

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

February 10, 2015

**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: 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 K. Baumann, Ray deBruijn, Vicki Lee, and Mark Jaeger.

CONVENE TO CLOSED EXECUTIVE SESSION PURSUANT TO §19.85 (E) DELIBERATING BARGAINING STRATEGY REGARDING SEWER SERVICE AREA REQUEST AND ENGINEERING SERVICES

Krocka/Gielow made a motion to convene to Closed Executive Session pursuant to §19.85 (e) Deliberating Bargaining Strategy Regarding Sewer Service Area Request and Engineering Services. Roll call vote was taken with all in favor. Motion carried at 6:30 p.m.

RECONVENE TO OPEN SESSION

Krocka/Gielow made a motion to reconvene to Open Session. Motion carried at 7:00 p.m.

ACTION FROM CLOSED SESSION

No action taken.

SEWER SERVICE AREA MODIFICATION REQUEST

Dickmann stated that this would be a recommendation to the Village Board authorizing the Village President, to sign a letter to the City of Port Washington to enter into negotiations for a possible Sewer Service Area transfer.

Maglio/Gielow made a motion to recommend to the Village Board authorizing Barb Dickmann, Village President to sign a letter drafted by the Village Attorney to the City of Port Washington to enter into negotiations for a possible Sewer Service Area transfer. Motion carried.

SECTION 3.09(M) - UTILITY GROUNDS/FACILITIES MAINTENANCE/CUSTODIAN

Wagner reported that this position would fit the operational needs of the Water/Wastewater Departments. The position would include Grounds Maintenance - 15 hrs/week (May-October); Custodial (year round) - 5 hrs/week. This position was included in the 2015 Budget.

Kropidowski stated that the hours would be monitored and adjusted accordingly.

Krocka/Caban made a motion to recommend to the Village Board approval of Section 3.09(M) - Utility Grounds/Facilities Maintenance/Custodian position. Motion carried.

SECTION 4.02(H)(5) - UTILITY OPERATORS CERTIFICATION/LICENSES

Wagner stated that this modification is being proposed to meet the anticipated changes from the Department of Natural Resources (DNR) in certification requirements.

Hartmann stated that classifications are being realigned in July and the update to Section 4.02(H)(5) defines those requirements.

Sauer/Caban made a motion to recommend to the Village Board approval of Section 4.02 (H)(5) - Utility Operators Certification/Licenses. Motion carried.

RES. #1204 - AMENDING 2015 COMPENSATION SCHEDULE - UTILITY

Wagner stated that with the modifications to certification requirements, it was suggested that an adjustment be made to the beginning rate for the Utility Operator position. Wagner stated that only one (1) employee would be affected right now.

Sauer/Krocka made a motion to recommend to the Village Board Res. #1204 - Amending 2015 Compensation Schedule - Utility as presented. Motion carried.

ENGINEERING SERVICES AGREEMENT

Wagner stated that this agreement would formalize the Village's existing relationship, utilizing Ruckert & Mielke (R&M) services, on an as needed basis. R & M would be designated as the Village Engineer. The terms of the agreement would be March 1, 2015 - February 29, 2016. The Agreement will include 48 hours of donated time. All other services will be provided at a reduced billing rate.

Steve Wurster of R & M stated that he has worked with the Village for many years and looks forward to the continued relationship with the Village. As stated, the agreement will include 48 hours of donated time and he will always be just a phone call away.

Wurster stated that the Village is not locked into this agreement. If for any reason, the Village is not satisfied with R & M's performance, they can terminate the agreement.

Wagner stated that because this is considered a "service", there is no bid requirement.

Kropidowski asked if R & M had this type of agreement with other municipalities. Wurster stated that 98% of their work is with municipalities and the services they provide to the 30-35 communities are varied.

Wurster stated that the Village will also be working with Dave Arnott. Arnott will serve as the Village Engineer. Arnott has been with R & M for approximately 15 years and his expertise is in wastewater. Arnott will be the point person for wastewater issues. Wurster stated that he would cover storm water issues.

Hartmann stated that he has worked with Arnott for a long time and he is very direct in his approach.

Maglio/Krocka made a motion to recommend to the Village Board approval of the Engineering Services Agreement with Ruckert & Mielke (R&M) effective March 1, 2015 - February 29, 2016. The Agreement will include 48 hours of donated time and all other services at a reduced billing rate. Motion carried.

PLOW FRAME REVISIONS

deBruijn is requesting an update to a pin and loop connection to two (2) patrol trucks. deBruijn stated that these changes are being recommended based on the set up of the dump truck that was purchased a year ago. It is a pin and loop connection. deBruijn stated that the new dump truck will also have the same connection. Making this change to the two existing trucks would make the fleet uniform.

deBruijn stated that this was recommended from the Public Works Committee.

deBruijn stated that the cost is \$2,400 per unit for a total of \$4,800. The vendor has agreed to hold the price until after the snow season.

