

**MINUTES FROM THE FINANCE AND ADMINISTRATION COMMITTEE:
OCTOBER 1, 2014**

Committee Present: Mary Jensen, Bruce Nekich and Mike Grant

Committee Absent:

Others Present: Kim Hopfinger, Mark Jankowski, Jake Henning and Dennis Uecker

The meeting was called to order by Finance and Administration chairman Mike Grant.

Discuss Building Inspection Services with Representative from General Engineering:

The committee has had some concerns about follow up from the building inspector on violations and also wanted clarification from general Engineering as to what services the company is actually contracted to do for the Village. Mark Jankowski and Jake Henning from General Engineering were in attendance at this meeting. Jake is the current inspector for the Village. Mark is the director of inspection services. The Village does not have a monthly fee they pay to General Engineering. The Village is billed a portion of whatever building permits are issued. Jake can do simple follow up on permits without extra charge, but any additional services would be billed by the hour per our contract. Once a violation gets past the letter stage of warning it would be on the hourly charge basis if we want them to handle it. There was also discussion on contracting for future extra services to have rental properties inspected. Mark will get Kim the estimated cost for extra services. This matter will be looked at in the future. Jake also agreed to have better communication with the Village as far as when violation letters are sent out, etc.

Discuss/Approve Minutes from August Finance Meeting:

Mary made a motion, seconded by Mike to approve the August Finance Committee Meeting Minutes. The motion carried unanimously.

Discuss/Recommend 2015 Library Budget:

The committee reviewed the proposed library budget. The Village and the township portions are projected to each go up 7.05%. The committee agreed that it was not their intent to micromanage the library budget, but they did have concerns with the large increase and what it would do to the overall mill rate in

the village. After more discussion, Mary made a motion, seconded by Dennis to recommend that the Board approve the library budget as presented. The motion carried with Bruce opposed.

Discuss/Recommend Changes to the Residency Requirement Section of the Employee Handbook:

The current policy in the handbook has a residency requirement of within 10 miles of the village hall. Under Wisconsin Act 20, a local government may not impose a residency restriction on its employees. There are exceptions for employees that are called in for emergencies. A response time of 30 minutes is recommended and has been approved by the utility commission. The committee will recommend that the board approve changing this wording in the employee handbook.

Discuss/ Recommend Approval of Assessor Contract:

Mary made a motion, seconded by Mike to recommend the board approve the assessor contract with J & L Appraisals, LLC at a cost of \$3,400 for assessment services in 2015 and a maximum of \$800 to complete the Annual Assessment Report which is now required by the Department of Revenue. The motion carried unanimously.

Discuss/Recommend Donation for Harvest Fest:

The committee felt because this event was not being run by an organization, it was not something they would typically donate to. The committee will make no recommendation and let the full board decide.

The committee reviewed the August budget report.

A finance committee meeting was scheduled for Monday October 27th at 6:00PM.

With no further business before this committee, Mary made a motion, seconded by Bruce, to adjourn. The motion carried.