

VILLAGE OF MONTICELLO BOARD MINUTES
JANUARY 15, 2014

President LaVerne Crooks called the meeting to order at 7:00 pm. Present: LaVerne Crooks, Teresa Dunlap, Laura Curry, Rene Nicholson, Doreen Sies, and William Loveland. Also present: Clerk DaNean Naeger, PW Director Kevin Komprood. Absent: Randy Halvorsen,

Pledge of Allegiance.

A motion was made by Rene Nicholson, seconded by Laura Curry and carried by voice vote to approve the agenda. A motion was made by Laura Curry, seconded by Doreen Sies and carried by voice vote to approve the minutes of the January 2, 2014 regular board meeting.

Public Hearing at 7:05 p.m.– Multifamily Housing Revenue Bonds from Mr. Phil Letendre, Public Finance Authority for Wittwer Apartments located at 120 South Main Street. Motion made by Laura Curry to open the hearing. Seconded by Rene Nicholson. Motion carried.

Mr. Phil Letendre reiterated from the last time we met that there is a resolution that needs to be approved for the revenue bonds and that there is no financial obligation to the Village it is just a federal requirement that we have a public hearing. Member of the bar was present to answer questions. Refinancing of 12 different properties from Wisconsin all into one. Advantage to the Village is that it converts from a 401C tax exempt status to a taxable status, benefit to the Village and also to the bar for refinancing and doing some construction/repair. Restructuring of the finance end of things, no change in property manager.

Village President – Property tax issue, usually like to get this approved prior to the beginning of the year but given it has past, it will not be retroactive is that correct?

Becky, member of the bar - It will be placed on the tax roll next January 1, 2015. Local assessor will assess the property and it will go through open book procedures.

Village President – You had mentioned construction on the property. Would it be wise to have the assessor in there within the next 6 months or 9 months?

Becky – Goal is to complete the construction in 2014. The assessor will value the property as of January 1, 2015.

Village President – Did you get the Building Inspector information?

Becky – I will stop on my way out and pick up his card. Our construction manager is really good at coordinating and meeting with the local people.

Village President – If there are any issues coming forth in 2014 who would we contact?

VILLAGE OF MONTICELLO BOARD MINUTES
JANUARY 15, 2014

Becky – It really depends on this issue, if it is a tenant issue we would refer you to the property manager. If it has to do with the construction it would be the construction manager. WHPC will still remain the primary contact and can direct you to the correct person. Appreciated the local transaction and will accommodate you with your concerns.

Village President – With the water/sewer are each tenant responsible?

Becky – Usually they are metered with one meter and the property manager pays the bill.

Keven K – There is only one meter located at that property.

Village President – Will the billing address stay the same?

Becky – Yes, the property manager.

Village President – The Village has a privacy act, can someone who lives there get that information?

Clerk – No, just the property manager.

Village President – We will have to get them to sign so that we continue to ensure your privacy. You mentioned you have twelve properties. Any other issues with the other properties?

Becky – Indicated that ten properties have already been completed and have had no issues arise. This leaves Monticello to the end.

Village President – We would have had it done earlier if there wasn't a publication issue.

Phil L – We apologize for that error, working with so many different areas and legal counsel it got mixed up.

Village President - Any other questions? None

Motion made by Laura Curry to close the public hearing. Seconded by Rene Nicholson. Motion carried via voice vote.

Motion made by Tere Dunlap to approve Resolution #2014-0115 Approving the Issuance by the Public Finance Authority of Bonds on Behalf of WHPC-Southern Bond Pool I, LLC. Seconded by Laura Curry. Roll call vote: Bill Loveland – I; Tere Dunlap –I; Doreen Sies – I; Rene Nicholson – I; Laura Curry – I; LaVerne Crooks –I. Motion carried 6-0.

Committee Reports

Finance –

VILLAGE OF MONTICELLO BOARD MINUTES
JANUARY 15, 2014

- a) Motion made by Laura Curry to approve January invoices, cks #34678, Manual, 34698-34728 totaling \$15,127.38. Seconded by Rene Nicholson. Motion carried.
- b) Motion made by Laura Curry to approve January payroll, cks #34679-34697 & V59-66 totaling \$16,122.45. Seconded by Rene Nicholson. Motion carried.

Village President indicated he was signing off on all department head timesheets and was wondering if there was a better way of keeping track of the PW time to avoid errors. Kevin K indicated we can look at a different format that would be better understood.

Rene Nicholson Police – The Village has five properties with snow removal issues. Looking at shortening up the ordinance given it takes almost two weeks before the snow can be removed. To be talking with the attorney on this. Had 737 cases in 2013. 2013 squad had \$580 expense for detailing, waiting for push bumper, radios and cameras were all working and the insurance company was coming to pick up the wrecked vehicle. Waiting on 2 tasers and could get a better deal if we order 2 of them. Have \$2,000 in budget, will review at next meeting. Village President asked to be placed on the next Police Committee Agenda to discuss budget.

Teresa Dunlap Public Works – Next meeting to be held January 22nd.

William Loveland – Personnel/Fire Reports

- a) Discussed Employee Health Insurance. State of WI, ETF indicated that the Village was accepted into the State Health insurance plan with no surcharge applied. Resolution to join the program needs approval. Three tier plans were discussed. Motion made by Bill Loveland to go with the State Health Insurance with plan PO4, lowest cost plan, employer share of 88% with an effective date of April 1, 2014. Seconded by Laura Curry. Motion carried.

