

1. **CALL TO ORDER:** The special joint meeting of the Finance, Building & Facilities Committee of Monday, April 9, 2007 was called to order by Chair Jerry Bollig at 5:00 p.m.
2. **CALL TO ORDER:** The special joint meeting of the Personnel, Public Safety & Protection Committee of Monday, April 9, 2007 was called to order by Chair Steve Staton at 5:01 p.m.

Present: Steve Staton, Jerry Bollig, Eric Poole, Phil Harms and Hans Noeldner. Also present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Board President Jerry Luebke, Senior Center Director Alison Koelsch and Clerk Georgia Johnson.

3. **NEW BUSINESS.**

- a) **Discussion and Possible Recommendation to Village Board: Department Heads/Supervisors Salary Adjustments.** Staton referenced the memorandum and gave a brief history of the salary adjustments noting they are based on the market and the importance of staying competitive with the surrounding communities. Gracz advised that information was taken from some of the surveys done by other communities and is similar to what was done in 2000/2001 following the PAR study. The memo also includes the impact these salary adjustments would have on 2007 and 2008 budgets. There was discussion including the fact the adjustments address the issue of going out to hire for these positions and offering current salary ranges, (which became apparent when looking to hire a new finance director this past year), whether there would be an impact to the 2007 and/or 2008 budgets, the salaries are base salaries and do not include any benefits, what the percentage increase is, etc. Harms had issues with some of the adjustments and not with others. Noeldner indicated he felt the finance director's adjustment should be appropriated over a two-year period and that the public works and assistant public works directors' adjustments were excessive and that he felt public transportation was more important. Harms stated he had a problem with the police chief's adjustment and that comparing it to Waunakee was not apples-to-apples comparison. Staton noted he also has a strong interest in public transportation but did not agree that the monies should not be used for salary adjustments—perhaps when public transportation is closer to the forefront. Bollig stated that finding the funds is not an issue. Luebke noted that he felt the salary adjustments were merited in that over the last six years the budgets have been kept at a minimum with positions not being filled, not much of an increase to wages, no increase on taxes and that this is the time to make the adjustments—financially it is a good time for the adjustments. Luebke noted that he had concerns with a couple of the increases but this is a package deal and the Village needs to stay competitive. There was further discussion. **Bollig moved, second by Poole, to recommend the Village Board approve the salary adjustments as presented. Motion carried 3-2 with Harms and Noeldner opposed.**
- b) **Discussion and Possible Recommendation to Village Board: Offering Stacey Pete Interim Senior Center Assistant to the Director Position.** Staton noted this is a request from the Senior Center Director to offer Stacey Pete the Interim Senior Center Assistant position that will be vacant on Susie Utynek's retirement. Koelsch noted that Pete is currently in the MATC field as a student, she'll work 32 hours per week, salary has not been discussed yet, she feels Pete will work out for them and she is recommending approval. Hoeft noted that as a LTE Pete will not get retirement or health coverage and if she is interested in pursuing the permanent position, will have to apply for it. Discussion followed including how long before the position would be filled permanently (about 2 mos.), whether there would be any impact to the budget (no impact in that no health insurance or retirement will have to be paid), the fact that the start salary will be at a lower level than it is currently, and making the position a 40 hour per week position (it is 32 hours).

Hoeft indicated this item is in conjunction with issues in the 2008 preliminary budget—item #9d and requested discussion on that item at this time. There was no objection.

