

1. **CALL TO ORDER:** Chair Bollig called the regular meeting of the Finance, Building & Facilities Committee of Monday, February 8, 2010 to order at 6:00 p.m.
2. **ROLLCALL:** Present: Jerry Bollig, Darlene Groenier and Eric Poole. Also present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Police Chief Doug Pettit and Clerk Georgia Johnson.
3. **APPROVAL OF MINUTES.**
  - a) February 11, 2008. **Poole moved, second by Groenier, to approve the minutes of February 11, 2008. Motion carried.**
  - b) December 14, 2009. **Poole moved, second by Groenier, to approve the minutes of December 14, 2009. Motion carried.**
4. **PUBLIC APPEARANCES.** None.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.**
6. **UNFINISHED BUSINESS.**
  - a) Discussion on Water and Sewer Rate Reviews—in process for future meeting. For informational purposes.
  - b) Update on Charter Communications Franchise Fees paid to Town of Oregon in error—Mike Received a Voice Mail from Charter. This is still being worked on by Charter. There was some discussion.

*It was agreed to take item #7(j) out of order.*

7. **NEW BUSINESS.**
  - a) Review of Investments, Connection Fees, Impact Fees and Building Permits. There was a brief discussion.
  - b) Discussion and Update on 2010 tax Collections. Hoeft noted approximately 70% has been collected with approximately \$450,000 going delinquent. There was discussion. Dane County collects the delinquent real estate taxes. Personal property is delinquent by about \$10,000. Delinquent utilities that went on the tax roll were down from last year.
  - c) Discussion on Rate Increase Notice from Alliant. The final electric rate changes were approved by the PSCW consisting of a 6.3% overall increase in cost for retail electric customers and 2.4% for retail gas customers. There was discussion.
  - d) Discussion and Possible Recommendation to Village Board on Guardian Proposal from Computer Magic for Improved Computer Maintenance. There was discussion regarding some of the problems staff has experienced lately, the problems encountered came during tax collection, the proposal is fair and would be a more proactive maintenance approach, would upgrade the server on a more regular basis, the Village currently pays per hour for time and materials, the list of computers covered, SCADA computers would not be included nor the computers at the Senior Center (owned by COA) and so forth. Following discussion, **Poole moved to recommend the Village Board authorize staff to enter into a Maintenance Agreement with Computer Magic in an amount of \$2,768 per month. Second by Groenier.** There was further discussion. **Motion carried.**

