

1. **CALL TO ORDER:** The Special meeting of the Finance, Building & Facilities Committee of August 16, 2005 was called to order by Chair Jerry Bollig at 5:03 p.m.
2. **ROLLCALL:** Present: Jerry Bollig and Darrell Klimke with Mark Mortensen arriving at 5:23 p.m. Also present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Police Chief Doug Pettit, Public Works Director Mark Below, Village President Jerry Luebke, Trustees Eric Poole and Steve Staton and Clerk Georgia Johnson.
3. **APPROVAL OF MINUTES.**
 - a) **Special Meeting 7/11/05.** Klimke moved, second by Bollig, to approve the minutes of the special meeting July 11, 2005. Motion carried.
4. **PUBLIC APPEARANCES.**
 - a) Chamber of Commerce Requests:
 - b) **Revised Chamber Lease.** Tabled to September.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS**
 - a) **Notice of Rate Increase from Alliant.** For informational purposes. There was some discussion.
6. **UNFINISHED BUSINESS**
 - a) **Property Tax Freeze Update, State Budget and Village 2006 Annual Budget.** Hoeft referred to the additional attachments and highlighted some of the State budget items such as shared revenue, growth rates for Oregon, the 9% allowable by the DOR, the estimated assessed values (not including manufacturing), the General Debt Service Fund figures and so forth. There was some discussion.
 - b) **Discussion on Liquor License Grant Application.** Johnson noted that the changes requested regarding the number of employees and language pertaining to the permanent structure have been made and ready for the Committee's approval. Discussion followed. It was concluded that the word "and" be inserted in the second paragraph of the first page. **Klimke moved to recommend the Village Board approve the Application for Economic Development Grant as amended. Second by Bollig. Motion carried.**
 - c) **Update on Refuse/Recycling RFP's.** Below advised the requests for proposal should be in the mail the first of next week. It is hoped to bring it back to next month's Finance meeting for approval. Below advised it is going out to seven vendors and that some interest has been shown. [Mortensen arrived at 5:23 p.m.]
7. **NEW BUSINESS**
 - a) **Investments, Connection Fees, Impact Fees and Building Permits.** For informational purposes.
 - b) **Discuss Filling Police Department Vacancy.**
 - c) **Discuss Filling Public Works Department Vacancy.** These two issues (7b and 7c) were discussed together. It was noted that both positions have been vacant for two years. At the time when asked to help to balance the budget, both department heads came through and now it's time to look at filling both positions. Both positions were budgeted for in 2005 but the decision was made to wait until the State's budget was decided upon. There was discussion regarding whether or not there would be any impact to the budget, the length of time from advertising to hiring, whether to hold off making any decision until after September 6th, whether there were any issues with the Union if a position was filled temporarily, the long hiring process for police officers, etc. Following discussion, **Mortensen moved, second by Klimke, to recommend the Village Board approve filling the Public Works Department position. Motion carried.** Discussion

continued and it was concluded to hold off on making a decision as to the police officer until Gracz could discuss hiring list with Chief Pettit.

- d) Resolution #05-15, to Delay Dane County's Implementation of Case Management Fees. Senior Center Director Alison Koelsch was present to explain the County's implementation of case management fees. The County has a shortfall for 2005 of approximately \$10,000 and it is anticipated to implement a case management fee to make up for that shortfall. Through the adoption of the proposed resolution, the Oregon Area Senior Center requests that the County delay the implementation of the service fees until the fee structure can be examined more thoroughly. Koelsch explained that the Senior Center Focal Points around Dane County oppose the implementation of the management fees and would like to be able to raise the monies through fund raisers rather than a \$5 flat fee. There was discussion. **Klimke moved, second by Mortensen, to recommend the Village Board adopt Resolution #05-15 regarding the implementation of case management fees. Motion carried.**
 - e) Resolution #05-16, 2004 Designation of Funds. Hoeft advised this is to finalize 2004 audit items. The request includes designation of fund balances as follows: Crime information reward in the amount of \$708.96; Historic Preservation Commission - \$250.00; and post office funds in the amount of \$30,530. There was discussion. **Mortensen moved, second by Klimke, to recommend the Village Board to adopt Resolution #05-16 designation 2004 funds as presented. Motion carried.**
 - f) Resolution #05-17, 2004 Carryovers. Hoeft noted these are 2004 carryovers and represent monies budgeted but not spent as follows: Recodification - \$10,495 and professional services (evaluation training) for \$1,500. **Klimke moved, second by Mortensen, to recommend the Village Board adopt Resolution #05-17 as presented. Motion carried.**
8. **BUDGET TRANSFER**
- a) Budget Transfer 2005-01. Hoeft advised this represents for the most part allocations to comply with GASB 34. She went over the concert series grant monies for the Oregon Chamber of Commerce and noted the requirement to run the monies through the Village's accounts in order for the Chamber to receive the monies. These transfers have no impact on the fund balance. **Mortensen moved to recommend the Village Board approve Budget Transfer #2005-1. Second by Klimke. Motion carried.**
 - b) Budget Transfer 2004-03. Hoeft noted the major transfers are for allocating property insurance amounts. There's an adjustment for the 2003 carryover for professional services and another for grant monies received from the County. **Mortensen moved, second by Klimke, to recommend the Village Board approve Budget Transfer #2004-3. Motion carried.**
9. **STAFF REPORT.** None.
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.) Park Equipment Fee
- n.) Collection Agency
- o.) Update on Delinquent Personal Property Tax Bills

11. **ADJOURNMENT**: **Klimke moved, second by Mortensen, to adjourn at 5:55 pm. Motion carried.**

Respectfully Submitted by,
Georgia Johnson,
Village Clerk