

1. **CALL TO ORDER**: The regular meeting of the Finance, Building & Facilities Committee of Monday, March 12, 2007 was called to order by Chair Jerry Bollig at 6:00 p.m.
2. **ROLLCALL**: Present: Jerry Bollig, Eric Poole and Hans Noeldner. Also present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Board President Jerry Luebke, Trustees Phil Harms and Steve Staton (arrived at 6:12 p.m.) and Clerk Georgia Johnson.
3. **APPROVAL OF MINUTES**. **Poole moved, second by Noeldner, to approve the minutes of the January 16, 2007 meeting. Motion carried.** It was noted these minutes were approved at the February 12th Finance Committee meeting and the agenda should have listed the minutes for the February 12, 2007 meeting.
4. **PUBLIC APPEARANCES**. There were none.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS**.
 - a) **Letter from Accurate Appraisal**. Hoeft noted this is the response received from Accurate Appraisal to the letter that was sent (on Board approval) to Accurate regarding the errors made in 2006. There was some discussion.
6. **UNFINISHED BUSINESS**.
 - a) **Discussion and Committee Approval on Costs for Mailing Refuse and Recycling Flyer for Referendum Question**. Hoeft noted this request is to approve the costs for mailing the refuse and recycling flyer. The citizens committee has met once and will be meeting again to finalize the flyer. The proposals presented include printing, folding, stuffing and mailing the flyers. Hoeft advised that with the audit coming up and the April election Village staff will not have time to do it. There was discussion regarding the costs, whether to include a not to exceed dollar amount in the motion, how much was put in the budget and so forth. **Noeldner moved to recommend the Village Board approve the costs for mailing the refuse and recycling flyer at a cost not to exceed \$2,500.00. Second by Poole. Motion carried.**

Staton arrived at 6:12 p.m.

- b) **Discussion on Village Staff's Conversation with Village's Bond Counsel regarding Oregon Community Sports Arena (OCSA) Recreational Sports Bonds and Village Staff's Direction to OCSA**. Hoeft advised that at a conference she and Gracz attended there was a session on taxable vs. tax-exempt bonding. Information included in that session was the fact that only 10% of the proceeds of a village's borrowing can be used for non-governmental entities. This brought up concerns with the Village's involvement in recreational sports bonds for the OCSA and how much space will be rented to for-profit businesses—almost 25% of their revenue. Hoeft noted the Village Administrator, Village Attorney and she contacted the Village's bond company to get their opinion at this time rather than spending the time and effort preparing to issue the debt for OCSA and then finding out that the OCSA is not eligible to issue debt like that. Quarles & Brady (Q&B) advised that it is even more stringent for non-profits—stating that if the OCSA issues tax exempt bonds they can only have 5% versus 10% of their revenue sources coming from for-profit businesses. Q&B expressed concern with the concession revenues listed and things like that because the IRS may consider that a for profit business activity vs. a not for profit business activity. Q&B suggested the Village contact OCSA and request them to hire a nationally recognized bond counsel and get an opinion and then have Q&B review that opinion. Q&B also advised that OCSA must use a bond counsel that is nationally recognized. OCSA cannot use Q&B since that is the Village's bond counsel and Q&B will want to review the opinion OCSA gets from its bond counsel. Hoeft advised that OCSA has been advised that they need to get a legal opinion from a nationally recognized bond counsel and that after they get that opinion, the

Village will have its bond counsel review the opinion. They have also been advised that nothing further will be done on this matter until that has been accomplished. There was discussion and it was requested this issue be brought to the full Board's attention at the next Board meeting and that the minutes reflect a summary of this issue.

- c) Update and Discussion on Projected Sewer Plant Lab Costs. This is an update to the Committee of the projected sewer plant lab costs (\$990,000.00) and it was noted this will be on the next Public Works agenda. The committee asked if they could get the square footage of the lab.

7. **NEW BUSINESS.**

- a) Review of Investments, Connection Fees, Impact Fees and Building Permits. For informational purposes and there was discussion.
- b) Discussion and Possible Recommendation to Village Board on Proposals from Accurate Appraisal for 2008-2011. Bollig asked if in light of the problems experienced this past year with Accurate Appraisal was it a good idea to commit to a 3-year contract. There was discussion. Hoeft noted that the actual contract years should be 2007-2010. It was noted that according to the letter discussed earlier on the agenda from Lee De Groot, he is personally guaranteeing Accurate Appraisal's accuracy in 2007. Discussion continued including the need for staff to review the roll book when it is received from Accurate Appraisal, including a termination phrase in the contracts, having the Village Attorney review the contracts, etc. The changes will be made to the contracts and this will come back to the committee following attorney review.
- c) Discussion and Possible Recommendation to Village Board and/or Direction to Staff regarding Assignment and Assumption of Developer's Agreement (The Bergamont). Hoeft stated this development is being sold and staff is in the process of working with the attorney to make sure everything is being addressed that needs to be addressed at closing. This will be on the March 19th Board agenda at which time the Board will be briefed on the agreement. Reference was made to the letter from Quarles & Brady regarding its representation of Dan Fleming and Fleming Development in this matter and its request to represent both the Village and Fleming in this matter. There was discussion including the fact that this is a rather common occurrence, there are no bond issues involved, and because there are so few nationally recognized bonding companies. Administrator Gracz will be signing the acknowledgement and consent on the letter.
- d) Authorize Staff to Prepare Request for Banking Proposals for Village Board Approval. Hoeft stated the Village has been with Associated Bank for almost 5 years and it is time to go out for banking proposals—it is usually a good idea to review every 4-5 years. **Noeldner moved, second by Poole, to recommend the Village Board approve staff preparing a request for proposal for banking services. Motion carried.**
- e) Update and Discussion on Badger Meter Changing Meter Equipment and Update on Plans for 2007 Meter Testing and Changing out Dead Batteries in Transponders. Hoeft referred to a previous memo in which the committee was advised Badger Meter would be changing the meter equipment. It appears this is being done sooner than was expected initially. Hoeft noted there are some concerns regarding this and staff will be meeting on Wednesday this week to review the issues and concerns after which the matter will go to the Board. Hoeft went over the issues and there was discussion including the need for replacing batteries, the need to get into homes to change out batteries, the lengthy process of changing out batteries, the need to look at the best process, and the differences between the two companies, the use of hand held units, how long batteries should last and so forth.

8. **BUDGET TRANSFER.**

- a) 2006 Budget Transfer #8 – Recommendation to Village Board. There was none.

9. **STAFF REPORT.** None.
10. **DISCUSSION OF FUTURE ASSIGNMENT ISSUES.** There was some discussion on the future assignments list.
- a) Plans for senior center, library and post office
 - b) Financial Advisor RFP
 - c) RFP for Banking Services
 - d) Village Hall Remodeling
 - e) Status of Adjustment to Non-Residential Impact Fees (April)
 - f) PowerCom proposal for Phone Service
 - g) Sewer rate review and Oakhill Agreement (after bids are in for sewer lab)
 - 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) Establishment of Fund for Coverage of Claims against Village Board Members
 - q) Discuss Adoption of Room Tax
 - r) Status of Debt Service Policy and Financial Policies including Fund Balance Policy
 - s) Credit Card Policy
 - t) Introduction of Employee Assistance Program
 - u) Cable Fees from Town of Oregon
11. **ADJOURNMENT:** Noeldner moved, second by Poole, to adjourn at 6:43 p.m. Motion carried.

Respectfully submitted,
Georgia Johnson,
Village Clerk