

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 23, 2013

Call to Order

President Vanden Berg called the Committee of the Whole meeting to order at 6:00 p.m.

Roll Call

PRESENT: President Vanden Berg, Trustee Frassetto, Trustee Hietpas, Trustee Peerenboom, Trustee Smith, Trustee Van Lankvelt

EXCUSED: Trustee Joosten

ALSO PRESENT: Staff Members: J. Fenlon, T. Flick, R. Van Gheem, T. Matheny, B. Jensen, S. Berkers, Interested Citizens, Media Reps

Public Appearance for Items not on the Agenda

None

Discussion – 2014 Budget

J. Fenlon thanked staff for working hard and getting the budget finished in a timely manner. J. Fenlon went on to say that this year's budget came in at the target increase that was approved by the Village Board in August of this year. T. Matheny presented an overview of the 2014 Budget and noted that the proposed mill rate is \$6.95 which is an increase of \$0.08 from last year. There is an increase of \$0.25 for sanitation fees and she is looking at an increase in water. T. Matheny stated that she and R. Van Gheem would like to go through the sewer and storm water numbers again before testifying that there will be no increases in those utilities. T. Matheny stated that the Department of Public Works and Parks Union Contract Extension ends on 12/31/2013 and they become non-represented employees. As part of signing the Union Contract Extension the DPW and Parks employees have not received an increase in pay since 12/31/2011 so those employees will receive a 2% increase and a step increase if applicable in 2014. DPW and Parks employees are changing from a traditional HMO to a deductible health insurance plan that will increase the employer portion of the premium from 88% to 93%. T. Matheny stated that these employees will be paying their full share of 7% to WRS and also that they will be eligible for Life, Dental, and Disability Insurance. T. Matheny stated that R. Van Gheem and T. Flick have put together a committee with management and employee union member to create a Personnel Handbook for employees that were previously represented by the union contract. T. Matheny discussed the updates for the 2014 labor allocations and that 2% of her salary will be allocated to the Utility Fund, 10% of the Community Development Director's salary will go back into the General Fund due to the reduction of TID's in the village. T. Matheny stated that the Engineer and CAD Designer positions are not funded from the General Fund but split between Construction Projects, TID, and Utilities. T. Matheny discussed the 2014 budget challenges and that an 8.4% decrease in General Transportation Aids is anticipated for 2014 and a 14.5 % increase in debt service requirements with no new debt being issued in 2013. T. Matheny noted that Interim Administrator Rick Hermus did not allow funding for a new Park & Rec employee. T. Matheny stated that the Village received a refund of \$438,124 for the termination of TID #3 and proposed that the funds be designated for future debt service for TID #1, and telephone, security, audio-visual and furnishings for the Village Hall addition/renovation and TID #4 obligation. Trustee Peerenboom questioned the effects on the budget if the Engineer Department is not created. T. Matheny stated that it would reduce the levy or it could be allocated another place in the budget. Discussion regarding performance measures occurred. Discussion regarding yard waste stickers and potentially selling yard waste access cards at the Village Hall occurred. Trustee Hietpas questioned the reason that the salaries jump around year to year in the Vehicle Maintenance budget. R. Van Gheem stated that is due to another mechanic being assigned temporarily to assist in vehicle repairs to an aging fleet. T. Matheny stated that the salary for vehicle maintenance was higher in 2012 due to a payout for a retiring mechanic that was at top pay. R. Van Gheem discussed the addition of an Engineer position and that it is something that has been discussed for many years with the Village Board. R. Van Gheem went on to discuss the responsibilities, possibilities, and benefits of having an Engineer on staff for the Village. Trustee Van

Lankvelt questioned the savings that would be possible if the Village hired an Engineer. R. Van Gheem responded that it would depend on the amount of projects the Village undertakes because not all consulting costs would be eliminated. T. Matheny stated \$200,000 is budgeted annually in the CIP for engineering costs and hopes to see that line item disappear with time. Trustee Smith stated that the only reason the Village could lose out on hiring an Engineer would be if the Village stops doing street projects. T. Matheny stated that there is an increase in the Clerk's budget due to a bigger election schedule and election workers were given a raise in 2013. T. Matheny discussed the amount of time that is used in her department regarding room rentals at the Civic Center. T. Matheny stated that she and T. Flick have looked into using an online system for village rentals but decided to table it until after the Village Hall Renovation was completed. T. Matheny noted the increase in training in her department and the Clerk's office due to international conferences that are close enough that attendance is possible. Trustee Hietpas questioned the revaluation and if it is being completed and paid for in 2013. T. Matheny stated that \$80,000 was put into the General Fund for 2013 because reserve was set aside for that process and \$40,000 for software needed to complete the revaluation will be in the 2014 budget in facilities/equipment. T. Matheny reported that the Public Safety portion of the budget is the same as presented previously. Inspection and Fire Operations are unchanged from last year. T. Flick reported on the Parks budget and stated that it is a pretty normal year other than replacing a piece of equipment needed for grooming ball diamonds. T. Flick reported on the Recreation portion of the budget and stated that an increase was noted in the training/conference portion due to a request by him to attend a National Parks & Rec Conference in Las Vegas. T. Flick noted that if he does not receive grant money to pay for the portion not budgeted he will not be attending the conference. Trustee Peerenboom questioned which department bike lanes fall under as far as goals. T. Flick stated that bike lanes may be something that administration may need to give staff direction on. R. Van Gheem stated that it depends on which department the project falls under. T. Flick reported that his department has been checking into the possibility of going to an online program book with a minimal amount being mailed out to save on costs. Trustee Frassetto questioned if T. Flick could wait awhile before changing that due to possible changes in the way park facilities are rented in the future. T. Flick reported on the Forestry Budget and noted an increase in wages due to a need for trimming of village trees. T. Flick reported on the Youth Football and noted the fees for attendance to offset the cost of the program. T. Matheny stated that she needs the Final Assessed Value before publishing the budget adoption date.

Unfinished Business

None

Items for Future Agenda

Trustee Van Lankvelt stated that he would like to add three things to a future agenda. The first one is discussing the possibility of changing the ordinance regarding the length of terms for board members. The second is he would like discussion regarding the formation of a utility commission. The third item he would like to add to an agenda would be to revisit the Pine Street parking issue. R. Van Gheem stated that the Pine Street issue will be on a future agenda.

Adjourn

VILLAGE OF LITTLE CHUTE

By: Michael R. Vanden Berg, Village President

Attest: Sandy Berkers, Village Deputy Clerk