

Finance and Personnel Committee

June 8, 2016, 7:00pm

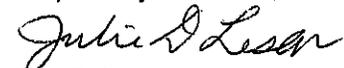
- 1) **Call to Order:** The meeting was called to order at 7:00pm by Chairman, Andy Ohlson.
- 2) **Roll Call of Officers:** Officers present were: Village President Vickie Boehnlein, Trustee Andy Ohlson, and Trustee Josh Borden. A quorum was established. Also in attendance was Village Clerk Julie Lesar.
- 3) **Open Meeting Law Compliance Check:** This meeting is in compliance with the Open Meetings Law of the State of Wisconsin.
- 4) **Pledge of Allegiance to the American Flag, Moment of Silence:** All in attendance stood for the Pledge of Allegiance and a moment of silence.
- 5) **Approval of Minutes from Finance & Personnel Committee – May 16, 2016** – Ohlson made a motion to approve minutes and Boehnlein seconded the motion. Ayes: Boehnlein, Ohlson, Borden; Noes: none; abstain: none. Motion passed.
- 6) **Agenda Items:**
 - a) **Discuss and make recommendation to purchase items for Village Hall** – Lesar explained that \$2,000 was allocated from 2015 fund balance. The four items originally requested with shipping comes to \$2,337. She suggested the committee choose to purchase three out of the four items. She added that the whiteboard cabinet would be the least desired item for purchase. There was some discussion regarding the need and uses of a whiteboard for the board room. Lesar pointed out that the committee suggested to purchase a wood grain literature rack verses a solid black which would increase the price by \$100. She also added that the shipping for purchasing all four items comes to \$261. Boehnlein stated that the literature rack for the lobby would have the highest priority of all of the items. It would allow all of the information brochures to be cleared from the office countertop. The credenza would be kept in the office space and used for storage to replace the current black, metal cabinet. Lesar added that the coat rack would be mounted to the back wall of the board room. Additional discussion regarding the color of the items to be purchased and suggestion to purchase a black literature rack. Ohlson suggested that the literature rack, credenza and coat rack be purchased. Some discussion regarding the need for a coat rack. Ohlson asked for clarification regarding the funds that have been allocated. Boehnlein explained that allocated amounts come from excess funds from 2015. The amount can be changed per recommendation by the committee. Boehnlein made a motion to purchase the credenza and black literature rack at this time and determine need for other items at budget time. Motion seconded by Ohlson. Ayes: Boehnlein, Ohlson, Borden; Noes: none; abstain: none. Motion passed.
 - b) **Make recommendation to the Village Board regarding the room tax law change** - Ohlson stated that he does not want to rush to make a decision at this time. As of right now, there is not a plan in place to use the room tax for tourism and related activities. Rather than make a recommendation to eliminate the room tax, it would be better to wait to make sure there are no other options available. He still needs to contact Ozaukee County Tourism to discuss details. He does not want to rush to eliminate the tax and to keep the opportunities open to additional possibilities. Vickie informed the committee the Chamber of Commerce Board voted not to proceed with creating a tourism entity at this time. They are not prepared to lose control of those funds. Boehnlein agreed that it is not necessary to take action at this point. She is concerned that if the tax dollars go to the Ozaukee tourism Board, the Village has no control over how that money is spent. Vickie added that the Village will need to have one of the Board members on the Ozaukee Tourism Board in order for us to forward the room tax money to them. That means the Village will have to pay a board member to attend their meetings. The Village needs to consider if that expense will benefit the Village. The agenda was tabled.
 - c) **Discussion and possible recommendation regarding OpenGov proposal** – The Open.Gov contract was initially discussed at the May 16 meeting. Ohlson stated that since this meeting, Open.Gov has offered a \$1,200 discount on a three-and-a-half year package. He stated that he is in favor of using this software. Boehnlein added that the Village is not required to contract for three-and-a-half years, but a three-year contract will lock in the price. The cost would be \$3,000 per year. She recommends that initial sign-on fee come from the 2015 Fund Balance and that \$3,000 be added to the annual budget going forward. The committee discussed the time savings potential with this software. Boehnlein pointed out that it will provide information in real time which is a big benefit when creating the annual budget. Her

concern is that if the Village does not lock into a three year contract, the annual fee could be increased. Borden stated that if this software will free up time for other projects, it is worth purchasing. Ohlson motioned to recommend to the Village Board to enter into a contract with Open.Gov and accept their proposal as written subject to discussion of the terms of the contract. Motion seconded by Boehnlein. Ayes: Boehnlein, Ohlson, Borden; Noes: none; abstain: none. Motion passes.