Caban/Gielow made a motion to recommend to the Village Board approval of the plow frame revisions on the two (2) existing dump trucks at a cost of \$4,800 to be paid from the DPW Equipment Replacement Fund. Motion carried.

DPW SHOP DOOR REPAIRS

deBruijn stated that there are two of the large overhead doors that need panels replaced.

deBruijn stated that the price includes bottom seals on both doors as well as weather stripping.

The cost would be \$3,350.

Maglio/Caban made a motion to recommend to the Village Board approval of the DPW Shop Door Repairs to include replacing panels on two (2) overhead doors, sealing and weather stripping of both doors. The cost would be \$3,350 to be paid from the DPW Equipment Replacement Fund. Motion carried.

RES. #1205 - 2014 CARRYOVER FUNDS

Wagner reported that some of the funds would be used for the painting of the garage doors, Municipal Code updates, and the Technology Funds.

Wagner stated that the Equipment Replacement Fund has a healthy balance.

Krocka/Gielow made a motion to recommend to the Village Board approval of Res. #1205 - 2014 Carryover Funds as presented. Motion carried.

RES. #1200 - 2015 ROOM TAX REQUESTS

Wagner stated that Lee had a conversation with the new owners of the Super 8. It will be changing to a Motel 6. The owner feels that the revenue estimates are good and possibly even a little low.

The recommendation is to move forward with the amounts requested at the December 2, 2014 meeting for a total of \$37,306.

Krocka/Sauer made a motion to recommend to the Village Board Res. #1200 - 2015 Room Tax Requests as presented for a total of \$37,306. This would include authorizing the Saukville Area Historical Society to put the balance of funds from their 2014 Room Tax Request into escrow until the money is used for the approved project. Motion carried.

Mike Harrigan of Ehlers & Associates provided the Pre-Sale Report for the General Obligation Bonds.

Harrigan stated that the Village has decided on Option 1A that includes financing the well with the General Obligation Debt. Included will be reimbursements of \$150,000 from water and \$39,137 from sewer for Linden St. and Colonial Pkwy. The total issue would be \$3,605,000.

Harrigan reviewed the impact on the tax rate and utility.

Harrigan reviewed the refunding and the benefit of refinancing.

Harrigan reported that the target date for the sale would be March 17, 2015. The Village will need the Well #6 approval from the PSC prior to going to market. Harrigan stated that the approval would have to come at least a week in advance of the sale.

Harrigan stated that state law requires a separate resolution for each project. A combined resolution can then be approved for the sale.

Harrigan stated that revenue from the Water Utility will pay for the new well.

RES. #1206 - INITIAL RESOLUTION AUTHORIZING \$675,000 GENERAL OBLIGATION BONDS FOR STREET IMPROVEMENT PROJECTS

Sauer/Caban made a motion to recommend to the Village Board Res. #1206 - Initial Resolution Authorizing \$675,000 General Obligation Bonds for Street Improvement Projects. Motion carried.

RES. #1207 - INITIAL RESOLUTION AUTHORIZING \$2,310,000 GENERAL OBLIGATION BONDS FOR WATER SYSTEM PROJECTS

Maglio/Gielow made a motion to recommend to the Village Board approval of Res. #1207 - Initial Resolution Authorizing \$2,310,000 General Obligation Bonds for Water System Projects. Motion carried.

RES. #1208 - INITIAL RESOLUTION AUTHORIZING \$40,000 GENERAL OBLIGATION BONDS FOR SEWERAGE PROJECTS

Maglio/Caban made a motion to recommend to the Village Board approval of Res. #1208 - Initial Resolution Authorizing \$40,000 General Obligation Bonds for Sewerage Projects. Motion carried.

RES. #1209 - INITIAL RESOLUTION AUTHORIZING \$580,000 GENERAL OBLIGATION REFUNDING BONDS

Krocka/Maglio made a motion to recommend to the Village Board approval of Res. #1209 - Initial Resolution Authorizing \$580,000 General Obligation Refunding Bonds. Motion carried.

RES. #1210 - PROVIDING FOR THE SALE OF \$3,605,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS

Krocka/Sauer made a motion to recommend to the Village Board approval of Res. #1210 - Providing for the Sale of \$3,605,000 General Obligation Corporate Purpose Bonds. Motion carried.

OTHER MATTERS

Wagner stated that the Saukville Chamber will be holding an information lunch at the Saukville Police Department on Wednesday, February 24th regarding the upcoming School District Referendum.

Wagner stated that the OED will be holding their annual event on April 29th.

There is a Partisan Primary election on Tuesday, February 17th for the 20th Senate District seat vacated by Glenn Grothman.

deBuijn provided a list of items sold, with the funds being placed in the DPW Equipment Replacement Fund. Items sold totaled \$2,282.00.

ADJOURNMENT

Krocka/Gielow made a motion to adjourn. Motion carried at 7:47 p.m.

Mary K. Baumann
Deputy Clerk