

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

July 15, 2014

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

Village President Barb Dickmann called the meeting to order at 7:15 p.m.

Village Administrator Dawn Wagner gave the Statement of Public Notice.

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

Others Present: Dawn Wagner, Mary Kay Baumann, and Vicki Lee.

APPROVE CLAIMS FOR JUNE 2014 IN THE AMOUNT OF \$189,505.72

Maglio/Gielow made a motion to approve the claims for June 2014 in the amount of \$189,505.72 as presented. Motion carried.

BUDGET WATCH

Wagner stated that Contract Services and Equipment/Building repairs were trending a little high. Overall the budget is in line where it should be at this point. We are currently at 46%. Average for this time is 50%.

INVESTMENT REPORT

Lee reported that there hasn't been much change.

CONVENE TO CLOSED EXECUTIVE SESSION PURSUANT TO §19.85 (1)(c) and (f) TO DISCUSS AN EMPLOYEE RESIGNATION AND DEPARTMENT RESTRUCTURING AND THE IMPACT ON SPECIFIC EMPLOYEES

Krocka/Maglio made a motion to Convene to Closed Executive Session Pursuant To §19.85 (1)(c) and (f) To Discuss An Employee Resignation and Department Restructuring and the Impact On Specific Employees. Motion carried at 7:17 p.m.

RECONVENE TO OPEN SESSION

Krocka/Sauer made a motion to reconvene to Open Session. Motion carried at 7:50 p.m.

TO DISCUSS AND TAKE ACTION ON AN EMPLOYEE RESIGNATION REQUEST

Maglio/Krocka made a motion to recommend to the Village Board to accept Mr. Roy Wilhelm's resignation from the offices of Director of Public Works/Village Engineer, Planning Commissioner, and Cemetery Commissioner effective July 19, 2014, and to pay to Mr. Wilhelm the separation payment totaling 365 hours of pay as identified in Section 8.04(10) of the Personnel Manual and Mr. Wilhelm's December 10, 2012 sick leave bank conversion sign-off form.

The purpose of the motion before the Board is to accept Mr. Roy Wilhelm's resignation from employment and from offices of Director of Public Works/Village Engineer, Planning Commissioner, and Cemetery Commissioner effective July 19, 2014, and to pay to Mr. Wilhelm the amounts owed to him for the separation payment totaling 365 hours of pay as identified in Section 8.04(10) of the Personnel Manual and Mr. Wilhelm's December 10, 2012 sick leave bank conversion sign-off form. Roll Call Vote was taken with all in favor. Motion carried.

FINANCIAL POLICIES: WHISTLEBLOWER POLICY, DEBT MANAGEMENT POLICY, CAPITAL ASSET POLICIES AND PROCEDURES, FUND BALANCE POLICY, AND INVESTMENT POLICY

Wagner stated that the Whistleblower Policy, Debt Management Policy and Investment Policy are new. The Whistleblower Policy is being implemented and will become part of the Personnel Manual. The remaining policies (Fund Balance Policy and Capital Asset Policies & Procedures) are being updated to be consistent with current laws and regulatory guidelines.

Wagner stated that all policies were reviewed by the Village Auditor and Financial Advisor.

Krocka/Caban made a motion to recommend to the Village Board the Whistleblower Policy, Debt Management Policy, Capital Asset Policies and Procedures, Fund Balance Policy and Investment Policy as presented. Motion carried.

OTHER MATTERS

Wagner reported that the Shared Services Task Force had their first meeting. It was determined that future meetings will be held on the first Monday of the month at 6:00 a.m.

Wagner stated that the Village was well prepared for the meeting with a list of shared services already being utilized between Saukville, Port Washington, and other municipalities.

Wagner reported that the 2015 Budget material was sent out to Department Heads. Information is due back by Wednesday, September 3rd.

Baumann stated that Nick Schoeder from Work Force Development will be working 4 hours a day in the Village office through August 22nd.

Wagner reported that a Public Information Meeting (PIM) regarding the Linden Street and Colonial Parkway projects has been scheduled for Monday, July 21st at 6:00 p.m. at the Saukville Police Department. Information was sent to the property owners and a special e-newsletter was being sent out on Wednesday in relation to this public meeting.

Wagner stated that Ruekert & Mielke and Payne & Dolan will be at the meeting to review the scope of the project and answer resident questions.

Wagner stated that a Public Hearing regarding the special assessments is set for August 5th at 8:00 p.m.

Wagner reported that Live at the Triangle has been going extremely well with a very large turn-out for Oil Can Harry last Wednesday.

The Village currently has 930 e-newsletter subscribers.

Baumann reported that there has been very positive feed-back from the 4th of July Parade and Fireworks! Everything was excellent!

Wagner reported that Officer Holeva is on medical leave.

ADJOURNMENT

Krocka/Maglio made a motion to adjourn. Motion carried at 8:07 p.m.

Mary K. Baumann
Deputy Clerk