

1. **CALL TO ORDER**: The regular meeting of the Finance, Building & Facilities Committee of August 14, 2006 was called to order by Chair Jerry Bollig at 5:00 p.m.
2. **ROLLCALL**: Present: Jerry Bollig and Hans Noeldner. Absent: Eric Poole. Also present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Board President Jerry Luebke, Trustees Steve Staton and Phil Harms and Clerk Georgia Johnson.
3. **APPROVAL OF MINUTES**. Noeldner moved, second by Bollig, to approve the minutes of May 8, 2006 meeting. Motion carried.
4. **PUBLIC APPEARANCES**. None.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS**.
  - a) Charter Letter regarding Internet Service Fees for Village Buildings. Gracz referred to the letter from Charter indicating that the Village Hall is getting free high speed internet and there will now be a charge. He noted that the Village has had this service with Charter for 4-5 years and we need to know why all of a sudden there is a charge for the service. There was some discussion. Liz Harlow with Cable TV is going to check with other communities to see if it is the same. Hoeft noted the fiscal impact of this charge is not known at this time and will be discussed during budget time. There was further discussion including the need to check the contract with Charter.
6. **UNFINISHED BUSINESS**.
  - a) Continued Discussion of Impact Fee Law Changes. It was noted that the Village is in compliance with impact fee laws. Additionally, if the Village is not going to add on, remodel or build a new Library within 7 years impact fees cannot continue to be collected. There was discussion including adding onto the Library, the Library Board is working on a plan, impact fees can only be used for permanent structures, \$90,000 has been collected for constructing or adding onto the Library, when impact fees are collected, the need to keep impact fees each in a separate account, the new law requiring that the fees be used within 7 years of collecting and the effect the 7-year ruling would have and so forth.
  - b) Approval of one-year extension for Assessor Contract. This is a request to approve a one-year extension on the assessor's contract for maintenance. Accurate Appraisal is the assessor and staff recommends approval. Noeldner moved, second by Bollig, to recommend the Village Board approve a one year extension to the Assessor's Contract (Accurate Appraisal) in the amount of \$17,000. Motion carried.
  - c) Approval of one-year extension for Auditors Contract. It was noted this is a request to approve a one-year extension for the auditor's contract. Hoeft noted that when RFP's were done, the request did not include some of the work that the Finance Director would be doing such as the State reports, GASB, the financial Form C report, and the Public Service Commission report. The new finance director may not be able to do those types of reports so there may be additional costs. Hoeft estimated the form C cost to about \$2,000. Staff is recommending holding off on making any decision until October.
  - d) Discuss 2007 Budget Dates. Bollig referred to the 2007 budget schedule in the packet noting that budget meetings will be held September 27<sup>th</sup>, October 4<sup>th</sup> and October 18<sup>th</sup>. It was noted that meetings generally start at 5:30 p.m. and last 3-4 hours.

- e) Discussion of Continuing Student Employees in 2007. Gracz advised that during discussions it has been determined this should be included in the budget process and brought to a budget meeting.
- f) TRIP Program Status Report. Hoeft stated the Village began participation in this program in January of 2006. There is a total of \$22,400.50 that has been put on the system and when possible will be collected through refunds due through the State. Hoeft noted that \$92.00 was deleted and that a total of approximately \$3,042.00 has been collected from January through March and the DOR charged \$60.83 administrative costs. The amounts collected are due from unpaid citations. There was some discussion. The Committee will review again in 6 months.

