GENERAL GOVERNMENT & FINANCE COMMITTEE
MEETING MINUTES
JUNE 18, 2013
VILLAGE HALL BOARD ROOM

CALL TO ORDER
Chairperson Zabel called the meeting to order at 5:04 p.m.

ROLL CALL
Members present: Chairperson Zabel, Trustees Baum, Kaminski and Vanderheiden. Also present were Administrator Schornack, Finance Director Rath, Park and Recreation Director Casperson and Deputy Clerk Lofy.

APPROVAL OF MINUTES
Motion by Baum, second by Kaminski to approve the minutes from the May 21, 2013 meeting.
All present voted aye. Motion carried.

PUBLIC COMMENT:
None

UNFINISHED BUSINESS:
MICROPHONES, AUDIO MIXER, VIDEO MIXER FOR BOARD ROOM
Administrator Schornack presented the revised quote proposed by Miles Pro Audio - Visual. The quote was for four microphones, two audio mixers, one video mixer, one XGA scan converter, video cable and labor totaling $8414. This quote was to be included with next year's budget but extra funds were found this year. Finance Director Rath presented the plan for funding the quoted equipment using $7,630 left from a Police Department scheduling system purchase and the balance from AT&T franchise fees.
Discussion:

- AT&T franchise fees are currently at $18,000 a quarter
- With AT&T's current franchise fees, they will surpass the $50,000 budgeted for this year
- Time Warner Cable is budgeted pretty close to actual franchise fees
- Should not put this equipment purchase off, it is needed
- Owe the audience, they need to be able to hear the full meeting
- Extra money will be needed for health care next year
- Miles Pro Audio – Visual has charged little or nothing for repairs in the past
- Microphones quoted are Beyer Dynamic which are slightly more expensive but will match the current microphones

Motion by Baum, second by Kaminski to purchase the quoted equipment from Miles Pro Audio – Visual using $7,630 left from the Police Department scheduling system purchase with the balance of $784 coming from AT&T franchise fees, the total cost not to exceed $8414.
All present voted aye. Motion carried.

Motion by Kaminski, second by Baum to move to agenda item B. under New Business, Review Park & Recreation Seasonal Employee Pay Ranges – Discussion and Action
All present voted aye. Motion carried.

NEW BUSINESS:

REVIEW PARK & RECREATION SEASONAL EMPLOYEE PAY RANGES

Park and Recreation Director Casperson presented the current pay schedule for Park and Recreation's seasonal positions. It was stated that employees in these generally low wage positions can easily move to jobs with higher wages elsewhere. Small increases have been given in the past to returning, deserving employees in these positions for longevity. Administrator Schornack stated these small amounts of money given in the past have moved employees to a different pay grade which requires Village Board approval. He suggested using a salary range system instead of the current system. This way, small wage increases could be made to try to retain seasonal employees and Village Board approval would not be an issue.
Discussion:

- Usual is $.25 per year for longevity
- Only deserving employees receive raises, not just handed a raise for returning
- Need to look at the budget before giving any raise
- Pay plans for other departments with seasonal employees work like the pay range plan proposed tonight, they do not use pay grades

Motion by Vanderheiden, second by Kaminski to use the proposed seasonal employee pay range plan which would replace the current pay schedule for Park and Recreation's seasonal employees.
All present voted aye. Motion carried.

At this time the Committee moved back to item B. under Unfinished Business, Performance Evaluation and Pay Plan – Discussion Only

UNFINISHED BUSINESS:

PERFORMANCE EVALUATION AND PAY PLAN

Administrator Schornack stated he made changes to this item which included removing supervisory references for non-supervisory employees. These changes were suggested by the Committee at the April 23, 2013 meeting. Administrator Schornack went on to say funding would need to be set up for any wage increases in the next budget. He suggested department heads meet with him to set the amount of money for wage increases for each department. All employees should be included in a cost of living increase unless the employee was doing a bad job. Most of the plans looked at to develop this plan were not lengthy. Washington County's plan was more in-depth but they have a Human Resources department and the staff to carry it out.
Discussion:

- Need to see how the economy is before committing to wage increases
- Adding a goal section to the performance evaluation is important

Discussion continued:

- Goals are black or white, either the employee achieved them or not
- Would like to set money aside in the next budget for cost of living and merit increases
- Look at surrounding communities to see if they received raises this year
- Could start losing employees if not keeping up pay
- Employees should be encouraged to save the Village money and be rewarded for doing so
- Should go retroactive to see where employees have saved money lately
- Pay grades still exist but employees have stayed at the grades they were at for the last four years
- Compare the Village's pay ranges to the pay ranges of employees in surrounding communities – low, mid and top
- City of West Bend is currently doing a wage study, might be able to use their study
- Focus on goals and employee cost savings not the training and development section of the proposed performance evaluation
- Need to move forward with this to give employees time to complete goals

The Committee decided to revisit this item in the next month or two after more information is collected.

NEW BUSINESS:

REVIEW OF VILLAGE CODE REGARDING ISSUANCE OF LICENSES OR PERMITS TO PERSONS HAVING DELINQUENT TAXES, CHARGES AND FEES

Chairperson Zabel explained the changes made a few years back to the Village code as it relates to delinquent taxes. The Village Board decided to change the code and allow licenses to be issued even if the applicant was delinquent in taxes. The Village Board decided that Washington County made the Village's taxes whole, so it was up to the County to collect delinquent taxes. It was brought up lately that Washington County will not approve recording of documents, such as documents for land splits or land developments, without taxes paid.

