

GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
JULY 17, 2012
VILLAGE HALL BOARD ROOM

CALL TO ORDER

Chairman Zabel called the meeting to order at 5:04 p.m.

ROLL CALL

Members present: Chairman Zabel, Trustees Kaminski and Vanderheiden.

Absent but arriving at 5:30 p.m. was Trustee Baum. Also present were Administrator Schornack, Finance Director Rath and Deputy Clerk Lofy.

APPROVAL OF MINUTES

Motion by Kaminski, second by Vanderheiden to approve the minutes from the June 19, 2012 meeting.

All present voted aye. Motion carried.

PUBLIC COMMENT:

None

Motion by Vanderheiden, second by Kaminski to move up item C. under New Business.

All present voted aye. Motion carried.

NEW BUSINESS:

REVIEW SECTION 14.09 OF THE MUNICIPAL CODE REGARDING PRIVATE SWIMMING POOLS

Chairman Zabel stated he had received phone calls and letters to review section 14.09 of the Municipal Code and how it allows for temporary pools.

John Pluta, W163 N10455 Ridgeview Lane, presented information on temporary pools and examples of Ordinances used to regulate them in the Village of Menomonee Falls and the Village of Slinger. He stated that temporary pools have become more popular in the last few years and the code should address them. When considering the need for a permit, it should be taken into account that very little construction is needed. If a permit would be required would it be a onetime fee or an annual fee. With the high number of temporary pools in the Village there is a need to address safety issues including removable ladders, pool covers and the use of GFC outlets for pool equipment. If fences were required around temporary pools, they would cost more than the pools.

Discussion:

- Temporary pools are only up for 3 to 4 months making it hard to follow the existing Ordinance
- Most people would not even think of needing a permit for a temporary pool
- Permits would be a way to get information out to temporary pool users and make it easier to enforce setbacks and safety issues
- Safety is the number one concern
- Home owner is liable for accidents whether the Village hands out safety information or not

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Discussion continued:

- An Ordinance should be created containing information on and defining temporary pools
- Any Ordinance could be enforced when residents call with issues with a temporary pool
- The electrical code that pertains to temporary pools should be included with any handouts

Matthew McDonough, N98 W16897 Condord Road, addressed the committee at this time with a concern about removable ladders. His temporary pool has stairs which could not be easily removed but includes a locking gate. He would like the Ordinance to allow for such an option instead of just a removable ladder. He also stated that when he purchased his pool it included a pool cover and a DVD with safety information.

Motion by Vanderheiden, second by Kaminski to have legal draft wording to be included in section 14.09 of the Municipal Code to cover temporary swimming pools no greater than 20' in diameter and to have this wording brought back to the General Government and Finance Committee for approval. This wording should include installation of the temporary pool after May 1st and removal before October 1st, using construction requirements that mimic the five current requirements under private swimming pools and requirements for safely securing the pool when not in use.

5:30 p.m. – Trustee Baum arrives at this time.

Motion by Vanderheiden, second by Kaminski to amend the motion to postpone enforcement of the changes in the Code until after it is approved by Village Board.

All present voted aye to amend. Motion carried.

All present voted aye on the motion as amended. Motion carried.

Motion by Kaminski, second by Baum to move on to item A. under New Business. All present voted aye. Motion carried.

ACCEPTANCE OF 2011 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Finance Director Rath introduced Amanda Blomberg of Baker Tilly who presented information about the audit they performed for the Village. Copies of the annual financial report were handed out to the Committee. The following were highlights of the report –

- 23% of the General Fund was in the unreserved fund balance at the end of 2011
- The designed effort to reduce costs has added to the balance in the General Fund
- Reserves are highest since about 2003
- Debt for the Village is low compared to other communities with aggressive TIF developments

Highlights continued:

- TIF #4 will be the biggest help to pay debt
- \$85,000 was set aside in 2011 for water utility future projects
- Almost 1.7 million cash on hand in water utility
- Expenses have consistently been higher than revenues in sewer utility
- Money is tighter in sewer utility than in water utility
- Have had rate increases to cover sewer utility
- Much of General Fund and water utility unrestricted funds could be invested, half of which could be more long term investments

Motion by Baum, second by Kaminski to send the 2011 Comprehensive Annual Financial Report to the Village Board for acceptance.
All present voted aye. Motion carried.

UNFINISHED BUSINESS:

INTERNET SERVICE AT VILLAGE HALL

Administrator Schornack reported on his meeting with Joe Kitzinger from K-Consult, LLC. The meeting was held to discuss the terms offered by Time Warner Cable for installing fiber for internet service at Village Hall. It was mentioned that Time Warner Cable would be offering a higher speed coaxial service before October, raising its speeds from 10Mbps/2Mbps to 35Mbps/5Mbps. The price of the service would increase from \$265 to \$340 per month. Going with the higher speed coaxial was recommended over installing fiber.

