

**VILLAGE OF WALWORTH**  
**Finance Committee Meeting**  
**Wednesday, August 8, 2018 – 6:00 P.M.**  
**Village Hall, 227 N. Main St., Walworth, WI**

**MINUTES**

**Call to Order:** President Connelly called the meeting to order at 6:01pm.

**Roll Call:** Present: President Connelly, Trustees Czaja, and Nordmeyer. Also Present: Chief Hammett, Deputy Clerk Treasurer Rogers, Clerk Treasurer Waswo

**Comments from the Public:** None.

**Business, Discussion, Consideration and Action on the Following:**  
**Finance Committee Minutes from July 5, 2018**

Nordmeyer/Czaja motion to approve minutes as presented. Unanimously carried.

**July 2018 Treasurer's Report**

Nordmeyer/Czaja motion to accept the July Treasurer's Report and place on file for audit. Unanimously carried.

**July 2018 Village and Water/Sewer Payables**

Nordmeyer/Czaja motion to recommend approval of village and water/sewer payables. Unanimously carried.

**Approval of surveyor for 301 N. Main Street vacant lot to list for sale**

Clerk Waswo spoke with 3 surveyors and obtained 2 quotes both located in Elkhorn. Landmark Surveying quoted \$470 to \$645 and Olson Land Surveying quoted \$400 to \$500. B.W. Surveying stated his charge would be more as he is coming from Burlington.

Nordmeyer/Czaja motion to recommend approval of Olson Land Surveying not to exceed \$500. Unanimously carried.

**Metro contract amendments**

Amendments were made to the Metro contract to update Article 4 to include the Village Fire Chief and President receiving notice of any terminated Metro employee. Also amended was Article 16, Notices, updating the Metro Contractor contact, and the Village of Walworth contact to the Village President with a copy to the Fire Chief. President Connelly added a copy should be sent to the Clerk as well.

Trustee Nordmeyer pointed out Article 4 needs to be numbered correctly. Also noted Article 4.b., should be labeled as "c." and the language "designated representative" should be amended to Fire Chief. Trustee Czaja stated the designated representative for the Village should be the Village President. Trustee Nordmeyer feels it should be the Fire Chief as that person is ultimately responsible for the day-to-day operations.

Nordmeyer/Czaja motion to return the amended contract back to Metro with our changes noted. Unanimously carried.

Item to be brought back to Finance once their attorney has reviewed it.

### **Ehlers Impact fee study**

Ehlers informed us we can pay for impact fee studies with our current impact fees. We are already under contract with Ehlers for the park impact fee study. The PSC strongly suggested we update our water impact fee study. Since there are funds available we can also do the sewer and fire/rescue impact fee studies. There is a small cost savings to update all the impact fees at one time as we only need to have one public hearing.

Czaja/Nordmeyer motion to recommend Ehlers update all our impact fee studies. Unanimously carried.

### **Whitetail Ridge lift gate maintenance**

Attorney Lochowicz provided his opinion on the Developer's Agreement. There is nothing contained within that document that would support the Association's opinion that the Village is responsible for the gate repairs. The Attorney provided 3 options on how the village can move forward on this issue. The village can cover the costs, do a special assessment or choose to not pay for repairs. Last summer there was a discussion that we would pay for half but that's it and then we didn't hear back from Tracy Group. President Connelly feels it's a publicly dedicated road and should not have a gate. Trustee Nordmeyer stated it technically it is not a legal road, it's just an access way.

Czaja/Nordmeyer motion to recommend option 3, the Village does not pay for repairs. Unanimously carried.

Nordmeyer/Czaja motion to add signage stating authorized vehicles only, violators will be prosecuted. Unanimously carried.

### **Deputy Clerk Treasurer carry over of vacation hours**

The Deputy is requesting carry over of vacation hours as she is unable to use it by September 3.

Czaja/Nordmeyer motion to carry over 40 vacation hours past September. Unanimously carried.

### **Fire/EMS Study**

Ehlers stated we can use Fire/EMS impact fees to pay for a study. We are having difficulty getting people to volunteer for fire and rescue. The County recognized this and put it on the municipalities to find a solution. Knowing we can use impact fee money, we could have an outside consultant conduct a study. President Connelly suggested inviting neighboring municipalities to join us in a study. With more municipalities contributing to an effort to possibly consolidate, something could be done.

Trustee Nordmeyer said nothing was ever done in the past but talk. After 3 meetings Fontana stated they were not interested. The way the county meeting was explained to Trustee Nordmeyer is that the county told the fire chiefs to go out and make this happen. He doesn't see it happening as no one is willing to give up their kingdom. It's time for the boards to say this is what we are going to, something has to change. No one community has the time to analyze all the call data, budgets, and evaluations. A study would give us ideas for more cooperation or consolidation of services to cover everyone.

Czaja/Nordmeyer motion to proceed with a Fire/EMS study. President Connelly knows of McGrath Consulting, but would prefer looking at 3 consulting firms. Trustee Nordmeyer knows of someone who may be able to suggest consultants. President Connelly noted more research is needed. The item will be placed on next month's Finance agenda.