- e) Discussion and recommendation to Village Board to authorize Village President to sign paperwork for DNR Reimbursement for 2007 flood expenditures and to apply Grant Funding to General Fund advance to Fund 430 – FEMA and Fund 429 – DNR. Reference was made to the correspondence from Dane County Emergency Management noting there was additional money for municipalities to apply for. The Village submitted a claim for an additional \$45,000 and has received notice it will get \$13,912.31 for damages incurred in 2007 related flood activities. There was discussion. Staff is requesting monies be applied to Fund 430 closing out the FEMA Fund with the balance being applied to Fund 429 the DNR Fund. There was further discussion. **Poole moved to recommend the Village Board authorize the Village President to sign paperwork for DNR Reimbursement for 2007 flood expenditures and to apply grant funding to Fund 430—FEMA and Fund 429—DNR. Second by Groenier. Motion carried.**
- f) Discussion and possible recommendation to Village Board on investments and CD purchases. Hoeft stated it's been a year since the Board approved purchasing Certificates of Deposits and staff is looking for input from the Committee as to whether to continue with this procedure. Discussion included: have talked to the Attorney regarding whether the Village should be checking on the banks regarding their credit ratings and what kind of standing they have; the Attorney advised that as long as the Village stays in the \$250,000 FDIC coverage the Village is covered—what may be lost would be interest earned from the day the bank fails until the check is received from the FDIC; it was noted when the Blanchardville Bank failed (in 2003) they needed to make payroll on Friday and they did receive monies in time to meet payroll; that would be a loss of interest for 3-5 days; the time frame for receiving FDIC monies is very reasonable; some banks current interest rates—from 1.5%, 1.8%, 2% up to 2.05% (on 18 months or less); when Hoeft asked if the Committee wanted to continue with this procedure, they did not have a problem with it as long as Hoeft had the time; Hoeft stated it just takes a long time to do but she would continue to do it if that's what the Committee wants; the preference is to stay local (not out of state); looking to get the higher interest rates; the Village is getting good rates from Cross Plains, Union Bank & Trust—with the best rate from Anchor which is at 4%; for the most part we have stayed under 18 months with the C.D.'s but on occasion we see really good rates at 24 to 26 months; there are a number of things we wouldn't put in that far, but Jefferson Street or Lincoln Road projects could be moved into a longer period; looking for input from the Committee and Board; the longer the term of the C.D. the higher the interest rate; not seeing the rates we saw last summer and so forth. In response to a question by a committee member asking if the Village had money invested with Associated Bank, Hoeft indicated the Village does not.
- g) Discussion and possible recommendation to Village Board on 2010 agreement for legal services with Stafford Rosenbaum. The 2010 rates remain the same as in 2009. **Groenier moved, second by Poole, to recommend the Village Board to approve the 2010 Agreement for Legal Services with Stafford Rosenbaum. Motion carried.**
- h) Discussion and possible recommendation to Village Board on Sewer Connection fee review proposal from Ruckert & Mielke. This would be a study to look at the Village sewer connection fees. The connection fees were established in 1996 and have not been reviewed since that time. There was discussion including fees should be reviewed at least every five (5) years, this came up with the Lynch project and the fees being questioned, could be determined to raise connection fees, was budgeted for in 2008 but not used at that time, etc. Following discussion, **Groenier moved to recommend the Village Board approve the Agreement with Municipal Economics & Planning for a sewer connection fee review at a cost not to exceed \$5,500. Second by Poole. Motion carried.**
- i) Correspondence with DNR on 2008 Recycling Grant. There was discussion regarding the increase in recycling tonnage amounts and the DNR questioning the amounts. The increase is due to switching to the new recycling company and the increase in items that can be recycled.

- j) Discussion and possible recommendation to Village Board on purchase of 2010 Ford Crown Victoria. Pettit noted this would allow the purchase of a 2010 Ford Crown Victoria Police Interceptor vehicle. It is in the 2010 budget and the purchase price is \$21,597.00—the same price as in 2009. There was discussion regarding vehicle needs at the Police Department and whether Crown Victoria vehicles fill those needs, would be used for general patrol purposes, the Crown Victoria is one of the top three vehicles used by police departments; approval would lock in the 2009 price and will be replacing a vehicle that will be sold at the Sweeney auction. **Poole moved to recommend the Village Board authorize the purchase of a 2010 Crown Victoria from Kaiser Ford at a purchase price not to exceed \$21,597. Second by Groenier. Motion carried.**
- k) Discussion and possible recommendation to Village Board on Oregon Electric Demand Reduction Study. This is a study conducted by graduate students at no cost to the Village. It is an electric demand reduction study compiled by the students to identify and analyze various methods the Village can use to reduce peak electricity usage. There was discussion including the Village will need to provide a release to review Alliant's bills, a presentation by the group at a Board meeting, what buildings would be included in the study, there will be no cost to the Village and so forth. **Poole moved to recommend the Village Board approve Mark Berman conducting the EAP Capstone project at no cost to the Village. Second by Groenier. Motion carried.**
8. **NEW BUSINESS.**
- a) 2009 Budget Transfer #5. Hoeft went through the detail of the transfers noting it includes reallocation of expenditures, adjustments, transfer of monies to FEMA and DNR and general housekeeping. There was some discussion. **Poole moved to recommend the Village Board approve the 2009 Budget Transfer #5 as presented. Second by Groenier. Motion carried.**
9. **STAFF REPORT.**
- a) Possible February 22<sup>nd</sup> Special Board Meeting. There was discussion.
10. **DISCUSSION OF FUTURE ASSIGNMENTS.** There was discussion regarding item #f—Payment Services Network, item #j will be on the March agenda, and item #k has been completed. The attorney is preparing a paragraph in the assessor's contract to address this issue.
11. **ADJOURNMENT:** Groenier moved, second by Poole, to adjourn at 7:03 p.m. Motion carried.

Respectfully submitted,  
Georgia Johnson,  
Village Clerk