Discussion:

- Will look into including library in faster service
- Newer phone service has added to internet usage
- Park and Recreation has seen a rise in online registration
- Joe Kitzinger recommended against five year contract for fiber due to falling prices

Joe Kitzinger's full report will be included with Administrator Schornack's weekly report. Administrator Schornack plans to go with the higher speed coaxial service because it is in his spending authority but he will keep the Village Board informed.

NON-UNION EMPLOYEE COMPENSATION INCREASES

Administrator Schornack addressed the Committee with three things he would like them to consider for non-union employees due to three years without an increase –

1. A cost of living increase for all non-union employees.
2. A one-time bonus for some employees that have taken on extra work.
3. A permanent adjustment in pay for employees that have taken on much more work, such as merged departments.

Discussion:

- Comparable communities in the region were used for the salary report
- Time to start compensating employees that have taken on more work

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Discussion continued:

- Would like to look at a system of merit increases instead of across the board increases
- 2% increase for all non-union employees would use \$35,000 out of the General Fund, which is available
- 2013 budget will include new expenses
- No ultimate decision should be made until after the Presidential Election
- Raises are a budget item, look at for next year
- Could look at one-time bonus
- Employees are professionals and should be compensated
- Look at restructuring the pay system and doing away with step increases
- Look to see if we have the revenue to support raises
- Hard to compare Village to a business, the Village is not for profit
- Taxes have been kept down which means same service for less dollars
- Public sector needs to be more efficient with the resources they have
- The Village needs to start putting aside money for up keep of infrastructure and stop borrowing

Administrator Schornack was directed to bring back a plan for how employees should be compensated.

NEW BUSINESS:

RESOLUTION – AUTHORIZING THE WRITE-OFF OF OLD AND UNCOLLECTIBLE GENERAL ACCOUNTS RECEIVABLE

Finance Director Rath stated that collection of this money is unlikely to happen and not writing it off overstates the receivables.

Motion by Baum, second by Vanderheiden to forward this item to Village Board with a positive recommendation.

Discussion:

- Part of the uncollectible money is interest on the money that was not collected
- Will continue to try to collect but receiving this money is not realistic
- Payment agreements are worked out to try to collect from people without insurance

All present voted aye. Motion carried.

REPORTS:

Monthly, Year to Date Financials

Revenue and Expense Report – All Funds – Finance Director Rath stated revenue is looking good and at this point no shared revenue is posted. Gas prices have been down and use of part time instead of full time employees has helped. The May and June Recall Elections are not in the budget at this point but it should not be

REPORTS: (cont.)

Revenue and Expense Report – All Funds – (cont.)

a problem covering their expenses. It was also stated that the sewer utility does not include industrial fees at this point.

Health and Dental Plans – Finance Director Rath stated that the dental plan looks fine but the health plan is tight. Changes in the health plan have helped.

Impact Fees Financial Reports – Finance Director Rath stated that the large connection fees received from Ellsworth have helped the water utility.

TIF Financial Updates – No Activity

Accounts Payable – Nothing Discussed

Monthly Code Violation Reports

**Building Inspection Department -
Planning Department** –

Changes are being made to section 14.09 of the Municipal Code and how it relates to temporary swimming pools.

C.I.P. Projects – Some projects will be moved to the General Fund. Information is being gathered on the replacement of Fire Station #1's concrete approach.

Letter of Credit Summaries –

Building Inspection Department – Super Lube might need to extend their letter of credit.

Public Works Department – The sidewalk issue for River Lane Holdings should be checked on.

Planning Department – Nothing Discussed

Summary of all Village Contracts – Administrator Schornack stated that he is waiting for updated information on some contracts and he will be checking on others. There are a couple of contracts coming up in August to look at. Accurate Appraisal is working on a proposal. After this is received the decision can be made on whether to request other proposals. Administrator Schornack was directed to have Accurate Appraisal come in and answer questions of the Committee.

Status of Building Inspection Services – Update – Administrator Schornack stated that at this time things are going well in the Building Inspection department and questions on this matter should be directed to Village Planner Retzlaff.

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NEXT MEETING DATE: The next meeting scheduled for Tuesday, August 21, 2012 at 5:00 p.m. was changed to Tuesday, August 28, 2012 at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 7:42 p.m.

Respectfully Submitted,

Christa Lofy
Deputy Clerk