7. NEW BUSINESS.

- a) Investments, Connection Fees, Impact Fees and Building Permits. This report is for informational purposes and there was discussion regarding the checking account balance, the State Trust Fund Loan was not give notice of pre-payment by 6/30 so a pre-payment cannot be paid until March 15<sup>th</sup> (due to lateness of developer's fees) some of the funds for the lab building, maybe used.
- b) Dane County no longer Provider for Statewide Voter Registration System (SVRS). This is for informational purposes and Johnson advised rather than the County providing this service for the Village after January 1<sup>st</sup>, 2007, the Village will have to do their own SVRS input etc. The fiscal impact is not known what with the newness of the program, not knowing what the total paid to the County in 2006 will be and not knowing how much time and expense will be involved with the Village doing their own work. The Clerk has included an estimate in the 2007 budget. There was some discussion.
- c) Disposal of Building Inspector's Old Car. This is a request to dispose of the old car used by the building inspector. The make and model was not known (it was later determined to be a 1997 Crown Victoria) and could be disposed of at auction. **Noeldner moved to recommend the Village Board to direct the Public Works Director to dispose of the Building Inspector's old car (a 1997 Crown Victoria) at Sweeney's auction. Second by Bollig. Motion carried.**
- d) Mower Bids for weed spray replacement. The Public Works Director is requesting to purchase a bush hog mower and weed sprayer for the department which was budgeted for in 2006. **Noeldner moved to recommend the Village Board approve the purchase of a bush hog mower for the amount of \$9,865.00 and a weed sprayer in the amount of \$3,000.00 for the Public Works Department. Second by Bollig.** These items were budgeted for and the monies are coming from the equipment fund. **Motion carried.**
- e) Discussion on Street Improvement Fund – North Alpine Parkway. Hoeft noted that in March 2006 when Option 3 was approved (see page 3 of handout), it was projected the cash shortfall would be about \$309,000. The 2006 projected street improvement fund is \$309,445 and is very close to the projected shortfall back in March. This is brought to the Committee to determine whether to take the \$309,000 from fund balance which would leave a fund balance of \$78,401 and Hoeft reminded the Committee that the amount of \$59,235 is included in fund balance which is insurance recoveries which shows up in the 2005 column—that is the money the Village received when the cement truck hit the Jefferson Street bridge. What that means is the \$59,000 has to be kept to redo that bridge. There was some discussion including that taking the money from fund balance would leave a balance of only \$18,000 which is not enough to have in the street improvement fund. At a recent Board meeting it was approved to spend about \$11,200-\$11,600 for paving at the corner of Park Street and Janesville Street. Discussion followed regarding a sufficient fund balance amount and how to go about bringing that fund balance back up to a minimum of \$50,000 and preferably \$75,000. Bollig noted that initially North Alpine

Parkway was scheduled to be a 2-lane rural and that's what the developers paid for and then staff recommended and the Board approved for the road to be 2 lanes with a median which will actually be curb & gutter and there will also be a bike path. Discussion continued. It was noted that this issue will come up again at budget time and with suggestions on how to handle it.

- f) Discussion of Earth Tech Invoices. Hoeft referred to the motion by the Board to make payment to Earth Tech for all the non-Village projects—the charge-backs. Hoeft stated she preferred payment not be made and referred to the attachment to the agenda. Everything outstanding with Earth Tech right now totals \$29,660.40. According to the Village records Earth Tech has billed the Village 100% of the construction staking and construction administration for the North Alpine Parkway project. She stated that Earth Tech has pulled out of the North Alpine Parkway project so they did not complete the construction staking and everything for \$26,942.00. It is being suggested to take a \$24,000.00 credit off that amount—it is known that they completed some of the work but it was just getting started so it is being suggested to pay the amount of \$3,000 for that. The construction admin (\$3,500.00) is wrapping up all the contract stuff at the end—and they haven't done any of that. Hoeft is recommending taking a credit of \$24,000.00 and \$3,500.00. If you take those two items off the \$29,660.40 and one invoice that has been charged back directly to Earth Tech for \$88.78 that leaves an amount of \$2,071.62 due Earth Tech. Hoeft is recommending this issue go to the Board at its Monday night meeting and that a new motion be made. There was further discussion. Following discussion, **Noeldner moved to recommend the Village Board make payment to Earth Tech in the amount of \$2,071.62 with an accompanying itemized statement. Motion carried.**
- g) Discussion on Personal Property Taxes – Motion needed from January 9<sup>th</sup> meeting. Bollig noted this item comes from a previous meeting (January 9<sup>th</sup>). At that time it was discussed that staff time spent on collecting personal property taxes was so great it wasn't worth the minor amount that was being collected and it was determined not to include some equipment in apartment complexes on personal property tax reports. Hoeft advised that the former assessor was including washers and dryers in apartments on the personal property reports which amounts to about \$10.00 in taxes and the time spent trying to collect it does not make it worth the tax amount. It was discussed with Accurate Appraisal and they do not include that type of equipment in their appraisals and asked whether it was something the Village of Oregon wanted to continue. The reason this is back before the Committee is because although it was agreed to eliminate that type of equipment at the January 9<sup>th</sup> Finance meeting, the matter did not go to the January 16<sup>th</sup> Board meeting as it should have. **Noeldner moved to recommend the Village Board approve the elimination of washers and dryers and like equipment in apartment units from inclusion on personal property tax reports. Second by Bollig. Motion carried.**
- h) Write Off Delinquent Personal Property Taxes and Discussion on Unpaid Taxes. Bollig referred to the delinquent personal property tax listing. Hoeft noted this includes the column entitled "write off". Listed are Affordable Waste - \$103.58 and \$34.43; John Brown - \$4.82 (an apartment building); Dave's Quik Lube - \$17.57 (out of business); Daniel Thelen - \$2.43 (an apartment building); and Wisconsin Psychotherapy - \$3.03. The total amount \$165.88. Hoeft explained the "other districts" column stating these are personal property taxes that were due January 31, 2005 and because these taxes were not paid, the Village was able to charge back these amounts to the other taxing entities and those entities reimburse the Village for their portion of the taxes not collected. The Village is only able to write off its portion of personal property taxes and that is why these delinquent tax bills date back to 2003 and 2004—allowing them to complete the collection cycle. **Noeldner moved to recommend the Village Board write off the personal property taxes per the attached list in the amount of \$165.88. Second by Bollig. Motion carried.** Hoeft requested a discussion on the unpaid taxes—not including Affordable Waste—noting that in 2005 there are seven tax bills still outstanding. These include Main Street

