

FINANCE MINUTES

June 24, 2014

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

Village President Barb Dickmann called the meeting to order at 6:30 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, Vicki Lee, Ray deBruijn, Dale Kropidlowski, Ray Hartmann, and Mark Jaeger.

APPROVE CLAIMS FOR MAY 2014 IN THE AMOUNT OF \$166,106.24

Sauer/Krocka made a motion to approve the claims for May 2014 in the amount of \$166,106.24 as presented. Motion carried.

BUDGET WATCH

Wagner stated that a few items were over the projected budget, the main item being legal.

Wagner reported that Beck's withdrew their appeal regarding the Kwik Trip approval. The appeal would have created additional legal expenses.

Lee reported that the budget should be at 42% and we are trending at 37%.

INVESTMENT REPORT

Lee reported that interest rates are going up slightly.

LINDEN STREET/COLONIAL PARKWAY PROJECTS

Wagner reviewed the bid that was submitted by Payne & Dolan.

The bid includes work from S. Main Street on Linden Street and to the entrance of Arkema on Linden Court. It also includes the 100 and 200 blocks of S. Colonial Parkway (Hillcrest Road to Bucktrout).

Kropidlowski stated that Linden Street and Linden Court would be receiving new curb stops and new service. Slip lining and pipe bursting (less expensive option) will be done as well. Hartmann stated that the underground material is stronger. The Village would use M & E. This is the same company that was used by the Village of Belgium.

deBruijn stated that the 100 and 200 block of Colonial Parkway would be getting new storm sewer laterals. Catch basins would be replaced as well as the storm sewer between the basins.

deBruijn stated that some curb and gutter as well as driveway approaches will need to be replaced.

Wagner stated that the recommendation from Ruckert & Mielke was to accept the bid from Payne and Dolan and move forward with the project.

deBruijn stated that Grafton rebid on a project and the amounts came in higher.

Wagner stated that a Reimbursement Resolution would need to be approved for \$190,000. This amount would be taken out of the Capital Projects Fund.

The Water and Wastewater Utilities will reimburse the General Government Capital Project Fund.

Wagner stated that this would be a three (3) part recommendation.

Maglio/Krocka made a motion to recommend to the Village Board approval of the bid from Payne & Dolan for a "Not to Exceed" amount of \$861,770.90. The total project cost with engineering and project administration is estimated at \$980,000. Motion carried.

Wagner reviewed the Proposal for Construction, Administrative and Assessment Services.

Hartman stated that he feels the project would run smoother with an on-site inspector. deBruijn stated that this would keep the contractors on task.

Wagner asked what the estimated time frame for the Linden Street utilities was. Hartmann stated that the pipe bursting would take 2 weeks max.

RES. #1188 - DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES ON SEWER AND WATER UTILITY PROJECTS FROM PROCEEDS OF BORROWING

Maglio/Krocka made a motion to recommend to the Village Board approval of Res. #1188 - Declaring Official Intent to Reimburse Expenditures on Sewer and Water Utility Projects from Proceeds of Borrowing. Motion carried.

Staff provided their recommendations on Special Assessments.

Hartmann stated that with the new ordinance regarding prohibited discharge, the homeowners would be charged for faulty laterals. The Village would incur the cost from the sewer main to the curb stop. The homeowner would be responsible for the cost from the curb stop into the house for sewer lateral repairs.

deBruijn stated that past practice has been to assess the homeowner for storm, curb, gutter, and sidewalk.

Dickmann felt there was no reason not to go with the staff recommendations.

Wagner stated that staff has done an excellent job with the project to date.

Maglio/Caban made a motion to recommend to the Village Board approval of the staff recommendations for Special Assessments as presented. Motion carried.

VILLAGE HALL/POLICE DEPARTMENT SITE ENHANCEMENTS

deBruijn stated that improvements are needed in the area in front and next to the Police Department. There is dead arborvitae as well as drainage issues. There are also driveway issues on the southwest corner.

The Village has received landscape bids from Forever Green and Fransee & Son.

deBruijn recommended replacing some of the arborvitae with fencing. The fencing is in line with the Foster Commons Overlay District. deBruijn felt there would be a cost savings by putting in the fencing. The fencing would cost \$8,200. This is less than \$1,000 more than it would cost to replace the arborvitae.

deBruijn has also recommended putting in additional sidewalk on the west side of the Police Department building from the service door to the garage door. The sidewalk can be done by the Public Works Department. The only cost would be for materials.

deBruijn stated that the paving, curbing, planting, and fencing could be completed for \$16,494.75.

Dickmann stated that the funds would come from the remaining balance in the Police Department Capital Fund from the initial borrowing.

Krocka/Maglio made a motion to recommend to the Village Board approval of \$16,494.75 for Village Hall/Police Site Enhancements as presented with the funds to come from the Police Department Capital Fund. Motion carried.

CONVENE TO CLOSED EXECUTIVE SESSION: TO DISCUSS THE CONTINUED EMPLOYMENT OF A SPECIFIC DEPARTMENT HEAD PURSUANT TO §19.85 (1)(c) and (f) and (e) FOR THE PURPOSE OF DISCUSSING CONTRACT TERMS RELATED TO ECONOMIC DEVELOPMENT AND PLANNING CONSULTANT

Krocka/Caban made a motion to Convene to Closed Executive Session to Discuss the Continued Employment of a Specific Department Head Pursuant To §19.85 (1)(c) and (f) and (e) for the Purpose of Discussing Contract Terms Related to Economic Development and Planning Consultant. Motion carried at 7:08 p.m.

RECONVENE TO OPEN SESSION

Maglio/Gielow made a motion to reconvene to Open Session. Motion carried at 7:52 p.m.

PERSONNEL MANUAL UPDATE - SECTION 3.09 - SALVAGE VEHICLE INSPECTOR & SECTION 8.04 (10) - MEDICAL LEAVE BANK

Wagner reported that the Salvage Vehicle Inspector position will become a separate part-time position starting at \$19.00/hr. Retired Officer Barry Effinger will be filling that position. This will increase the patrol hours for Officer Holeva.

Wagner stated that the update to the Medical Leave Bank is in regard to how medical leave hours are handled at time of separation from employment.

Maglio/Gielow made a motion to recommend to the Village Board approval of the Personnel Manual Update - Section 3.09 - Salvage Vehicle Inspector & Section 8.04 (10) - Medical Leave Bank as presented. Motion carried.

CONTRACT FOR PROFESSIONAL SERVICES - MK HAROLDSON ECONOMIC PLANNING AND DEVELOPMENT

Krocka/Maglio made a motion to recommend to the Village Board approval of the Contract for Professional Services - MK Haroldson Economic Planning and Development for a 3 month period ending September 30th. Motion carried.

OTHER MATTERS

Wagner reported that the Impact Fee Ordinance will be discussed at the Public Hearing.

The e-newsletter will now be distributed on Tuesday mornings instead of Friday afternoon.

The Summer Reading Program is doing well.

Wagner reported that she and Lee are working with the auditors on the financial policies for the Village.

The 2015 Budget Tour will be held on Monday, September 22nd.

The next Finance/Village Board meetings will be Tuesday, July 15th.

Dickmann stated that the Village will take part in a Shared Services Task Force (SSTF) with the City of Port Washington. Dawn Wagner will be the staff representative. The SSTF will be headed by Richard Belling with citizen members Jerry Dickmann and Jen Schoenfeldt.

ADJOURNMENT

Krocka/Maglio made a motion to adjourn to Tuesday, July 15, 2014. Motion carried at 7:57 p.m.

Mary K. Baumann
Deputy Clerk