.**
  - b) **Notice from Alliant Energy of Rate Increase.** It was noted this is for informational purposes. There was discussion regarding the impact on the budget. This will be put on the next agenda for further discussion.
6. **UNFINISHED BUSINESS.**
  - a) **Discussion on Liquor License Grant Application.** (Postponed until the May meeting.)
  - b) **Property Tax Freeze Update.** Gracz noted that the latest information indicates a movement within the Republican party to concentrate on TABOR. They are also struggling with the transfer of the DOT funding into the Educational Fund. According to the lobbyist from the Dane County Cities and Villages Association, State Shared Revenue is on the table again. There was some discussion. Gracz stated he would be contacting Jon Erpenbach to invite him to a future Board meeting and get the Democrats side of the freeze and so forth.
  - c) **Location Chamber Officers after 12/31/05 and Future Chamber Contributions.** The Chamber distributed a 2005 updated budget and 2006 preliminary budget noting a \$13,955 deficit in 2005. They noted their focus in 2005 will be getting more volunteers to help out to cut the cost of staff having to staff upcoming events. There are two new items in 2005—the microbrew fest and a golf outing—and it is hoped the profit from those events will decrease the deficit in 2005. In order to balance the 2006 budget, it is proposed that the Village allow the Chamber to enter a 10 year agreement for office space which would eliminate the \$7,200 expense for the building fund. In addition, they are looking at reducing staff hours thereby savings approximately \$11,440 for salary expense in 2006. There was discussion including shifting monies to different accounts in 2005 to get more interest income, ways to enhance the largest fundraising events—Summerfest and the Raffle--, the success of those events being dependent on the weather, not being able to raise membership dues any higher, the space needs of the Chamber as well as the Village Hall's needs for more space. Bollig asked the Chamber to provide the Committee with the minimum amount of space they would require for the next meeting. Discussion continued regarding the Village's needs as far as elections, storage and so forth.
  - d) **Location of Cable Office and Use of Cable Funds.** Cable TV was represented by Ron Vernon, Steve Scales and Liz Harlow. Scales asked what the Board needs from the Committee regarding

the request for use of funds for moving expenses. They are looking at spending about \$57,000 in equipment, \$6,000 in furniture and \$13,000 for the move for a total of \$76,640. There was discussion including using some of the equipment they will be looking at using such as a desk and room dividers which would lower that amount somewhat. It was noted there is approximately \$220,000 in the fund at this time. Revenue from Cable is about \$70,000 to \$75,000 per year with operational costs at about \$65,000. There was further discussion regarding the use of the funds and whether or not the Village Board has any authority over the use, the documents that were located are somewhat vague, whether or not to have the Village Attorney review the documents to get his opinion, Section 3 of the Articles of Incorporation, why over all the years has Cable come to the Board regarding these funds and so forth. Luebke asked whether the purchase of the new equipment would improve the standards and whether it had anything to do with the equipment for the Village Boardroom? It was noted the improvements would be with regard to the audio equipment and new digital equipment, getting rid of the VCR, taking a step towards HD—which they are looking at down the road. Discussion continued. **Mortensen moved to recommend the Village Board authorize to recommend the Village Board to authorize the expenditure of an amount not to exceed \$76,640 with a list of the expenditures being provided to the Village Administrator. Second by Klimke. Motion carried.** There was further discussion.

7. **NEW BUSINESS.**

- a) Connection Fees, Impact Fees and Building Permits. For informational purposes. It was noted the building permit information is not available due to staff shortages.
- b) Future Youth Center Payments. This will be on the May agenda. They are asking to be treated like the Senior Center. Gracz noted that Staton will be meeting with the Youth Center.
- c) Discussion on Rental of Community Room Rental for Village Employees. Will be placed on the May meeting agenda.
- d) Authorization to Accept Bids for Senior Center Equipment. Will be placed on the special Finance agenda April 18<sup>th</sup>.
- e) Public Service Commission Report. Provided for informational purposes but will be placed on the agenda for meeting April 18<sup>th</sup> for any questions for the Finance Director.
- f) Lease Addendum to Reflect Return of Color Scanner Equipment to Gordon Flesch. Johnson explained that it was determined that the color scanner equipment that was ordered in January was not needed at this time and this Lease Addendum reflects the return of that equipment. **Klimke moved to recommend the Village Board authorize the Board President to sign the Lease Addendum as presented. Second by Mortensen. Motion carried.**
- g) Discussion on Storm Water Borrowing Resolution. This will go to the April 18<sup>th</sup> meeting.
- h) Disposal of Water Meter. **Mortensen moved, second by Klimke, to recommend the Village Board approve the disposal of water meter #94424949.** It was noted this should have been included on the list previously approved for disposal. **Motion carried.**
- i) Senior Center Annual Maintenance Agreement for Copier. Gracz noted that it is the practice to have the Village Board President sign these types of agreements so it goes to the Board for approval. **Klimke moved to recommend the Village Board authorize entering into the Annual Maintenance Agreement for the Copier at the Senior Center. Second by Mortensen. Motion carried.**

- j) Purchase of Notebook and Projector. Pettit referred to his inter-departmental memo dated April 8<sup>th</sup>. This is a request to purchase a Notebook Computer and Projector to be used for training and public presentations. Two quotes were received and Pettit recommends purchasing the equipment from Computer Magic for a total cost of \$3,491.00. It was noted that payments for the equipment is coming from donations as well as additional training funds received from the State. There was some discussion. **Klimke moved to recommend the Village Board authorize the Police Department to purchase the Notebook Computer and Projector equipment as presented for a total of \$3,491.00. Second by Mortensen. Motion carried.**
8. **BUDGET TRANSFER.** None.
9. **STAFF REPORT.**
- a) Status of Police Building's HVAC – Extended Warranty. Gracz indicated in his phone conversation with the bonding company he got the feeling that they were totally disinterested in getting involved in this matter. There was discussion including whether or not to get the attorney involved, the fact that there are extended warranties and the fact that it is the bonding company's place to get involved. Following discussion it was determined that a meeting would be scheduled and that Klimke would be involved and sit in the meeting.
10. **FUTURE ASSIGNMENTS.**
- a.) Discussion of Village's Response to Bowmar's Mishandling of Assessment Records
  - b.) Status of Disclosure of Utility Information
  - c.) Revised Purchasing Policy
  - d.) Fuel Usage Agreement
  - e.) Fund Balance Policy and Financial Guidelines
  - f.) Library sinking funds
  - g.) GASB 34
  - h.) Policy for charging organizations for additional police services required for large gatherings
  - i.) Positive Pay Program
  - j.) Status of Sewer Rate Review
  - k.) Financial Institutions Services
  - l.) Refuse & Recycling Programs
  - m.) 2006 Budget/Tabor
  - n.) Park Equipment Fee
  - o.) Collection Agency
  - p.) Update on Delinquent Personal Property Tax Bills
11. **ADJOURNMENT:** Klimke moved to adjourn at 6:15 p.m. Second by Mortensen. Motion carried.

Submitted by,  
Georgia Johnson,  
Village Clerk