

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

January 15, 2013

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

Village President Barb Dickmann called the meeting to order at 7:00 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-absent, Michael Gielow-present, and Joe Caban-present.

Others Present: Dawn Wagner, Mary Kay Baumann, Vicki Lee, Kathleen Cady Schilling-OED, and Mark Jaeger.

APPROVE CLAIMS FOR DECEMBER 2012 IN THE AMOUNT OF \$119,214.06

Maglio/Gielow made a motion to approve claims for December 2012 in the amount of \$119,214.06. Motion carried.

INVESTMENT REPORT

Lee reported that there has been no new activity.

REVOLVING LOAN FUND MANUAL UPDATE (KATHLEEN CADY SCHILLING-OED)

Kathleen Schilling of Ozaukee Economic Development reported that Wisconsin's Department of Housing and Urban Development had been allocating money to Saukville.

HUD has now stated that Saukville is not achieving its goal with the money allocated. The State of Wisconsin is requiring manual changes including:

- Low & Moderate Income Benefits - an income certification survey will be required for new hires to ensure Wisconsin HUD laws are being followed
- Federal anti-piracy laws will have to be followed
- More limitations will be put on money allocated

Schilling stated that the County manual has already been updated.

Schilling reported that the fund is currently at \$151,000.

Hamann pointed out that there were two sections that referred to the County and should refer to the Village. Changes were noted.

Hamann/Caban made a motion to recommend to the Village Board the Revolving Loan Fund Manual Update with changes noted. Motion carried.

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

Krocka/Gielow moved to convene to Closed Executive Session pursuant to Section 19.85(1)(c), Personnel. Motion carried at 7:15 p.m.

RECONVENE TO OPEN SESSION

Maglio/Gielow moved to reconvene to Open Session. Motion carried at 7:49 p.m.

ACTION ON CLOSED SESSION MATTERS

No action taken.

MK HAROLDSON - ECONOMIC DEVELOPMENT & PLANNING - CONTRACT FOR PROFESSIONAL SERVICES

Dickmann stated that the contract for MK Haroldson - Economic Development & Planning would be extended for 6 months with language added by the Village Administrator regarding expectations.

Sauer/Gielow made a motion to recommend to the Village Board approval of MK Haroldson - Economic Development & Planning - Contract for Professional Services for 6 months with language added by the Village Administrator regarding expectations. Motion carried.

IMPLEMENTATION OF PAPERLESS PACKET SYSTEM

Wagner stated that with the implementation of paperless packets, the next step to move forward would be to allocate ipads to all Board members, the Village Administrator and the Deputy Clerk. The ipads would be set up with iAnnotate, a software package that allows notes to be taken within documents. The ipads would also be set up for WiFi. Two of the ipads would be set up with Wi-Fi and cellular capabilities for the Village President and Village Administrator.

The ipads can be used to access packet information (agenda/reports), receive e-mail communications, and to access information from the internet for research & Village/other information provided on the web.

Wagner stated that these devices would be allocated to the position, not the person. They would be the property of the Village.

All ipads would come with a keyboard and sturdy case.

Wagner stated that she and Dickmann went to Bayside to review their paperless packet program/procedures and the use of the ipads. Bayside serves as an example of how the transition to the use of technology has helped reduce the cost of their packet distribution system.

Wagner stated that the funds would be allocated from the General Government Reserve Fund at a Not-to-Exceed amount of \$7,500.

Sauer stated that he didn't think the Village needed to incur the additional cost of these devices and that the current procedure of e-mailing is sufficient and Board members can view and/or print as needed. He also stated that he was old-fashioned and did not want one, and that he has managed to keep them out of his personal life.

Caban/Maglio made a motion to recommend to the Village Board the approval of ipads for the Board members, Village and Administrator and Deputy Clerk. The funds would be allocated from the General Government Reserve Fund at a Not-to-Exceed amount of \$7,500. Majority in favor, with one nay. Motion carried.

OTHER MATTERS

None.

ADJOURNMENT

Hamann/Maglio made a motion to adjourn. Motion carried at 8:03 p.m.

Mary K. Baumann
Deputy Clerk