Discussion:

- Three years delinquent in taxes, property can go to a sheriff's sale
- The Washington County Treasure should sign off if taxes are paid in full so documents can be recorded by the County
- Washington County makes the Village taxes whole, the County needs to collect the money from the land owner
- Should not shut down business for back taxes
- Requiring tax payment before allowing recording of documents will not help promote business
- This only holds up expanding and development of business not running the business as it is
- If a business can pay to expand, they can and should pay their taxes

Discussion continued:

- Banks lending money to businesses to expand should be checking if taxes are paid
- Unpaid taxes would not stop the issuing of plumbing or electrical permits
- The Village is responsible for collecting personal property tax
- The Village makes Washington County whole on personal property tax, should continue to collect before issuing licenses
- Should push the state to change their laws to include businesses paying their taxes before expanding
- Businesses have different business models, not paying taxes on time should not be held against them
- Need to find out how Village tax payers are affected when a business does not pay its taxes
- See what other communities do with businesses that are delinquent in taxes

Motion by Kaminski, second by Baum to postpone this issue until the July General Government & Finance Committee meeting, gather more information from Washington County and ask the Village Attorney for wording of the possible ordinance change.
All present voted aye. Motion carried.

HIRING A FULL-TIME INSPECTOR FOR BUILDING INSPECTION

Chairperson Zabel asked the Committee to postpone this item until later in the year. It was reported that Village Planner Retzlaff hired a part-time inspector to help get Building Inspection caught up. Building Inspection has made progress in catching up.
Discussion:

- Building Inspection is behind due to multiple single family housing permits coming in
- There is no need to hire a full-time inspector at this time, the newly hired part-time inspector can pick up some more hours now
- Building Inspection is saving money and catching up

Motion by Baum, Second by Kaminski to postpone discussion of hiring a full-time inspector for Building Inspection until a future date.
All present voted aye. Motion carried.

GRANT PROGRAM FOR FEE REIMBURSEMENT FOR NONPROFITS OR COMMUNITY GROUPS

Chairperson Zabel explained a letter from the Village Attorney outlining the possible need for a public grant program in the Village and an example of the one used by the City of Franklin. This grant program would reimburse qualifying non-profits and community groups for fees paid to the Village. It was stated that the Village already has something similar to this which is used to reimburse the money collected for reserve liquor licenses.

Motion by Kaminski, second by Baum to have the Village Attorney draft an ordinance to allow for a simple public grant program similar to the Village's program for reimbursement of the $10,000 reserve liquor license fee and to remove the deadline to apply for this grant by the end of the previous year all to be discussed at the July General Government & Finance Committee meeting.
All present voted aye. Motion carried.
Discussion:

- This would make it more fair to all of the non-profit and community groups out there
- This would set up the criteria for the eligibility of groups
- Groups applying for this would have to submit an annual request for reimbursement to the Clerk no later than November 30 of the year prior to the event's date according to the example from the City of Franklin
- New groups requesting funding would not know the year before, do not want a deadline of the year before for requests
- Groups would have to pay for licenses, permits, etc and then apply to have the expense reimbursed
- Some groups might not have the money to cover their expenses in advance

REPORTS:

Monthly, Year to Date Financials

Revenue and Expense Report – All Funds – Finance Director Rath stated much of the larger revenues, including the shared revenue and some State aid, are not in yet. These funds will come in and start showing up on this report.

Health and Dental Plans – Finance Director Rath stated that both plans are doing well. The health plan was extended to employees working 30 hours or more per week but restrictions can be made to these newly added employees working up to 39 hours per week. Some restrictions that can be made are offering only the silver plan with its higher deductibles, not offering a Health Savings Account and making them pay more towards the premium. Some of these are not an option for employees in certain unions. Any changes will need to be decided by October when the Village needs to start offering insurance to the newly qualifying full-time employees. Major changes were already made to the insurance plan last year. It was also stated that the insurance costs for next year should be presented for discussion in August. After seeing the final numbers it can be decided if the Village should continue to offer insurance or send the employees to the exchange with a possible wage increase to offset the loss of insurance. The dental plan is doing fine and the funds in it are still dropping by design.

Impact Fees Financial Reports – Finance Director Rath stated that activity was up at Blackstone Creek and sewer connection fees were still credited back to them. It was also stated that impact fees collected can be hard to use because they need to be spent related to growth

REPORTS (Continued):

Accounts Payable – No discussion.

Monthly Code Violation Reports
Building Inspection Department – No discussion

Planning Department – Administrator Schornack stated that the Highland Road project would be re-inspected in July and he would have an update on it then.

C.I.P. Projects – Finance Director Rath stated she would do an entry to move the $7,630 from the Capital Projects Fund to the General Fund to fund part of the equipment purchase for the board room. She also stated that $6,410 will be moved from the zero turn mower expense to the asphalt roller expense to cover the amount over $20,000. The asphalt roller did come in over budget but it was still a good deal for a new roller.

Letter of Credit Summaries –
Building Inspection Department – Administrator Schornack stated that work should be picking up at the Super Lube site. The owner of the property talked to Super Lube about completing the work they were approved for. The letter of credit will still need to be extended.
Public Works Department – Nothing Discussed

Planning Department – Administrator Schornack stated he would get the status of the Enviro-Safe Consulting letter of credit set to expire on August 1, 2013.

Summary of all Village Contracts – Finance Director Rath gave an explanation of the contract with TE Brennan Company. They are a consulting firm that helps the Village with insurance issues and has been used by the Village for this service for many years. They were instrumental in the insurance settlement received by the Village for well #11. It was also stated that the Village might save the $5,500 cost of the Firehouse software renewal because the fire department decided to start using ProPhoenix software. The cost for cat control service from the Washington County Humane Society also went from $4,600 to $2,800 for next year.

NEXT MEETING DATE: The next meeting was scheduled for Tuesday, July 16, 2013 at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 6:40 p.m.

Respectfully Submitted,

Christa Lofy
Deputy Clerk