

**Special
Personnel & Finance Committee
January 13, 2011**

Chairperson Jim Best called the meeting to order at 5:30 p.m. In attendance: President Vicki Zick, Michelle Kaltenberg, Tim Semo and Bridget Thomas. Also in attendance were Administrator Mark Johnsrud, Sewer/Water Superintendent Pete Hartz, Street Superintendent Lee Trumpf and Chief Gary Bleecker.

Statement of public notice - This meeting was posted and noticed according to law.

Personal Appearances - None

Resolution 01-11 EMS/Paramedic Training Reimbursement Agreements

Administrator Mark Johnsrud informed the Village Board that the Chief Whitham supports the resolution however if the board wishes to reduce the reimbursement agreement to twenty-four months that was not objectionable. Zick indicated that many small EMS departments have had to shut down departments because of lack of volunteers. Johnsrud indicated that most volunteers already are certified as EMT-Basic. Thomas supported a reimbursement up to \$1000 in the first year for EMT-Basic and EMT- Advanced Training. Discussion ensued over staffing needs of the ambulance. A motion by Kaltenberg/Thomas to amend to ... EMT training reimbursement shall be paid at 100% after twelve months and Paramedic training reimbursement shall be paid 25% upon completion, 25% within six months, 25% within one year and the final 25% reimbursement shall be paid after 24 months. Best suggested minimum hours of service to the Village. Zick said that every reimbursement should be subject to Village Board approval. Thomas indicated that the reimbursement agreement is all that is needed. Committee supported unanimously to refer until next P&F committee meeting, with the Fire Chief providing information on the number of hours that an employee should work per year to be considered for reimbursement.

Review 2011 TIF 2, TIF 3, Water and Sewer budgets

Johnsrud explained that the TIF 2, TIF 3, Water and Sewer budgets were adopted by the Village Board on November, 29, 2010. The board was provided a copy of the budget on October 7, 2010 which was amended at the Committee of the Whole on November 8, 2010. The amended budget was published on November 11, 2010. The Village Board further amended the budget on November 29, 2010. The adopted budget with amendments is before you tonight. Johnsrud stated that Sewer and Water and TIF 3 show a surplus with TIF 2 showing a deficit. Dave Anderson will present TIF debt re-financing at the January 24th Village Board meeting. The actual property tax revenue within the TIFs was received after November 29th. Johnsrud stated that budget amendments to both TIFs should be before the Village Board after the actual bond issuance sometime in February. Zick expressed that an unbalanced budget cannot be adopted.

Consolidation of Public Works Department and Water/Sewer Department

Zick stated that consolidation of these departments has merit to cut one position in Public Works. Kaltenberg indicated that efficiencies exist and savings will be realized without cutting positions. Johnsrud explained that another option exists to add a Professional Engineer (PE) degree requirement to either the position of Public Works Director or a vacant Sewer/Water Superintendent to save general engineering costs. This would not eliminate the Village Engineer but would reduce contracted costs to pay for an additional position. Pete Hartz indicated that it may prove difficult to find a Water/Sewer Superintendent with a PE degree. Kaltenberg asked Hartz if he could

take the necessary classes to become an engineer. Pete explained that this has been discussed in the past. Night classes to become an Environmental Engineer are possible. Zick said she is not in favor of adding an engineer or additional training for Hartz to become an engineer. The nice thing about contracted services is we only pay when we need them. Kaltenberg said that employee morale is important and additional training should be considered for Pete Hartz to increase efficiency. Johnsrud indicated that some efficiency may be gained but the costs would be shifted from the utility rate payers to the general fund or property taxes. Zick questioned why should the departments be reorganized if there are no savings? Johnsrud said that the committee is looking at this from the top down. If savings or cuts are expected then we need to look at what services to cut to back into the necessary savings. Examples include; if we currently mow the grass every four days is it acceptable to mow it every seven days...or if Village Hall is open five days a week is it acceptable to have Village Hall open four days a week. Zick said that this is what the state has had to do, what the counties have had to do and yet the Village has done just the opposite. The Village cannot afford not to do these things. Best suggested that a cost/benefit analysis should be performed by staff to determine if consolidating the departments will benefit the Village. Best asked how many additional staff have been added over the last twelve years. Hartz stated that a fire chief, firefighter and a wastewater operator were added. Chief Bleecker said that two full-time officers have been added. Johnsrud indicated that during this same period the property tax mill rate dropped from 29 mills to 19 mills.

Adjourn

A Zick/Semo motion carried to adjourn at 6:53 p.m.

Jim Best, Chair
Personnel & Finance