COMMITTEE OF THE WHOLE
MEETING MINUTES
OCTOBER 6, 2011
VILLAGE HALL BOARD ROOM

CALL TO ORDER
In the absence of Chairman Wolter, Deputy Clerk Lofy called the meeting to order at 6:06 p.m.

ROLL CALL
Members present: Trustees Baum, Hughes, Vanderheiden, Wing and Zabel. Members absent: Chairman Wolter, Trustees Ewert, Kaminski and Werderman. Also present were Administrator Schornack, Finance Director Rath, Deputy Clerk Lofy, Library Director Olson, Park & Recreation Director Altergott, Village Planner Retzlaff, Fire Chief Pollpeter and Village Clerk Knaack.

At this time, Deputy Clerk Lofy called to elect a Chairman Pro-Tem.
Motion by Baum, second by Zabel to elect Trustee Vanderheiden as Chairman Pro-Tem.
All voted aye. Motion carried.

APPROVAL OF MINUTES – September 22, 2011 Meeting
Motion by Wing, second by Baum to approve meeting minutes from September 22, 2011.
All voted aye. Motion carried.

6:08 p.m. – Trustee Ewert arrives at this time.

Finance Director Rath explained hand outs that recap increases and decreases in the preliminary budget at this point.
Discussion:

- Revenue expectation is raised to $360,000 from $325,000 for ambulance calls in the fire department
- Sewer utility expenses are up about $128,000 due to changes from MMSD

The decision is made to take agenda items out of order to accommodate staff present in the audience.

2012 BUDGET – GENERAL GOVERNMENT – Library
Library Director Olson presented and answered questions on the Library portion of the budget.
Discussion:

- The library gets revenue from the Village, County and fines and fees
- County Library Services Board has asked for a 0% increase in the levy over last year
- About $400,000 currently in the library capital expense account, cannot be used for maintenance
- County pays for all internet fees
- Library provides services to assisted living and nursing homes
- Very little increase in expenditures
- $617,000 needed from the Village for library budget

Discussion continued:

- Village expense for the library is less than last year
- Overall library budget is down
- Book Processing line item which includes book jackets, CD cases and toner is up

2012 BUDGET – GENERAL GOVERNMENT – Senior Center

Park & Recreation Director Altergott presented and answered questions on the Senior Center portion of the budget.
Discussion:

- Total expenditures are down by 8%
- $3,000 is dedicated to reducing the cost of computer classes to seniors
- Pushing to increase evening and baby boomer programs
- Goal is Monday through Thursday evening activities at the Senior Center
- RecTrac computer software codes Senior Center revenue to offset expenditures of the Senior Center
- Need to add to salary budget for newly approved Senior Center Coordinator position
- No new staff hired, title change
- Hope to cover salary increase with added programs and the revenue from them

2012 BUDGET – GENERAL GOVERNMENT – Recreation

Park & Recreation Director Altergott presented and answered questions on the Recreation portion of the budget.
Discussion:

- More programs cause expenditures to rise but they should be covered by revenue
- Projecting over $800,000 in revenue
- At some point revenues will level off and no longer increase

6:45 p.m. – Trustee Werderman arrives at this time.

- Maintenance agreement with Vermont Systems cost $4,500 but would cost much more if charged by the hour for each incident
- Cell phones are written off to programs, budgeted telephone costs are lower
- $210,000 for rebuilding shelter and adding running water and sewer for Spassland Park
- Final plans needed for new shelter before electrical and plumbing can be bid
- Public Works crew would build shelter, comes as a kit
- Residents say they would rent shelter if Spassland Park added restrooms
- Spassland Park would also be desired for rental because of parking lot
- Current shelter is in disrepair, new shelter should last longer
- Was directed at last year’s budget to bring the shelter forward this year
- Can build a house for less, it is expensive

Discussion continued:

- Kinderberg Park is at ten year mark for resurfacing of courts, estimated to last seven to ten years in this climate
- Need to resurface so do not need to redo the courts
- Recommending resurfacing for three years now
- Pathway at Kinderberg Park needs to be redone due to garbage truck damage
- Proposed to move dumpster at Kinderberg Park three-quarters of the way up the path and build enclosure to shield from neighbors
- New path at Kinderberg Park would be road quality
- Look at moving $16,900 for resurfacing of Kinderberg Park courts from capital to regular budget, trying to reduce capital
- One year increase in Recreation budget could get resurfacing of Kinderberg Park courts done
- Have to act quickly to resurface courts this year yet

2012 BUDGET – GENERAL GOVERNMENT – Inspection

Village Planner Retzlaff presented and answered questions on the Inspection portion of the budget.
Discussion:

- Inspection and Planning should be combined under the heading of Community Development Department
- No staff level changes proposed to 2012
- Slight decrease in revenue but also a decrease in expenditures
- $39,000 over budgeted revenue for 2011 at this point
- Increases in revenue due to Bradley and Wisconsin Stamping, $86,000 from these projects alone
- Decrease in revenues for 2012 because of lack of big projects at this point
- Operating expenses are down 6%
- No capital items in the budget
- No fee increases for 2012
- Revenue should be increased due to projects in works for the TIF
- Panda Express and Enviro-Safe have not pulled their permits yet
- Many miscellaneous permit fees charged this year due to energy saving discounts and stimulus programs
- Rather plan for the worse in revenue and be surprised if we do better
- No upcoming industrial expansions at this point