9(d) Preliminary 2008 budget. Hoeft stated salaries have been calculated and estimated health insurance, retirement, insurances, etc. for the 2008 budget. This position has been included in the 2008 budget at 40 hours per week. In the past there was a volunteer coordinator position (which is vacant at this time) and there has been discussion regarding combining the volunteer coordinator and assistant director positions and making it a 40-hour per week position. Hoeft referred to the handout noting that the 2008 preliminary budget indicates the budget to be in good shape and sees no problem with doing this. The \$85,000 deficit showing this early on is very normal and staff feels very comfortable at this point. There was discussion regarding making the change to the position at this time rather than waiting until January 1<sup>st</sup>, the volunteer coordinator position having been taken out of the 2007 budget and so forth. Koelsch stated the position would likely be easier to fill at a 40-hr. per week position. Discussion continued. Bollig stated the Senior Center bills out some of its expense to the other municipalities which pays some of the costs so the full impact does not fall on the Village and benefits all the municipalities accordingly. Hoeft noted other items in the preliminary 2008 budget—it is estimated that state shared revenue, recycling grant and highway aids stay the same. Health insurance is estimated to increase at 12% next year. Capital improvements and major equipment purchases could be a big item although the funding levels have been left the same as 2007. All departments would be fully staffed as of January 1, 2008. Hoeft noted that Sunday hours have been added at the Library starting January 1<sup>st</sup>, 2008 That was asked for in the 2007 budget and not approved. Insurance increases are estimated at 5% including worker's comp and liability. Retirement has been increased by 5%. It is estimated there will be a 4% increase in the tax levy—although that is not known. Right now with the Governor's proposed budget instead of a minimum 2% increase in the tax levy there would be a minimum of 4% and that is what was used. Hoeft stated this preliminary budget has been based on the Governor's proposal which they will continue to watch and adjust based on the approved proposal. Hoeft noted that the omitted taxes can be used as a one-time revenue source or it can be used to reduce levy. The biggest increase is in the recycling program which will take another \$70,000 of the tax levy—right now in 2007 it is estimated that \$53,000 of the tax levy is needed to cover the sticker program and that will increase to \$70,000 in 2008. Bollig noted there is a particular concern regarding revenues and asked what the percentage comparison was used. Hoeft stated the building permits will have to be looked at for the most part. Gracz stated that question goes to the whole question we had as to Bergamont—do we know when they come in if they will start phase 3 and that should be known by the time the budget is projected in September. When Bollig asked when this exercise was done was 100% of last year's used or how was it determined? Hoeft stated 2007 was used. There was considerable discussion. When asked when they would see this projection again, it was noted that it would be looked at again before it is sent to the department heads—in June or July. Discussion continued. [Lourigan arrived at approximately 5:30 p.m.]

**Bollig moved to recommend the Village Board to authorize the Senior Center Director to proceed with hiring Stacey Pete as a LTE up to a 40-hour week. Second by Noeldner. Motion carried 5-0.**

4. **ADJOURNMENT OF PERSONNEL, PUBLIC SAFETY & PROTECTION.** Bollig moved to adjourn at 5:35 p.m., second by Harms. Motion carried.
5. **APPROVAL OF MINUTES.**
  - a) **Noeldner moved, second by Poole, to approve the minutes of the February 12, 2007 meeting. Motion carried.**
  - b) **Poole moved, second by Noeldner, to approve the minutes of the March 12, 2007 meeting. Motion carried.**

6. **PUBLIC APPEARANCES.** There were none.
7. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.** None.
8. **UNFINISHED BUSINESS.**
  - a) Discussion and Update on Results on Refuse and Recycling Referendum Question—Ad Hoc Committee Meeting April 16<sup>th</sup> @ 5:00 p.m. For informational purposes only. Bollig noted the referendum results were 1037 to use the carts, 915 to stay with the sticker program. There was discussion.
  - b) Update and Discussion Issuing Recreational Sports Bonds for Oregon Community Sports Arena (OCSA). For informational purposes--advised that staff has not heard back from OCSA and this will not proceed until that happens.
  - c) Update and Discussion on Projected Sewer Plant Lab Costs – Bids Due April 12, 2007. For informational purposes.
  - d) Update on Request for Banking Proposals. It is being recommended to hold off on this until May or June since Hoeft will be attending a conference on May 17<sup>th</sup> regarding banking services and sending out RFP's.
  - e) Discussion and Possible Recommendation to Village Board: Badger Meter Changing Meter Equipment and Update on Plans for 2007 Meter Testing and Changing out Dead Batteries in Transponders. Hoeft noted that in January the Village was advised that Badger Meter would be discontinuing use of the Trace meter equipment. Since then the water utility department has been discussing what direction to take and have now decided they would like to switch to the Orion meter equipment. The Trace equipment is the type of responder in the residences and makes it possible to read the meter from the utility truck. It is expected that Badger Meter will take 5-7 years to change out the transponders and they will continue to support the Trace equipment but it is not known for how long. Right now about 80 transponder batteries goes dead per month and instead of putting in new batteries, utility staff would like to put in the new Orion transponders. The amount of equipment has been determined and it is estimated to cost approximately \$90,000. Hoeft noted that \$34,000 was budgeted in 2007 for meter equipment and \$25,000 for meter maintenance. Hoeft noted that leaves a shortfall of about \$46,000 noting that revenues over expenditures for 2006-2008 are projected at \$200,000 or higher and it is recommended to switch to the Orion meter equipment. There was discussion including the complications of using two types of equipment, whether there would be a need for more staff, summer help will be used for some of the work involved, suggest testing only 100 meters this year, very little impact to the budget, whether equipment could be shared with other communities and what equipment other communities use. It was noted most municipalities use Badger Meter equipment and there have been few problems with that equipment. The laptop was purchased from Fitchburg and the question was asked if additional equipment could be purchased from Fitchburg (that would have to be checked into). It was felt sharing a handheld with another community was not practical particularly since it is used every day. Following further discussion, **Poole moved to recommend the Village Board approve the purchase of meter equipment in an amount not to exceed \$47,000 with funds from the water utility budget. Second by Noeldner. Motion carried.**
  - f) Revised Repayment Schedule from State Trust Fund – After Advanced Payment on Sewer Interceptor Loan. Hoeft referred to the revised repayment schedule received from the State Trust Fund for the sewer interceptor loan stating the additional \$666,000.00 payment made is reflected

on the schedule. This reduces the payments due March 15, 2008 through March of 2015 by \$100,000 per year. For informational purposes only. Hoeft went over the reasoning for this with regard to sewer rates.

