

## Finance and Personnel Committee

March 18, 2016, 9:00 am

**Call to Order:** The meeting was called to order at 9:00 am by President, Vickie Boehnlein.

**Roll Call of Officers:** Officers present were: President, Vickie Boehnlein, Trustee Dale Pfeifer, and Trustee Clem Gottsacker. A quorum was established. Also in attendance were Treasurer/Deputy Clerk, Kelly Brinkman, DPW Superintendent, Dan Birenbaum, Village Clerk, Julie Lesar, Administrative Assistant, Sherri Erickson arrived at 9:10 and left 9:50.

**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.

**Approval of Minutes:**

- **Finance and Personnel – December 29, 2015** – A motion was made by Pfeifer and seconded by Boehnlein to approve the Finance and Personnel minutes of December 29, 2015. Ayes – Boehnlein, Pfeifer; Noes – none; Abstain – Gottsacker; Motion carried.

**Agenda Items:**

- Allocate funds for purchase of Village Hall items: literature rack, dry erase board and coat rack for board room, and credenza for office supply storage.** This agenda item will be readdressed when Erickson arrives. Later in the meeting, Erickson presented the information regarding the items listed for the Village Hall. First item is a Wall mounted coat rack to be mounted in the northwest corner of the board room. Purchase price of \$179. Hangers for the coat rack could be purchased at Walmart. The next item is a Credenza to be placed in main office area to store office supplies. Purchase price of \$1,029. The current black metal cabinet could be moved to the northeast corner of the board room for the popcorn machine. The third item is a free-standing, four-sided literature rack for a cost of \$339. This would be used to display public information in, that easily accessible to the public. The fourth item is a wall mounted enclosed white board to be used in the boardroom for a cost of \$419. Total cost of office items come to \$1,966. Committee members chose to allocate \$2,000 to allow extra monies to upgrade literature rack to a wooden rack.
- Review estimates to make front entrance ADA compliant:** Brinkman explained that the front entrance currently is not ADA compliant. She is concerned about a notice she received regarding the Government Accountability Board (GAB) completing compliance inspections in all of the polling places in Sheboygan County during the previous elections. Because of this notice, Brinkman reviewed the GAB compliance checklist to make sure that the Village is currently compliant. The front door requires 8 pounds of force to open; this is not ADA compliant. Brinkman researched possible automatic door openers that are ADA compliant. She requested quotes from three different companies that were highly rated. The first is from CareProdx.com with a total of \$2,027. The third page of the handout shows an example of the system. The quote includes a post to be mounted on the outside of the building and a button to be mounted on the inside to be used to open and close the door. The opening and closing time can be adjusted. Brinkman added that the salesperson that she worked with was very helpful. He informed her that this system does not require an electric strike to be mounted on the outside next to the door, thus not limiting the use of both doors. The second quote is from Universal Design Specialists, Inc. This quote came in at \$1,744 for a unit that has large mechanicals. This unit requires an electric strike, which means we would have to run a cord down the side of the stationary door. We would not be able to open that door. The second quote has an indoor or an outdoor switch. The switches for the first quote are either indoor or outdoor. The jamb mount unit used by Universal comes in standard beige color. A bronze color mount would be an additional \$35. The door mount from CareProdx comes in bronze (no additional coat). Brinkman stated the CareProdx unit mount is smaller and has a three year warranty verses a one year provided by Universal Design. Brinkman has not received a response from the third company that she requested information from. This option has a smaller door mount, however the housing is an aluminum cover. Gottsacker asked if the units were hooked up electrically. Brinkman explained that switches for the third option are wireless. They recharge themselves when the door is opened and closed manually. Gottsacker voiced concern regarding how the opener would hold up in frequent use. Brinkman explained that the more the door is manually used, the more it will charge. Brinkman also added, that there was a big difference in the amount of customer service she received when requesting the quotes. CareProdx was very attentive and provided a follow-up phone call. Universal Design simply sent her the quote without follow-up. She will forward the information from the third quote to the committee when she receives it. Boehnlein suggested at this point to assign an allocation amount and to approve the

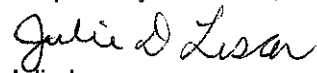
purchase when the time comes. Brinkman stated that when she first started looking at door quotes, she received prices between \$3,000 to \$5,000 dollars. Boehnlein asked for verification that the unassigned fund balance is \$295,400. Brinkman confirmed that total. Boehnlein then asked if there is a certain percentage that the Village is supposed to stay within. Brinkman stated that the \$295,400 is excess of that amount. Boehnlein then asked if this money should be used for capital planning, equipment replacement, sinking fund, or anything similar. Brinkman explained that this is aside from that, however, in reviewing the Villages capital budget for the last four years, the auditors informed her that the last time they received a capital plan budget was the end of 2012. She is going back four years to see in the budget where funds were allocated and can determine where we are at for General Fund, Water Fund and Sewer Fund. Right now she is reviewing General Fund and has three more years to go through. Boehnlein asked if there is money currently allocated in Capital Funds separate from this total (\$295,400). Brinkman stated that there is. Boehnlein wanted verification that the amount the Village needs to allocate at this point is separate. Boehnlein made a recommendation that \$2500 be allocated for purchasing ADA compliant equipment for the doors. Gottsacker asked if the quotes included installation. Birenbaum stated that the Village DPW would do the installation. Boehnlein recommended keeping a running list of the allocations from the agenda and then making a motion at the completion of the agenda items.

