

Finance and Personnel Committee
May 16, 2016, 7:00pm

Call to Order: The meeting was called to order at 7:00pm by Chairman, Andy Ohlson.

Roll Call of Officers: Officers present were: Village President Vickie Boehnlein, Trustee Andy Ohlson, and Trustee Josh Borden. A quorum was established. Also in attendance were Treasurer/Deputy Clerk Kelly Brinkman and DPW/Water Superintendent Danny Birenbaum.

Open Meeting Law Compliance Check: This meeting is in compliance with the Open Meetings Law of the State of Wisconsin.

Pledge of Allegiance to the American Flag, Moment of Silence: All in attendance stood for the Pledge of Allegiance and a moment of silence.

Agenda Items:

- a. **Discuss changing room tax law and the proposal by the Chamber of Commerce to contract with the Village to manage the funds** – the Belgium Chamber of Commerce completed the work necessary to set themselves up as a tourism entity and contract with the Village of Belgium to manage room tax funds for promotion of tourism in the Village. Chairman Ohlson stated that with the state law change, most agree that it wouldn't necessarily be in the Village's best interest to send 70% of room tax collected to Ozaukee Tourism, who is under no obligation to spend those funds locally in the Village of Belgium. What wasn't clear at the time the new room tax laws were first discussed back in April, is that the room tax exists at the discretion of the Village; meaning that the Village Board could chose to eliminate it altogether. What Chairman Ohlson wants the focus of the discussion for this meeting to be if the village agrees to set up a contract with the Belgium Chamber of Commerce, he feels we need to have a strong case for why the room tax should be charged in the first place. After much discussion between the committee and Belgium Chamber of Commerce representative, Rich Howells, it was decided that more information is needed to answer questions that arose such as if it could possibly be an advantage for the local hotel if it didn't have to charge room tax to guests, what the hotel owner's thoughts regarding the subject are, etc. The committee concluded that the next step would be to involve the hotel owner, the Belgium Chamber of Commerce, and the Finance & Personnel Committee in a conversation all together. The item was tabled until that time.
- b. **Review estimates and make recommendation to purchase equipment to make front entrance ADA compliant (\$2,500 has been allocated from 2015 fund balance)** - Brinkman collected 3 different quotes on entrance systems for Village Hall's front doors. In no particular order, quote #1 is from Universal Design Specialists and includes an electric strike on the stationary door, which is normally not used. However, should the Village host a special event at Village Hall that would require both doors to be opened, we would not be able to do so. Quote #2 is from CareProdx using the Dura Swing system as in Quote #1. However, the representative from the company called and obtained extensive information from Brinkman regarding the intended uses of Village Hall's front doors, and provided a quote containing accessories that would allow full use of the front doors, while still providing accessible entry. Quote #3 is from Clem's Locksmith as uses EZ Door system, which doesn't operate on electricity like the previous two systems. It charges each time the door is opened manually without use of the accessible entry system. It contains a backup battery system should the accessible entry system be used more than 20% of all entrances. All three systems have two wireless accessible entry button so the building and the sidewalk will not have to be disturbed for installation of any one system. The Dura Swing system quoted in quote #1 and #2, is electrical, and simply plugs into a nearby outlet (one is available on the west side of the entrance doors). Neither of the three systems would affect the existing locking mechanism. One of the quotes was above the budgeted \$2,500.00 allocated from 2015's fund balance. A motion was made by Boehnlein and seconded by Ohlson to recommend to the full board the purchase of the ADA compliant door entry system from CareProdx out of our allocated fund balance of \$2,500.00. Ayes: Boehnlein, Ohlson, Borden; Noes: none; Abstain: none. Motion passed.
- c. **Make recommendation to purchase election equipment with amount (\$445) allocated from 2015 fund balance** – Brinkman presented a list of items needed for elections. The first item was an a-frame sign with "Vote Here" panels on each side. Brinkman explained that each polling place is

required to have a sign delineating the entry to the polling place, visible from both sides of the entry. With the temporary glass doors, signage could be posted on the door itself. However, with the new doors, that's not possible. To date, handmade signs have been used since the new doors were installed. However, the handmade yard sign was not possible to push into the frozen ground during the February election, so it was placed in a snowbank. This sign would meet State signage requirements no matter what time of year it is. The second item, an ADA Omni Booth, is required by law for accessible voting. The Village currently does not have an accessible voting booth, and one was made with a card table from the Fire Department and a small privacy screen. This one meets the ADA accessible booth requirements, and easily folds away for storage. The third item is a set of "crowd control" posts and ropes. In the new Village Hall, the polling place is the board room which is a large open space. With the upcoming presidential election in November, it will be necessary to create a line path that will get voters through as efficiently as possible. These posts and ropes will assist with those efforts. The final item is a dry-erase sign that attaches to the posts and can be used to instruct voters to "wait until called to the table" or that the "line starts here" for example. The total cost on these items comes to \$436.00. A motion was made by Ohlson and seconded by Borden to recommend to the full board to purchase of election equipment with an amount not to exceed \$445.00 allocated from the 2015 fund balance. Ayes: Boehnlein, Ohlson, Borden; Noes: none; Abstain: none. Motion passed.

- d. **Approve recommendation to full board to allocate an additional \$10,000 from the 2015 fund balance for the Commerce Street storm sewer project** – Boehnlein reported that \$10,000 was budgeted in 2015 for the project, but it was not done. DPW Superintendent, Danny Birenbaum, is in the process of getting prices for the project, and an additional \$10,000 will guarantee the project could be completed as thus far estimates have been coming in around \$17,400. A business owner is interested in purchasing the former IPS Belgium Foundry building and expand it, but the storm water issues that currently exists is keeping the business owner from investing in the purchase. A motion was made by Borden and seconded by Ohlson to recommend to the full board to allocate an additional \$10,000 from the 2015 fund balance for the Commerce Street storm sewer project. Ayes: Boehnlein, Ohlson, Borden; Noes: none; Abstain: none. Motion passed.
- e. **Approve recommendation to full board to allocate \$4,000 for Shop #1 repairs & maintenance from the 2015 fund balance** – DPW Superintendent Birenbaum explained that during the 2016 budget workshops, general repair and maintenance at the shop was inadvertently left out of the budget while making expenditure cuts. It was noted that the blacktop at the recycle center needs to be replaced. Birenbaum is to obtain quotes for that project. A motion was made by Boehnlein and seconded by Borden to recommend to the full board to allocate \$4,000 for shop #1 repairs and maintenance which was omitted from the 2016 budget from the 2015 fund balance. Ayes: Boehnlein, Ohlson, Borden; Noes: none; Abstain: none. Motion passed.
- f. **Discuss software program OpenGov Intelligence** – Brinkman was unable to remain for the full presentation of the OpenGov Intelligence program, and therefore was unable to provide examples of the benefits the software would provide to the village administration. Brinkman provided examples of current reporting abilities vs. those that could be created in a matter of minutes with the OpenGov Intelligence software in addition to the forecasting and trending analysis that the program offers, which would be a tremendous tool during the annual budgeting processes as well as throughout the year when the board of trustees is faced with various decisions that affect the overall finances. No action was taken.

Adjourn – motion to adjourn at 8:45pm was made by Ohlson and seconded by Borden; Ayes – Ohlson, Boehnlein, Borden; Noes – none; Abstain – none; Motion carried.

Respectfully submitted,



Kelly Brinkman

Deputy Clerk Approved F & P Committee Meeting 6/8/2016