Nordmeyer withdrew his second of the motion. Czaja withdrew her motion.

**Extending First National State Bank 2015 Police Squad Loan and/or using contingency to make final payment due September 1<sup>st</sup>**

The amount of \$3,417.92 is due by September 1, 2018. This last payment was inadvertently left out of the budget. The village could pay this amount out of reserves that was just moved into a money market.

Nordmeyer/Czaja motion to pay the loan in full out of reserves. Unanimously Carried.

**Ordinance 2018-10, amending section Sec. 7-2-14(f), Conditions of License, Restrictions Near Schools and Churches, allowing liquor licensed premises to be measured from the closest point of the main entrance of a school, church or hospital**

This stemmed from the last board meeting with Mr. Singh's property. It was determined this was a clerical error made when the code was codified.

Nordmeyer/Czaja motion to recommend approval of Ordinance 2018-10 as amended. Unanimously carried.

**Insurance Renewal including Crime Policy and Storage Tank Liability Insurance**

The crime policy currently excludes the police department, which is unusual for a municipality to do. It covers employee theft, forgery or alteration, computer and funds transfer fraud, and false pretense. Currently we pay \$717 premium, adding the police is an increase of \$223 for the year. This addition is recommended by our R&R Insurance agent.

We also received a quote of \$350 annual premium from Chubb on coverage of the above ground diesel storage tank located at the Public Works Department. This is optional insurance that R&R insurance recommends. Clerk Waswo brought it to the board's attention for consideration. We already have coverage on incidentals. However, this would be additional coverage for leaks and leak clean up, pump and tubing replacement. Trustee Nordmeyer feels the insurance is unnecessary as the numbers and limits are specifically spelled out for underground tanks. We do have a single wall tank sitting inside a 6-inch-thick concrete slab with collision protection around that. There is no state mandate to have this; however, if it gives us piece of mind, he's not opposed to it.

Czaja/Nordmeyer motion to accept the crime policy and include the Police Department. Unanimously carried.

Connelly/Nordmeyer motion to add storage tank liability to our current insurance renewal policy. Unanimously carried.

The actual insurance renewal premium has increased \$5,100 or 5.7% more than the expiring premium (\$94,937 vs. \$89,837). The primary reasons for the increase are a \$1,335 increase in the LWMMI Liability and Auto Physical damage premium, an increase of \$254 in the MPIC Property and Equipment Breakdown premium, a \$135 increase in the Supplemental Accident & Health (Firefighter) Provident policy, and a \$3,376 Worker's Compensation premium increase. The Worker's Compensation premium increase accounts for 66% of the total increase over last year.

The committee does need to decide if they want to renew the Provident Supplement Health and Accident policy for the firefighters with a 3-year installment premium plan which is similar to the 3-year term that is expiring. This option saves at least \$124 in year one and possibly more in years two and three as compared with the annual premium payment option.

Nordmeyer/Czaja motion to renew all policies as detailed, including opting for the 3-year installment plan for the Provident Supplement Health and Accident policy. Trustee Czaja suggested safety training in regard to the workers comp claims. Clerk Waswo will contact United Heartland and set up trainings. Unanimously carried.

### **Gas Cards**

Clerk Waswo liked the WEX card as it's accepted at over 90% of gas stations. BP, Landing and Sentry all accept the WEX card. The rep stated Wisconsin state taxes are not removed. Waswo was unsure of the process on how to apply for a reimbursement. The card through the Landing is Exxon Mobil, which deduct the taxes on the statement. The Landing also provides the Police Department a discounted rate on carwashes. In speaking with BP, they stated they remove all the taxes and provide a rebate. The BP card is a Mastercard and can be used anywhere Mastercard is accepted. Waswo was unsure if the card is used at non-BP gas stations, will it remove the tax or charge similar to a credit card. More research is needed.

Nordmeyer/Czaja motion to table. Unanimously carried.

### **Ordinance 2002-3 amending Title 3 and defining Walworth Emergency Services**

There was a change to the ordinances back in 2002 but was never put into the ordinance book. The ordinance explains how they were able to spend donated money and set up their own accounts and tax id. Clerk Waswo was concerned if the ordinance was repealed, which is why it wasn't codified. This is informational and will be placed on the board agenda to bring them up to speed.

### **Budget discussion and meeting dates**

President Connelly wanted to start budget a little earlier. The committee set up Finance meetings on Sept. 6, Sept. 13, Sept. 18, Sept. 27, and Oct 4 to finalize for recommendation to board. It will go to regular board on Oct. 8 for approval to publish and set a public hearing on Nov. 12, 2018.

### **Village Mission Statement**

Trustee Czaja would like a mission statement with involvement of staff and citizens. She recommends we take it under consideration and table it for this meeting, but have it move forward.

Czaja/Connelly motion to table to next Finance Committee. Unanimously carried.

### **Adjournment**

Nordmeyer/Czaja motion to adjourn at 7:26pm. Unanimously carried.

/s/ Sabrina Waswo, Clerk Treasurer