9. **NEW BUSINESS.**

- a) **Review of Investments, Connection Fees, Impact Fees and Building Permits.** For informational purposes. There was some discussion.
- b) **Discussion and Possible Recommendation to Village Board on Credit Card Policy.** Bollig noted this is a proposed policy for use of Village credit cards. Luebke recommended a couple of things: (1) to include the wording “at no time shall the credit card be used for personal use; and (2) to include somewhere in the policy that the points accumulated by use shall be the property of the Village and not the cardholder. There was some discussion. Hoeft stated currently there is no policy in place, this is a draft/proposed policy only and staff could make the recommended changes and bring it to the Board on Monday night (the 16<sup>th</sup>). There was some discussion. Poole noted that on the second page a specific bank name has been included and it was agreed to take the bank name out of the policy. There was further discussion and it was agreed to take the revised policy directly to the Board.
- c) **Discussion of Assessor’s Notice to Property Owners in April for 1/2/2007 Assessed Values.** Hoeft noted there have been comments by taxpayers that the notice sent out for new assessed values is not clearly defined—taxpayers are not able to correlate what it means in terms of the tax bill that will come out in December. The proposed flyer defines what the assessment notice means and it would give the taxpayer the tools to calculate what the tax bill would have been for the prior year. It was noted that the assessment notice does meet State Statute requirements but is not necessarily clear to the average homeowner and this flyer would give the taxpayer a better understanding. Hoeft explained that one issue is that the notices come out in May but the mil rate is not known until December (which determines the tax bill) and with this flyer it would allow the taxpayer to calculate approximately what the tax bill would be. Hoeft noted it is a complicated formula and that this might help taxpayers understand it more clearly. Discussion followed.
- d) **Discussion of Preliminary 2008 Budget.** See item 3(b) above.
- e) **Discussion and Possible Recommendation to Village Board re Approval of Badger Meter Contract.** Hoeft noted this is the contract for the new Orion equipment. It is the same as the one approved for the Trace equipment used by Badger Meter and is needed for the change to the Orion equipment. There was some discussion. **Noeldner moved, second by Poole, to recommend the Village Board approve the Badger Meter Contract for the term from April 3, 2007 to April 2, 2008. Motion carried.**
- f) **Discussion and Possible Action: Annual Disposal of Meters and Transponder Equipment.** Hoeft noted a lot of meters and transponders will be changed out and although this is usually brought to the Board for approval once a year, there is not enough room to store the meters and transponders that will be changed. This is a request to allow disposal of the equipment on a monthly basis. A list could be provided every month or the compiled list (month by month) could be brought to the Committee in December. Hoeft noted that technically disposal of any assets of the Village utility need to be approved by the Board. There was discussion. It was agreed to compile the list and bring it to the December meeting. **Noeldner moved, second by Poole, to recommend the Village Board to allow staff to dispose of the meters and transponder equipment as needed and provide a report to the Committee in December.**

8. **BUDGET TRANSFER.** None.

9. **STAFF REPORT.**

- a) Update on Acceptance of Credit Cards for Municipal Citations and Utility Bills. Hoeft noted that last November it was approved to set up Official Payments to accept credit card payments for municipal citations and utility bills. The program went live a couple of weeks ago and one person has used it for payment of a citation. This is just to get the word out that the program is live and it is hoped the usage increases.
- b) Discussion of Continuing to Use Ehlers and Associates as Village Financial Advisor. Hoeft noted that the future assignments lists doing RFP's for a financial advisor. Hoeft stated she and Gracz are very satisfied with Ehler's & Associates especially in the TIF area and in particular with Mike Harrigan and would prefer to stay with them for the time being. She added that the State of Wisconsin's representative at a recent conference indicated the State uses Ehler's & Associates and that Mike Harrigan is their "go to" person. The recommendation is to hold off on going out for RFP's at this time. There was discussion. It was concluded to get an agreement or contract from Ehler's & Associates and bring that back to the Board in the future.

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

- 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 6:08 p.m. Motion carried.

Respectfully submitted,  
Georgia Johnson,  
Village Clerk