- d) **Discussion and possible recommendation to establish policy for drug screening for Village employees if injured on the job and add a budget line item for 2017-** Lesar explained that recently a Village employee went to the Emergency Room for medical treatment due to a work-related injury. Per their standard procedure, the hospital called the Village to ask if a drug screening should be done. The Village does not currently have a policy regarding this. Lesar gathered information via a clerk e-mail network and found that the majority of the responses stated that a drug screening is done, especially if the accident involves any type of equipment or motor vehicle. Lesar added that she does not have concerns about any of the Village employees. She would like the committee to set a procedure regarding this. Boehnlein asked for input from Borden regarding his workplace procedures regarding drug testing. Borden stated that there is random drug testing of all employees. A drug test is only required if there is a car accident that causes personal injuries or property damage. Lesar added that the Village employees have random drug testing and they receive safety training once a year. Boehnlein added that her place of employment does not require drug testing for a workplace injury. Boehnlein reasoned that if our insurance company does not require a drug testing then the Village does not need to add that extra expense. Boehnlein brought up a related topic regarding employee injuries. One of the Village employees has been red-flagged due to the number of workplace injuries. The committee should discuss procedures on how to deal with this. Borden asked if a workplace injury form is completed. Lesar replied that the injured employee completes a work injury report as soon as possible. This report is forwarded to the insurance company. The insurance company completes a follow-up interview with the injured employee and the employer regarding the injury. Further discussing on the necessary steps needed to prevent injuries, to evaluate why the injury occurred, and what needs to be done to prevent further injuries. Boehnlein suggested the committee setup guidelines such as after a certain number of injuries, the employee meet with the Finance and Personnel Committee to discuss and review the incidents so that injuries can be prevented in the future. Boehnlein proposed that the Committee and Department heads meet quarterly to review workplace injuries and determine ways to prevent these injuries. Borden agreed that this procedure should be put in place. Boehnlein added that it is important that employees be made aware of the importance of avoiding workplace injuries. They should be following safe workplace procedures. Boehnlein would like to gather additional information from the insurance company regarding employees that are "red flagged" and the possible risks of losing insurance coverage due to too many claims. Lesar stated that it will be standard procedure for the Clerk to notify the Village President and the Finance and Personnel Committee members when a workplace injury occurs. The Committee agreed that the expense of drug testing is not necessary. Boehnlein suggested that the Committee meet with department heads, in September, before employee reviews, to discuss and review workplace injuries from the past year. This information would then be taken into consideration for employee reviews. The Committee understands that injuries will occur in the workplace. They do not want to discourage employees from reporting an injury. Boehnlein pointed out that not every reported workplace injury requires medical care. It is important to document injuries, even if medical treatment is not received. Borden explained that his workplace has available a "nurses hotline" to call for medical advice. Boehnlein responded that the Village should determine a procedure when a workplace injury occurs. The Village should determine if our insurance offers a similar service.
- e) **Discuss and possible recommendation to donate funds from Hotel Toom Tax account to Luxembourg Fest per request in letter received from LACS** – Boehnlein explained that 30% of the room tax collected goes into the Village's general fund; the remaining 70% must be spent on tourism that promotes an overnight stay. Luxembourg Fest is currently the only event in the Village that would qualify under these guidelines. The Village currently has \$22,000 in the Room Tax fund. The Village spends \$1,000 annually on qualifying expenses from this fund. The committee agreed that this request is an excellent way to spend these funds. Boehnlein made a motion to donate \$3,000 to the LACS. Motion seconded by Borden. Ayes – Ohlson, Boehnlein, Borden; Noes – none; Abstain – none; Motion carried.

Adjourn – motion to adjourn at 8:52 pm was made by Ohlson and seconded by Borden; Ayes – Ohlson, Boehnlein, Borden; Noes – none; Abstain – none; Motion carried.

Respectfully submitted,



Julie D. Lesar

Village Clerk

Approved Finance & Personnel 6-29-2016