

1. **ALL TO ORDER:** The regular meeting of the Finance, Building & Facilities Committee of May 8, 2006 was called to order by Chair Hans Noeldner at 5:00 p.m.
2. **ROLLCALL:** Present: Hans Noeldner and Jon Lourigan. Absent: Tom Eithun. Also present: Village Administrator Mike Gracz, Board President Jerry Luebke, Trustee Jerry Bollig and Clerk Georgia Johnson.
3. **APPROVAL OF MINUTES.** **Lourigan moved, second by Noeldner, to approve the minutes of February 13, 2006 meeting.** Noeldner asked about item 9a) regarding establishing a fund for coverage of claims for Village Board members noting that staff would check into whether other municipalities have this type of policy and would contact the League of Wisconsin Municipalities to see if they have any samples—was any follow up done. Gracz stated not at this point. **Motion carried.**
4. **PUBLIC APPEARANCES.**
 - a) **Chamber of Commerce.** The Chamber was unable to attend.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.**
 - a) **Ordinance #06-02, Repealing Requirement for Wastehauler License.** It was noted the Board approved repealing the wastehauler's license requirement in January and this ordinance is what is needed to remove it from the Codebook. The ordinance amends Sections 8.12(5)(b) and 8.12(6)(d) and repeals Sections 8.12(5)(c) and 8.12(7). **Noeldner moved, second by Lourigan to recommend the Village Board adopt Ordinance #06-02.** The ordinance was prepared by staff and has been reviewed by the Village Attorney. This issue was looked at by the Committee and it was recommended to the Village Board to adopt an ordinance. The Village Board approved an ordinance being drafted at the January 16, 2006 Board meeting. Bollig stated that the license fee of \$50 was difficult to collect and was a minimal amount of revenue. The Committee felt that since the State already licensed waste haulers and monitored them that the Village should repeal the requirement in the Village. There was some discussion. **Motion carried.**
6. **NEW BUSINESS.**
 - a) **Renewal of T-1 Line Provider.** Gracz referred to Mike Kleisch's email noting the current lease is up for renewal. Kleisch is the Village's computer/support person. There is no contract to sign but since it is a financial commitment by the Village it was felt this needed Finance Committee approval. There is money in the budget for it. It was noted the T-1 line provides service to all the Village departments except for the Library. There was some discussion regarding whether or not to bid the service, the fact that there is no budget impact, whether this is something PowerCom could provide, the possibility of getting the service from another source at a lower cost (by bundling it), whether or not there is a "get out" clause and satisfaction with the current provider. **Lourigan moved to recommend the Village Board approve the renewal of T-1 line provider with Verizon. Second by Noeldner. Motion carried.**
 - b) **Consideration of Purchasing 2006 Mowing Equipment.** Gracz noted this has been done for a number of years where the Village and School District get a joint bid. This has worked very well in the past and at a substantial discount. Below was unable to be present but it is his recommendation that the Committee accept the bid from Mount Horeb Implement for a total of \$35,196.00. The School District's portion of the total bid is \$23,400.00 and the Village's portion is \$11,796.00. The dollar amount in the budget is \$20,000. There was discussion including how often mowers are purchased, how well this has worked in the past with the School District, the fact that the bids have come in so much better as a joint bid, what the expected delivery date is, the brand name of the equipment and whether there is a trade-in. Gracz will have answers to the following questions for the Board meeting on the 15th—the brand of the equipment, the date of

delivery, if there is a trade-in and if there is, what the trade-in value is. **Lourigan moved to recommend the Village Board approve the bid from Mount Horeb Implement for the purchase of the 2006 mowing equipment in the amount of \$11,796.00. Second by Noeldner. Motion carried.**

