

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

March 1, 2016

**SAUKVILLE MUNICIPAL CENTER
639 E. GREEN BAY AVE., SAUKVILLE, WI 53080**

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

Village Clerk Mary Kay Baumann gave the Statement of Public Notice.

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

Others Present: Dawn Wagner, Mary Kay Baumann, Chief Goetz, Jen Gerber, Ray deBruijn, and Mark Jaeger.

APPROVE CLAIMS FOR JANUARY 2016 IN THE AMOUNT OF \$288,642.38

Gielow/Krocka made a motion to approve claims for January 2016 in the amount of \$288,642.38. Motion carried.

INVESTMENT REPORT

Wagner stated that the report was in the packets for review.

Staff has been busy with tax bills and utility bills.

4 X 4 PICKUP TRUCK REPLACEMENT (DPW-ERF)

deBruijn stated that the 2002 Plow Truck is up for replacement per the 2016 Budget. deBruijn stated that the bids ranged from \$28,000-\$31,800 for the truck.

deBruijn recommended the purchase of a 2016 Ford 350 1-ton with a heavier plow and power lift gate. deBruijn stated that there is a power lift gate on one of the other trucks and it works very well and creates less physical stress on staff.

The truck would be purchased from Ewald Ford at a cost of \$39,434. This amount is under budget.

deBruijn stated that there would be a 10 week lead time for the truck. There would then be a week for the lift gate, and one day for the plow once the truck arrives.

deBruijn stated that if the truck is approved tonight, the old truck would go on the auction website on Thursday, March 3rd.

Wagner stated that there is currently \$69,985 in the Equipment Replacement Fund and the 2002 Plow Truck should bring in \$12-\$15,000.

Krocka/Sauer made a motion to recommend to the Village Board a Not-to-Exceed amount of \$39,434 for the 2016 Ford 350 - 1-ton with amenities to be purchased from Ewald Ford. Motion carried.

APPLIANCE RECYCLING CONTRACT

deBruijn stated that he had been working with Refrigerant Depot out of Milwaukee to set up a program for residents to discard old white goods.

deBruijn stated that this program will not create any cost for the Village or the taxpayers.

deBruijn stated that Refrigerant Depot is state certified.

deBruijn stated that it has been determined that the best schedule would be one that works with the compost site hours. Residents will be able to drop off white goods during regular compost site hours - Saturdays from 9 a.m. - 3 p.m., April - October. There is space at the DPW-the site is manned and there is no cost involved.

deBruijn feels it is a win/win situation for all.

Dickmann stated that she thought it was great to be able to offer a new service to residents.

Caban stated that the program was discussed at Public Works and all thought it was a good idea.

Caban/Fischer made a motion to recommend to the Village Board approval of the Appliance Recycling Contract with Refrigerant Depot as presented. Motion carried.

2015 LIBRARY STATISTICS

Gerber stated that the information she is presenting has been given to the Library Board.

Gerber shared the statistics from 2015 to include:

- Circulation - Books, Media 75,128 items down -0.7% from 2014
- e-books +6.4%
- e-magazines Only 795 requested - service being discontinued due to lack of interest
- Programming Teen/Adult +84.2%
- Children's +8.0%

Gerber added that there were a total of 4,175 children that attended programs. That is the highest count the Library has ever had. In addition, 1030 people attended programs in July alone. Two of the highest attended events were the Veterans Exhibit and the 100 Year Celebration.

- Digital Media Lab With only one person checking out the lab per day, the lab was checked out 157 times in 2015 and it has only been available since June.
- 6 Public Computers Logged in 10,460 times +3%
- Web-page 35,938 Homepage hits
- Facebook Page 20,177 total people reached
- People Counter 59,188 patrons came through the Library doors in 2015-an all-time record

Gerber stated that, based on these statistics, this community comes to the Library for more than just books.

Gerber went on to review the Library Crossover Borrower's Report.

All Libraries in Eastern Shores loan and borrow books. Gerber stated that a good Library tries to lend more than borrow. The Oscar Grady Library has loaned 19,461 and borrowed 13,868 items for a difference of 5,593 more lent out.

Gerber gave an overview of the programs offered at the Library on a regular basis:

- Book Club
- Recipe Club
- Adult Coloring Club
- Teen Card Club
- Lego Club
- Toddler Dance Party Club
- Story times - 2/week
- Pajama Story Time - every Wednesday night
- Movie Day for Kids - Friday Afternoons
- Disabled Veterans Outreach Program - every Friday
- Homebound Delivery Program
- Digital Lab
- Special Events
 - Halloween Party
 - Santa
 - Senior Luncheon
 - Summer Reading Program
 - 1,000 Books before Kindergarten Program

OTHER MATTERS

Wagner requested that the next Finance/Village Board meetings be held on Tuesday, March 22nd. This meeting would include the Audit Presentation from Schenck. Wagner stated that this would be one week before we begin the Financial Management Planning.

After discussion it was determined that the Utility Audit would be presented at the Finance meeting on that same night.

Wagner stated that, due to the April 5th Election, it would make sense to move the Finance/Village Board meetings to Wednesday, April 6th. The Public Hearing for the two (2) text amendments would be scheduled for that date.

The Public Information Meeting (PIN #1) for the 2017 Street Projects is scheduled for Wednesday, March 30th @ 6:00 p.m. at the Police Department.

Wagner reported that the Village will be hosting staff training on Thursday, April 14th at 8:00 a.m. The topic will be "Attitude Makes a Difference". Port Washington, Cedarburg, and Grafton have been invited to attend.

deBruijn reviewed items sold on the auction website during the month of February for a total of \$29,168.50.

ADJOURNMENT

Krocka/Caban made a motion to adjourn. Motion carried at 8:00 p.m.

Mary K. Baumann
Clerk