2012 BUDGET – GENERAL GOVERNMENT – Planning and Zoning

Village Planner Retzlaff presented and answered questions on the Planning and Zoning portion of the budget.
Discussion:

- Slight increase in revenue
- Slightly ahead, about $21,000, over budgeted revenues for 2011

Discussion continued:

- Budgeted expenditures almost the same as this year
- $4,250 in budget for consultant service to address mapping issues, to convert paper copies to digital
- No staff changes
- Will have some months with two Plan Commission meetings during them but not all

At this time, Fire Chief Pollpeter was called forward to review hand outs on fire station staffing requested at the budget meeting held on September 29, 2011.
Discussion:

- Hand outs contain break down of incidents and costs for the fire department
- No cost savings in overtime by adding personnel
- Cannot lose positions, need to maintain staffing we are at now
- Need to staff station better at night and on weekends
- Paid on call have hours set by contract
- Part time employees work sixty hours every two weeks
- If fire station is staffed better, engines will get to location faster
- At minimum staffing right now
- Come back with what hours current staff is working

2012 BUDGET – GENERAL GOVERNMENT – Clerk
Village Clerk Knaack presented and answered questions on the Clerk portion of the budget.
Discussion:

- Can only collect what we can by law, not a revenue or money making department
- Raised Hotel and Motel taxes revenue line item by $20,000 for 2012
- Fees go up and down depending on licenses that come in
- Department is two full time employees and one part time shared with Data Processing budget
- Training is need to get certification
- Expenses up due to four elections next year, one being a Presidential
- Extra recall elections this year came in right around the $16,000 budgeted
- Absentee is on the rise, causing expenses to go up
- Only certain employees can work in SVRS because training is needed, election workers will be called in for other duties such as filing
- Nothing in capital, cannot upgrade election machines until the State certifies them
- One hotel paid one quarter of Hotel and Motel taxes late from 2010, shows in 2011 budget
- Could extra budgeted money from this year be spent to offset costs of next year or should we add to reserves
- Recall election is likely in 2012 but not in the budget
- County did not budget for recall in 2012 either
- More staffing needed due to changes to elections because of the Voter ID bill
- Clerk and staff do election worker training, election workers are not paid for this training

2012 BUDGET – GENERAL GOVERNMENT – Village Board

Administrator Schornack presented and answered questions on the Village Board portion of the budget.

Discussion:

- Contract up in March of 2012 for legal services, should it be bid out
- Relatively same budget, no changes

2012 BUDGET – GENERAL GOVERNMENT – Administration

Administrator Schornack presented and answered questions on the Administration portion of the budget.

Discussion:

- Will be paying employee portion of state retirement, reducing cost of benefits
- 7.5% decrease in supplies budget
- Overall about 4.0% or $5,000 reduction in budget
- No capital expenses

2012 BUDGET – GENERAL GOVERNMENT – Treasurer

Finance Director Rath presented and answered questions on the Treasurer portion of the budget.

Discussion:

- Water revenue should be up, additional capital for Lake Park and County Line Road
- State shared revenue utility payment portion is projected at about $1,800 higher than budgeted for 2012
- Pet licenses are staying at the same level
- Interest a little higher than projected this year, trending at about $30,000 in interest at this point for this year

Motion by Zabel, second by Wing to increase the shared revenue utility payment per state numbers and increase interest revenue budgeted by $5,000 for a total of $30,000.
All voted aye. Motion carried.

Finance Director Rath continues presentation.

Discussion:

- Material and Supply Sales line item is projected to go up, greater request for copies, plans, etc.
- No change in salaries, overtime is reduced

2012 BUDGET – GENERAL GOVERNMENT – Assessor

Discussion:

- 2012 is the last year of Accurate’s contract

2012 BUDGET – GENERAL GOVERNMENT – Data Processing

Finance Director Rath presented and answered questions on the Data Processing portion of the budget.
Discussion:

- $10,000 for new domain controller for village hall's network
- 5 year life span will be met for current domain controller next year, has had issues
- Other member server has already been upgraded for RecTrac software needs
- All of the village cannot share same servers, has been looked into

2012 BUDGET – GENERAL GOVERNMENT – General Government

Finance Director Rath presented and answered questions on the General Government portion of the budget.
Discussion:

- Heat, light and power is trending at about $80,000 for this year, lower than the $95,000 budgeted for 2011
- Expect heating costs to rise in 2012

OVERALL REVIEW OF 2012 BUDGET

This agenda item was moved to the next meeting scheduled for October 13, 2011. Some discussion did still occur on this item.
Discussion:

- Historic Preservation will have $400 transferred to a fund for them
- Need to start funding retirement sick leave fund
- Watching trend of retirements coming up
- 150 day cap on sick leave pay out for most employees
- Sick leave is paid out as half the total hours accumulated at the employees current pay rate and used to continue health insurance
- Auditors like to see funding of retirement payout accounts

The meeting was adjourned at 8:26 p.m.

Respectfully submitted,

Christa Lofy
Deputy Village Clerk