- c) Dane County Bicycle Path Program Agreement. Noeldner noted that the Village has received word from Dane County that it has received a \$15,000 grant for a bicycle path program and he thanked Below and Gracz for their efforts in obtaining the grant. It is being requested that the Village sign the Bicycle Path Program Agreement and return it to Dane County within 30 days and complete the project by August of 2007. Gracz noted that the Village had received a previous grant and that was used to put in a path between Leeward Lane and Windward Way in Windcrest Park. There was some discussion regarding where the path would extend to and from, the path bid of about \$120,000, the \$15,000 grant monies being applied to that project, whether the proposed path is flagged and so forth. It was clarified that the path will start at Jefferson and Ash Street. There was further discussion regarding the use of the path, whether it could be used for other than bike traffic, whether there would be a connection to the Methodist Church proper and so forth. **Lourigan moved to recommend the Village Board approve the Dane County Bicycle Path Program Agreement. Second by Noeldner. Motion carried.**
- d) Letter from Oregon School District re Contribution for Playground Equipment at Netherwood Knoll Elementary School. This was referred from the Village Board. Gracz noted that this was presented to the Park Board, then to the Village Board and now to the Committee. If the Board wants to make a contribution, it cannot be monies from park fees. Gracz noted that the Finance Director is looking into where the monies would come from. Gracz stated that Village Attorney Yde advised that park fees cannot be spent on School District property and that the Board does not want to use tax dollars. There was discussion including the possibility of the School District getting private donations, soliciting for monies on the web page and/or in the paper, the fact that the School District will not be contributing any monies, possible sources of money such as from the farm lease monies, not being able to use park fees for a School District project and the benefit of the Village and School District working jointly. Gracz suggested that the Committee look at splitting the remaining balance with the School District. There was further discussion. Bollig suggested the Administrator contact the School District, advise them the Village Attorney is indicating the Village cannot use park fee monies yet it is likely the Village can find the monies from another source in the budget and ask if they would be willing to split it. Discussion continued. It was concluded that Gracz will contact the School District (Teri Mills) as to whether or not they would be willing to split the cost. In the meantime the Finance Director could look into where the monies would come from. There was further discussion. This item will be placed on the May 15th Board meeting agenda and Gracz will invite Teri Mills from the School District to attend.
- e) Investments, Connection Fees, Impact Fees and Building Permits. It was noted this is for informational purposes. It is a monthly report and provides the Committee with the amount of building permits and so forth. There was some discussion regarding impact fees, the sewer connection fees are based on a complicated schedule, the water impact fees are monies applied towards debt on the new water tower, the decrease in building permits, an article in the paper indicating all of Dane County is down, there being no Parade of Homes this year and so forth. Lourigan stated he was uncomfortable with the moratorium the Board approved in light of the fact that building is down. There was discussion and it was noted that the moratorium is only for a short term and was implemented in conjunction with the sewer interceptor claim.

7. STAFF REPORT

- a) June 12th Finance Meeting Agenda. Gracz stated the following two items will be on the Finance Committee's June 12th agenda and stated all Board members should attend that meeting for the

presentation of the 2005 audit as well as going over the 2007 budget schedule. It was requested that the audit be submitted to Board members early enough to provide time for them to review the document prior to the meeting.

- 1) Presentation of 2005 Audit by Village Auditor.
- 2) Discussion of 2007 Budget Preparation and Schedule.

8. **DISCUSSION OF FUTURE ASSIGNMENT ISSUES.** There was discussion regarding some of the future assignment issues. Gracz noted this list reflects everything that needs to be done but also needs input from the Finance Director. It is intended to have a discussion at the next Finance Committee meeting regarding future assignments. There was discussion. Gracz noted some of the items could be removed and proposed breaking the items down into 2-3 issues per month in a priority sequence. There was discussion regarding PowerCom, the need to start working on the refuse and recycling programs earlier rather than later, the Kathy Kraus issue, and item #(p)—park equipment fee.

- a) Financial Advisor RFP
- b) RFP for Banking Services
- c) Impact Fees – State Legislation
- d) Status of Adjustment to Non-Residential Impact Fees
- e) Letter from Resource Solutions Corporation Project Clean Up
- f) PowerCom Proposal for Phone Service
- g) Discussion of Village's Response to Bowmar's Mishandling of Assessment Records
- h) Consideration of reimbursing one-half of deductible for PECFA clean up for former EMS building
- i) Status of Disclosure of Utility information
- j) Revised Purchasing Policy
- k) Fuel Usage Agreement
- l) Library sinking funds
- m) Policy for charging organizations for additional police services required for large gatherings
- n) Financial Institutions services
 - 1) Positive Pay Program
- o) Refuse & Recycling programs (Waste Management's Contract 1/1/06 thru 12/31/07)
- p) Park Equipment Fee
- q) Collection Agency
- r) Update on Delinquent Personal Property Tax Bills
- s) Negotiation New Post office Lease
- t) Affordable Waste Services, LLC: Delinquent Personal Property Taxes (2001-2003)
- u) Notice of Filing Foreign Judgment – Kathy Kraus
- v) Establishment of Fund for Coverage of Claims against Village Board Members
- w) Discuss Adoption of Room Tax
- x) Status of Debt Service Policy and Financial Policies
- y) Discussion in August of Continuing Student Employees in 2007
- z) Credit Card Policy
- aa) Discussion of Liquor License Grant Application

9. **ADJOURNMENT:** Lourigan moved, second by Noeldner, to adjourn at 5:43 p.m. Motion carried.

Respectfully submitted,
Georgia Johnson,
Village Clerk