Auto, Lease Construction, Daniel Thelen, D&R Liquors (which is out of business), Mischka Farm, Arthur Joe Software and TJ Auto. Hoeft noted that Main St Auto Sales is not being written off as well as TJ Auto which is the same entity and is still in business, because they are still in business these could be turned over to a collection agency. The question is whether the small amounts warrant going to a collection agency. Those businesses listed that are still in business could remain on the books and the Village could require payment when that business would come in to obtain a building permit. There was discussion. It was agreed that the Village keep sending notices and keep track of those that remain unpaid and follow the procedure as outlined by Hoeft.

- i) Affordable Waste Services, LLC - Delinquent Personal Property Taxes (2001-2003). Hoeft noted that Waste Management purchased Affordable Waste in 2003 and the Village has been trying to collect Affordable Waste's outstanding personal property taxes. This was discussed last fall before the new contract was awarded to Waste Management and the Village Attorney advised the Village to deduct all four tax bills off the contract. Although the Village has attempted to get payment from Waste Management to no avail with many communications back and forth between them and the Village. Waste Management's attorney (see letter dated January 30, 2006) is stating they are not liable for taxing years 2001 and 2002. It is being recommended that the Village send Waste Management a letter requesting payment of 2003 and 2004 taxes and settle the matter without trying to collect the 2001 and 2002 taxes. There was discussion. It was noted the motion made under item 7h) above included the amounts being requested to write off and no further action is required.

8. **BUDGET TRANSFER.**

- a) 2006 Budget Transfer #4. Bollig noted these transfers include cleaning up the planner portion of the budget with some adjustments to street and engineering accounts. Hoeft noted this transfer removes the planner budget. The street improvement funds is reducing the mill and overlay budget to actual numbers (which came in less than was budgeted) and budgeting for the changes made for the North Alpine Parkway contract. The engineering budget is being adjusted due to hiring a new engineer and that particular line item may go over budget. **Noeldner moved to recommend the Village Board approve 2006 Budget Transfer #4 as presented. Second by Bollig. Motion carried.**

9. **STAFF REPORT.** Gracz noted that the future assignments have been updated and noted the items listed for the September meeting. There will need to be further discussion regarding the garbage program. The budget is being worked on and budget meetings will begin in September. There was some discussion regarding a new garbage program and costs associated with that change. Bollig suggested including additional funds in the 2007 budget for that program.

10. **DISCUSSION OF FUTURE ASSIGNMENT ISSUES.**

- a) Financial Advisor RFP
- b) RFP for Banking Services
  - 1) Positive Pay Program
- c) Status of Adjustment to Non-Residential Impact Fees (September)
- d) Proposal from Vandewalle for Updating Draft S.E. Quadrant Plan (September)
- e) PowerCom Proposal for Phone Service
- f) Consideration of reimbursing one-half of deductible for PECFA clean up for former EMS building
- g) Sewer Rate Review and Oakhill Agreement (September)
- h) Status of Disclosure of Utility Information
- i) Revised Purchasing Policy
- j) Library sinking funds
- k) Policy for charging organizations for additional police services required for large gatherings
- l) Refuse & Recycling programs (Waste Management's Contract 1/1/06 thru 12/31/07)

- m) Letter from Resource Solutions Corporation Project Clean Up
- n) Park Equipment Fee
- o) Collection Agency
- p) Negotiating New Post Office Lease
- q) Establishment of Fund for Coverage of Claims against Village Board Members
- r) Discuss Adoption of Room Tax
- s) Status of Debt Service Policy and Financial Policies including Fund Balance Policy
- t) Credit Card Policy
- u) Discussion of Liquor License Grant Application
- v) Introduction of Section 125 Program
- w) Introduction of Employee Assistance Program
- x) Cable Fees from Town of Oregon

11. **ADJOURNMENT**: Noeldner moved, second by Bollig, to adjourn at 6:10 p.m. Motion carried.

Respectfully submitted,  
Georgia Johnson,  
Village Clerk