

*****FINANCE MINUTES*****

October 3, 2013

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

Village President Barb Dickmann called the meeting to order at 4:00 p.m.

Village Administrator Dawn Wagner gave the Statement of Public Notice.

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

Others Present: Dawn Wagner, Mary Kay Baumann, Vicki Lee, Chief Goetz, Chief Schultz, Shari Kirsch, and Mark Jaeger.

APPROVE CLAIMS FOR AUGUST 2013 IN THE AMOUNT OF \$145,430.21

Maglio/Caban made a motion to approve claims for August 2013 in the amount of \$145,430.21. Motion carried.

BUDGET WATCH

Lee stated that the budget is currently at 62%.

Wagner stated that we are nearing the end of the year and everything is in line to where it should be.

INVESTMENT REPORT

Lee stated that there are no changes this month but next month we will see changes due to notes and cd's opening up.

AMBULANCE BILLING SERVICES

Wagner reported that the Village received proposals from Life Quest Billing Services and Emergency Medical Billing Associates, LLC (EMS).

Krocka stated that contracts are being re-negotiated. Life Quest was submitted in three (3) phases with rates going from 15% to 8% in Phase I, 24% to 22% in Phase II, and 45% to 33% in Phase III.

Krocka stated that EMS appears to be the better option with rates and fees. They offered 8% in Phase I and 33% in Phase II.

Kirsch stated that EMS was giving the Village the option on length of time before rates changed to Phase II. Kirsch recommended 120 days. She felt that was ample time for collection of fees.

Kirsch also stated that she felt the service from either provider would be equal. Newburg and Cedarburg currently use EMS.

Krocka/Maglio made a motion to recommend to the Village Board to approve Emergency Medical Billing Associates, LLC for ambulance billing services with a three (3) year agreement. Motion carried.

DISPATCH SERVICES

Chief Goetz reported that all 911 calls are currently answered by the County. Frequencies have to be switched several times through the duration of one call. It does cause confusion.

Goetz stated that Laurie Miske is the secondary contact for the Tracs System. Due to other commitments within the department and meetings, etc. outside the department, Miske is dispatching less than 40 hours a week already. The remainder of the time the calls are forwarded to County dispatch.

Goetz does not feel his office is running as efficiently as it should be. By relieving Miske of the dispatching duties, that would change.

Goetz stated that he had already spoken with the Sheriff. He agreed with Goetz's concerns and stated that the County could absorb the additional calls at no extra cost to the Village.

Wagner stated that Saukville does rely heavily on the County already.

Chief Schultz asked if Miske would still be doing the morning pages. Goetz stated yes and calls will still be monitored.

Goetz stated that he would like the transition to take affect November 1, 2013. He also stated that Port Washington, Thiensville, and Fredonia already rely on the County for all dispatching.

Goetz would make an official written request to the Ozaukee County Sheriff to provide full-time dispatch services (24-7) for the Village of Saukville effective November 1, 2013.

Krocka/Caban made a motion to recommend to the Village Board approval of Chief Goetz submitting and official written request to the Ozaukee County Sheriff to provide full-time dispatch services (24-7) for the Village of Saukville effective November 1, 2013. Motion carried.

PD/VH PHONE SYSTEM UPGRADE

Goetz stated that he would like the Village's phone system to be customer friendly. The system is currently running analog and he would like that up-graded to digital.

Wagner stated that the system was purchased with the upgrade option. Wagner felt it would be beneficial from a customer service standpoint.

Goetz reported that with the digital program, there would be a link between his office and the squad cars. This would allow staff to transfer calls directly to the squads instead of messages being taken and calls later returned.

Goetz stated that he would like the change to take place this year, if possible.

Wagner stated that the Village is currently waiting for more information from Digi-Corp. Due to that, it has been requested that this item be Tabled until that information is obtained.

Maglio/Sauer made a motion to Table action on the PD/VH System Upgrade pending more information. Motion carried.

PERSONNEL MANUAL UPDATE

Goetz stated he is requesting that the Dispatch position be replaced by an Administrative Assistant/Office Manager position. This would include a new job description.

Goetz stated that Miske is an integral part of running the office. This would include being in charge of the office functions, with the authority to order and maintain office supplies, and staff scheduling of days off. This would also include Miske assisting Goetz with confidential and financial information regarding the department. Goetz feels that this change involves more responsibility for Miske and with that, feels it should be considered a promotion and not a lateral move.

Goetz would like Miske's new position to take affect November 1, 2013 with a \$1/hour increase.

Maglio/Caban made a motion to recommend to the Village Board approval of the Personnel Manual Update to replace Miske's Dispatch position with an Administrative Assistant/Office Manager position effective November 1, 2013. This would include a \$1/hour increase. Motion carried.

OTHER MATTERS

Wagner stated that the Health Insurance Market Place Notices had been distributed to all employees.

Wagner stated that there will be a Chamber Lunch at Aurora Medical Center in Grafton. The guest speaker will be Dr. Michael Weber. He will discuss the three (3) most important elements of success. If you are interested in attending, please inform Mary Kay.

The Mid-Moraine Dinner will be held on Wednesday, October 23rd. This month's dinner is being hosted by Port Washington and will be held at Country Inn and Suites. If you are interested in attending, please inform Mary Kay.

Wagner reported that the Character Counts Initiative will be holding its annual event at Lincoln Elementary School in Port Washington on October 29th. Patrick Peterka and Shirli Flack will be honored for exhibiting the traits of Character Counts.

Wagner reported that Harassment Prevention Training has started for Village employees. One session was held at the Library on September 27th. Two additional sessions are being held on October 21st at the Fire Dept. and October 31st at the Police Dept.

Wagner stated that the Board would also have to go through the training and it was decided that it would be held during one of the upcoming Finance Committee Meetings.

Wagner reported that the next Utility Meeting would be held on October 15th before the Finance Committee Meeting at Village Hall.

ADJOURNMENT

Maglio/Sauer made a motion to adjourn. Motion carried at 4:40 p.m.

Mary K. Baumann
Deputy Clerk