

FINANCE MINUTES

August 7, 2012

SAUKVILLE MUNICIPAL CENTER 639 E GREEN BAY AVE, SAUKVILLE, WI

Village President Barb Dickmann called the meeting to order at 6:00 p.m.

Village Administrator Dawn Wagner gave the Statement of Public Notice.

Members Present: Barb Dickmann-present, Bob Hamann-present, David Maglio-absent, Dan Sauer-present, Mike Krocka-present, Michael Gielow-present, and Joe Caban-present.

Others Present: Nicole Sidoff, UWM, Dawn Wagner, and Vicki Lee.

APPROVE CLAIMS FOR JUNE 2012 IN THE AMOUNT OF \$163,369.44

Hamann/Krocka made a motion to approve claims for June 2012 in the amount of \$163,369.44. Motion carried.

BUDGET WATCH

The Budget Watch was submitted for review. Expenditures are in line with budgeting estimates.

INVESTMENT REPORT

Wagner stated that rates have not improved.

Wagner noted that Lee continues to look for the best available rates.

STRATEGIC PRIORITY SETTING - ACTION STEPS

Sidoff reviewed the action steps and asked if there were any changes or suggestions.

Dickmann asked Sidoff what she thought of the document. Sidoff stated that she thought it was excellent and that she actually used it as a model at a conference she recently attended.

Wagner asked, if adopted how often would the Board revisit for review? Sidoff stated that annually with the budget process would be appropriate. She also recommended an overall review every 3-5 years.

Krocka/Gielow made a motion to recommend to the Village Board approval of the Vision-Mission-Strategic Priorities as presented. Motion carried.

CEMETERY RECORDS UPGRADE

Wilhelm stated that a discussion was held at the recent Cemetery Committee meeting regarding the deficiencies of the individual grave sites. A recommendation was made to hire Ruckert & Mielke to modify the system with a "not to exceed" amount of \$2,000. This would update the cemetery data base in the Village's GIS System.

Caban felt that this would be an appropriate step.

Wilhelm stated that some additional information would need to be added.

Wagner stated that the funding would come from the Non-Lapsing Reserve Fund-Technology (GIS). She stated that this would be an appropriate use of the funds. The current available balance is \$6,375 for GIS enhancements.

Wagner stated that staff and the Cemetery Commission recommend moving forward with the proposed upgrade.

Wagner stated that this upgrade is outside the scope of what the county would provide.

Krocka/Sauer made a motion to recommend to the Village Board the Cemetery Records Upgrade to the GIS System for a "not to exceed" amount of \$2,000. The funds would be used from the Non-Lapsing Reserve Fund- Technology (GIS). Motion carried.

FIRE DEPARTMENT - LADDER TOWER REPAIRS

Chief Schultz stated that the current tower is 15 years old. A completely new structure would be \$800,000.

Schultz stated that the tower is used on a regular basis. The department has suspended use of the tower due to safety issues. The wood on the tower is beginning to rot and needs to be replaced. The department would also like to add a smoke house to the structure. The cost of a "not to exceed" amount of \$2,500 would cover the cost of supplies and the repairs would be completed by department personnel.

Wagner stated that if these repairs are deemed appropriate, the funds could be allocated from Contingency Fund.

Dickmann stated that the reason for not using fire non-lapsing reserve is that when the department has expenses they are usually high.

Krocka/Caban made a motion to recommend to the Village Board approval of a "not to exceed" amount of \$2,500 for supplies for the repair of the Fire Department ladder tower. The funds will be allocated from contingency. Motion carried.

STH 33 - ROUNDABOUT LANDSCAPING

Wilhelm stated that the Village is responsible for the round-a-bout landscaping. It is his recommendation that perennials are used for the plantings.

Wilhelm explained the types of plantings and the reason for using them. The lower growing plantings will be on the outside with a progression of taller ones to the inside.

Wilhelm stated that he had a discussion with the Feith Family YMCA regarding the landscaping for the Northwoods Road round-a-bout.

Wilhelm stated that if this plan is approved the Market Street plantings will be installed this fall. Wilhelm stated that the Village will likely hire a landscaper for the project.

Wagner asked if there should be a deadline for a decision from the YMCA as to whether or not they will handle the Northwoods Road round-a-bout. A deadline of September 1st was set.

Dickmann would like to see a similar design at the Northwoods Road round-a-bout with perennials.

Krocka/Caban made a motion to approve the plans for plantings at the Market Street round-a-bout. Motion carried.

CONVENE TO CLOSED EXECUTIVE SESSION PURSUANT TO §19.85(1)(c) PERSONNEL

Hamann/Krocka moved to convene to closed executive session pursuant to §19.85 (1)(c) personnel at 6:33 p.m. Roll call vote was taken with all in favor. Motion carried.

RECONVENE TO OPEN SESSION

Krocka/Gielow moved to reconvene to open session at 7:16 p.m. Motion carried.

ACTION ON CLOSED SESSION MATTERS

No action taken.

CONTRACT FOR PROFESSIONAL SERVICES - MK HAROLDSON ECONOMIC DEVELOPMENT & PLANNING

Wagner reviewed the contract for service and the expected duties.

Wagner stated that the two things that were added to the contract were:

- Meeting minutes would be submitted to the Deputy Clerk for packets no later than the Monday immediately following a meeting
- Support and promotion of the Village's Vision-Mission-Strategic Priorities

Wagner felt that the first four months of the contract were a learning curve. Wagner stated that a summary of Haroldson's activities are being submitted regularly.

Wagner stated that things are going well to this point and the contract should be continued through at least the end of the year with further review at budget time.

Dickmann asked if she is where we expected her to be. Wagner stated yes.

Gielow stated that he likes that the contract is being reviewed at the end of the year. He would like to see more moving forward.

Wagner recommended moving forward with the professional service contract.

Krocka/Gielow made a motion to recommend to the Village Board approval of the Contract for Professional Services - MK Haroldson Economic Development & Planning through the end of the year with additional review at budget time. Motion carried.

OTHER MATTERS

Wagner reported that Baumann has been overseeing a summer staff person from Workforce Development.

Wagner stated that the Library has had a summer staff person from Workforce Development as well.

Wagner reported that 2013 budget information has been distributed to departments for budget development and submission.

Discussion was held regarding a date for the 2013 Budget Tour. A date of October 1, 2012 was decided.

Wagner reminded everyone that the Village's National Night Out would be held on Tuesday, August 14, 2012 at Grady Park.

Wagner stated that Police Officer interviews will be held on Wednesday, August 22nd.

Wagner stated that the State of the County address will be held on Tuesday, August 28th.

Wagner suggested that the Village Board have a new picture taken. That will happen on Tuesday, August 21st.

ADJOURNMENT

Krocka/Maglio made a motion to adjourn. Motion carried at 7:40 p.m.

Mary K. Baumann
Deputy Clerk