

**Village of Weston, Wisconsin**  
**OFFICIAL PROCEEDINGS OF THE FINANCE COMMITTEE**  
held on Monday, February 4, 2019 at 6:00 p.m.,  
in the Board Room at the Municipal Center, Chairperson Maloney presiding.

**AGENDA ITEMS.**

**1. Call to Order & Welcome by Chairperson Maloney.**

Meeting called to order at 6:00 p.m. by Finance Committee Chairperson Maloney.

**2. Roll Call by Recording Secretary.**

Roll call indicated 6 members present

<u>Member</u>	<u>Present</u>
Bender, Robert	YES
Ermeling, Barb (ex-officio)	YES
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES
Ziegler, Jon	YES

Village Staff in attendance: Donner, Higgins, Trautman, Trittin, and Wodalski.

**3. Approval of minutes from previous meetings: January 7, 2019**

***Motion by Ziegler, second by Yaeger, to approve previous meeting minutes from January 7, 2019.***

Yes Vote: 5    No Votes: 0    Abstain: 0    Not Voting: 1    Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Ermeling, Barb (ex-officio)	---
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES
Ziegler, Jon	YES

**4. Public Comments.**

None.

**ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.**

**EDUCATIONAL PRESENTATIONS & REPORTS.**

**5. Discussion on League of Wisconsin Municipalities Agenda and State Budget Requests**

Trautman asked for any comments on the League agenda and stated that the packet includes a memo outlining the things that will most impact the Village.

Ermeling mentioned that she has recently talked with Spiros and he may be holding a meeting in Weston soon.

Yaeger questioned whether the Expenditure Restraint Program previously excluded SAFER; Trautman stated it did not.

Donner mentioned the upcoming League lobby day to the committee. Committee members felt that lobby days are not the best way to approach our legislators.

## **POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS.**

### **6. Discussion and possible recommendation on philosophy of fees**

Trautman stated that this came up as a result of a business owner requesting that the board waive a building permit fee. Maloney stated that he feels when a business is adding to the tax base and/or adding jobs we should look into waiving or reducing their fees. Maloney would like to see job creation as a factor in determining fees.

Donner posed the question of where the line is drawn between the cost of providing a service and the amount the service user should be responsible for paying versus the amount the general tax base should be paying. Yaeger feels costs for services should be spread out across all taxpayers. Donner stated that the revenue loss from getting rid of fees would have to be covered by an increase in the levy, which the Village could not do without a referendum.

Donner asked how much revenue was brought in from permit fees last year. Higgins responded that in 2018, 898 permits were issued with \$290,080 in revenue and permit values of over \$24,000. Sukup asked what the breakdown was of residential versus commercial. Higgins did not have that information on hand but said she could get it.

Maloney stated that there should be a matrix for determining fees based on project purpose and amount of jobs created. Higgins stated that staff needs parameters to determine how and when permit fees would be reduced. Higgins also stated that setting fees is also a matter of how much follow up is expected from staff. The Finance Committee consensus was that we need to have parameters in place in the case someone does not follow through with what was promised. Higgins questioned if the matrix would only apply to manufacturing or to all businesses. Higgins mentioned that people just want to be treated fairly.

In terms of the Village's fees, Higgins stated that the fees are very reasonable compared to other communities. Higgins mentioned that a lot of time is spent chasing down documents that were promised but never provided. Higgins also stated that in the past fees were only waived if it was related to a tragedy. Maloney asked what other review is occurring for the fee schedule. Higgins stated that the entire Planning & Development fee schedule will be brought to the Plan Commission with a comparison to neighboring communities.

Donner mentioned that staff is working on a small project grant – specifically for projects occurring within the TIF. The grant will be worked on with the Community Development Authority (CDA).

No action was taken.

**7. Discussion and possible recommendation of funding CPI wage increases and merit increases**

Trautman gave a brief overview of the requested CPI wage increases and merit increases. The increases are \$12,386 higher than what was budgeted in contingency for wage/fringe increases. The proposal is to take funds that are not being used due to the Finance Specialist position being utilized part time rather than the budgeted full time.

***Motion by Yaeger, second by Bender, to recommend that the Board of Trustees approve reallocating funds of \$12,386, and any merit recommended for the Aquatic Center Manager, from the Finance Specialist position to cover the recommended wage increases from the Human Resources Committee.***

Yes Vote: 5    No Votes: 0    Abstain: 0    Not Voting: 1    Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Ermeling, Barb (ex-officio)	---
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES
Ziegler, Jon	YES

**8. Discussion and possible recommendation to switch payroll from ADP back to Clarity**

Trautman gave an overview of the issues staff has with ADP. Sukup questioned that payroll was originally outsourced due to lack of time. Trautman stated that the Village no longer does the payroll for SAFER and that the old program required manual input of all payroll. Clarity will allow employees to enter their own time into the system, but more work will be required for payroll reporting.

Yaeger asked if Everest Metro is sharing in the cost of the new software. Trautman stated that Everest Metro (EMPD) currently pays their own ADP fees plus an annual fee to the Village for the services we provide to them. Bender stated that part of the fee should be allocated to EMPD for having the payroll done in house. Ermeling questioned if we have evaluated the fee charged to EMPD for the work the Village does for them. Trautman stated we have not, but we could do a time study for EMPD.

Yaeger questioned when the payroll conversion will occur. Trautman stated we were looking at summer, but that the timeline will be up to Weinkauff. Bender recommended doing the changeover at the end of a quarter.

Yaeger asked if any negotiating was done on the fees for Clarity. Trautman stated that she has not but can. Bender asked if staff considered any other payroll providers. Trautman responded that staff will gain efficiencies by using the same company for payroll and accounting software.

***Motion by Bender, second by Sukup, to recommend that the Board of Trustees approve switching to the new payroll system, with the assumption that staff attempts to negotiate on price, using funds from Foremost unless funding can be found elsewhere within the budget.***

Yes Vote: 5    No Votes: 0    Abstain: 0    Not Voting: 1    Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Ermeling, Barb (ex-officio)	---
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES
Ziegler, Jon	YES

## **RESOLUTIONS/ORDINANCES.**

### **FUTURE ITEMS.**

#### **9. Next meeting date(s):**

- |                                 |                           |
|---------------------------------|---------------------------|
| – Mon, Mar 04, 2019 @ 6:00 p.m. | Regular Committee Meeting |
| – Mon, Apr 1, 2019 @ 6:15 p.m.  | Regular Committee Meeting |
| – Mon, May 6, 2019 @ 6:00 p.m.  | Regular Committee Meeting |

**10.** Topics for future meetings.

**11.** Remarks from Staff.

**12.** Remarks from Committee Members

**13.** Announcements.

- February 13, 2019 @ 11:30 a.m. All Staff Meeting

## **ADJOURNMENT**

***Motion by Ziegler, second by Sukup, to adjourn the Finance Committee meeting.***

Yes Vote: 5    No Votes: 0    Abstain: 0    Not Voting: 1    Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Ermeling, Barb (ex-officio)	---
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES
Ziegler, Jon	YES

Maloney adjourned the Finance Committee meeting at 6:51 p.m.

Next meeting is scheduled for Monday, March 4, 2019.

Jenna Trittin, Recording Secretary