- c. **Allocate funds for the purchase of election materials – not budgeted** – Brinkman explained that when reviewing the GAB checklist of election supplies, we are required to have a "VOTE HERE" sign displayed outside of the poll location. It needs to be visible from both sides. At our previous location, we were able to tape signs to the glass doors. From her research, Brinkman determined that the A-Frame design signs were the best option and the lowest priced option. She found this type of sign from intab.net for a cost of \$89.95. Two insert "VOTE HERE signs will need to be purchases for a total cost of \$25.90. Brinkman explained that the Village is required to have an ADA acceptable voter booth. She found this item (Omni Booth ADA Mini Kit) also from intab.net for a total cost of \$129.95. The third item is per request from the chief voting inspectors. This item is a crowd control pack which includes 3 bases, 6 posts sections, 3 connector chains with spring clips and a transport and storage box for a cost of \$79.95. This would be used guide/direct voters when they are waiting in line to vote. The committee agreed to purchase two of them. The last item is a Dry erase add-a-sign set which would attach to a post from the crowd control pack. Cost of this item is \$29.95. Total for election materials comes to \$435.65. The committee agreed to an amount of \$445.
- d. **Allocate funds to cover storm sewer repairs** – Birenbaum informed the committee that last year \$10,000 was budgeted for repairs of the storm sewer at the end of Commerce Street. This work was delayed because of easement issues. This \$10,000 is a part of the current unused fund balance from 2015. He would like to complete this project this spring or fall. The cost of this project came in at \$11,000. But in order to complete this project the Village would need to get an easement from the property owners north of the Village. The Village is in the process of working out an agreement with the property owner. The property owner would like the Village to put tiling in a portion of their property to provide better drainage. This tiling would connect to the Village's proposed sewer line that would need to be buried in their field. Boehnlein explained the importance of this project due to the fact that a current business owner is holding up an expansion because of the drainage problem on his property, which is in the Village. The committee agreed to add an additional \$10,000 to the original \$10,000 that was allocated last year for a total of \$20,000.
- e. **Allocate funds to cover the cost of Shop #1 Maintenance** – Birenbaum explained that funds were mistakenly omitted from budget item Shop #1 Maintenance. He requested \$4,000 be allocated for this. The committee agreed to \$4,000.
- f. **Approve purchase of second camera for Village dump** – Birenbaum would like to purchase a second camera for the Village dump. At this point, there has not been sufficient revenue generated by the sale of dumb access cards to cover the cost of this item. The DPW has been catching illegal dumps with the help of the one camera, but it does not provide a full view of the drop-off area. It would be helpful to have a second camera installed to view the license plates of vehicles as they enter the dump. Birenbaum acquired a quote of \$2700 in 2014 and estimates that \$3,000 would cover the cost today. Boehnlein added that the money to install the entry gate to the dump is money well spent and spending an additional \$3,000 is a good idea. Birenbaum shared that he has received many positive comments from the public in regards to the gate. The committee agrees to an amount of \$3,000.

- Boehnlein asked Birenbaum what the estimated cost for the foul ball fencing in Community Park came to. He estimated \$2,000. Boehnlein reported that a homeowner has requested to know the cost and is willing to donate the cost of installation to the Village. Birenbaum offered to get a final cost for this. Boehnlein suggested that the Village split the cost with the homeowner and that this amount be allocated when we have final numbers.
- Birenbaum stated that the skid loader will need to be replaced next year. It has a 20 year replacement schedule and is 20 years old. The General Fund does not have a replacement schedule. \$150,000 has been budgeted for replacement of this item with \$50,000 of that coming from the General Fund. He added that Oostburg just replaced their skid loader at a cost of \$146,000. This number can be reduced with the trade-in.
- Brinkman asked about allocating funds for Pepi's Playground. Boehnlein added that the fence needs to be completed in order to start the project. She stated an estimate of \$17,000 for a complete fence with one double gate and one single gate entry. Erickson shared that she gets numerous questions regarding the completion of this park. The committee agreed to the amount of \$17,000.
- Gottsacker asked about a scoreboard at Heritage Park. A question came up in regards to Rocker Recreation fundraising for this purchase. The cost of a scoreboard was estimated to be \$5,000. The committee agreed that the Village could allocate funds for partial cost of this item if needed.
- Birenbaum stated that the Bronco's organization recently built a storage shed in Heritage Park. There is no power to this shed. He received a quote from Wester Electric of \$7,600. Birenbaum informed the committee that the DPW could do most of the work to reduce the cost by possibly \$2,000.
- A resident that lives on East Redding Circle has talked to Birenbaum about the poor condition of the road due to settling. Birenbaum said that he will meet with the county to discuss repair options. Birenbaum estimates about \$10,000 to put towards these repairs. He suggested combining this project with the Beech Street project scheduled for this summer to help reduce costs.
- **Make recommendation to Village Board for Assignment of funds for the following items:**  
Boehnlein made a motion to recommend the following allocations for the unassigned 2015 fund balance to the Village Board:
  - \$2500 for front door ADA compliance
  - \$2000 for Village Hall items
  - \$445 for election materials
  - \$20,000 for Storm Sewer repairs at Commerce Street
  - \$4,000 Shop #1 Maintenance
  - \$3,000 Second camera for Village dump
  - \$17,000 Fence for Pepi's Playground
  - \$50,000 Replacement of Front-end Loader
  - \$10,000 Street repairs in Redding Circle
  - \$186,455 Equipment Replacement Fund

Motion was seconded by Gottsacker; Ayes – Boehnlein, Pfeifer, Gottsacker; Noes – none; Abstain – none; Motion carried.
- **Adjourn** – motion to adjourn at 10:00 am was made by Boehnlein and seconded by Gottsacker; Ayes – Boehnlein, Pfeifer, Gottsacker; Noes – none; Abstain – none; Motion carried.

Respectfully submitted,



Julie Lesar  
Village Clerk

Approved VBM 5/9/2016