Personnel manual changes for health insurance, classification of permanent part-time employees were discussed. With the State Health plan employees that work over 1200 hours in a year must be offered health insurance at a rate of not less than 50%. Affordable Care Act also plays a part that the insurance to part-time employees must be affordable or the Village is penalized. Motion made by Bill Loveland to recommend changing 2.2 (d) PPT of the personnel manual to read “requires more than 1200 hours on an annual basis, but less than 1,872 hours on an annual basis. PPT employees will receive the following benefits only: Health insurance to be offered with an employer share of 50%. Retirement benefits to be offered according to IRS regulations.” Section 2.2 (e) PT to be changed to read “shall not work more than 1200 hours in any calendar year and shall be eligible for retirement benefits according to IRS regulations only.” Seconded by Laura Curry. Motion carried.

Life/Disability Insurance was discussed. The current plan has been around since the 1970’s. More review with Dave Schachte. Village President asked if spouse/dependent coverage should be offered. Consensus was to offer but to be paid by employee.

VILLAGE OF MONTICELLO BOARD MINUTES
JANUARY 15, 2014

Personnel manual changes- Motion made by Bill Loveland to change section 3.6 (4) to read “Call out pay for *emergencies* will be paid to all employees a minimum of 2 hours at time and one-half on regular days and double time on holidays, plus holiday pay for full-time employees.” Seconded by Laura Curry. Motion carried.

Motion made by Bill Loveland to include direct deposit is available to all employees of the Village. Seconded by Laura Curry. Motion carried.

Gifts for employees for bereavement/retirement. Clerk asked the committee to think about who should receive a gift of money and/or plant, under what circumstances, and the amount given. To readdress this policy.

Discussed time clocks due to current clock not operational. No action taken.

Fire – Approved December invoices, approved coverage of 4 sections of the Town of Sylvester to be effective July 1, 2014. The District appreciation dinner will be held at Barnaby’s on January 27th at 6 p.m.

Doreen Sies Park and Recreation – Meeting to be held on January 16th at 6 p.m. and Library to held January 29th.

Administrative Report

DaNean Naeger.

- a) Carpet replacement funds were discussed. Given the unforeseen expenses with the IRS and workers comp there isn’t funds available to replace the carpet. Village President recommended delaying until a later date.
- b) Informed the Board that the new attorney assigned to the Village from Duxstad is Lance McNaughton.
- c) The Village’s assessor called to inform the board about Senate Bill 414. This bill changes the 15 day notice prior to Board of Review to 60 days. This would cause a hardship on the assessors given they don’t receive final sales until April 30th and the most assessment rolls are not ready until February 1 or March 1st. Would need to proceed without current data. This would cause more adjustments during the tax roll process. This would also affect the TID and getting accurate numbers. This bill also allows owners to provide a written statement to the BOR vs. appearing in person. This doesn’t allow for cross examination and less proof. Board directed the Clerk to write a letter to the Senator pointing out these issues.

President’s Report by LaVerne Crooks

- a) Highland Cemetery Ordinance – expansion discussion and rate review. Motion made by Laura Curry to approve proposed rates effective February 1, 2014. Seconded by Rene Nicholson. Motion carried. Expansion was discussed. Kevin K indicated that the previous

VILLAGE OF MONTICELLO BOARD MINUTES
JANUARY 15, 2014

clerk was unable to find the deed that the Village owned the property. Village President recommended tabling to the next meeting.

- b) Community Center update. At the last meeting there was a voice to sell the property. In order for this to be done a survey and appraisal needs to be done. Would like to keep the back half of the property to be utilized for dumping snow. Road access was discussed. Noted there was \$106,000 in reserves for the Community Center. Received a rough estimate from Hasse Surveying in the amount of \$3,000 - \$4,000. Motion made by Laura Curry to get the land surveyed and adjacent properties to move forward with the sale of the property. Seconded by Rene Nicholson. Motion carried.
- c) Appointment to the Green County Development Corporation. Motion made by Tere Dunlap to appoint Mike Klassy as the Villages representative to the Green County Development Corporation Board of Directors. Seconded by Doreen Sies. Motion carried.
- d) Discuss budget expenses. Village President asked the committees to hold off on large purchases for 60 days so that deficiencies can be worked through.
- e) Retirement update. The new plan will be called "Village of Monticello Retirement Plan". Motion was made to go with 6% to all employees. This plan allows the board to go up or down on the percentage given to each employee dependent on their evaluation. Once an employee reaches 1,000 hours in a calendar year they become eligible and offered the plan. The percentage contributed to the employee is up to the Board to set. There are current employees that haven't been given this benefit. The effective date will be March 23, 2014 so that it falls in line with payroll. Laura Curry wanted to know if this will be the date each year following or if a January 1 date can be chosen. John Merwin from The Pension Specialists will have a meeting with all employees to discuss the plan with them. Employees must be given a 30 days' notice of the plan change.

New Business

- f) Motion made by Laura Curry to approve Resolution #2014-115B to Write Off Uncollected Monies due the Village of Monticello. Seconded by Bill Loveland. Roll call vote: Laura Curry – I; Rene Nicholson – I; Doreen Sies – I; Tere Dunlap –I; Bill Loveland – I; LaVerne Crooks –I. Motion carried 6-0.
- g) Motion made by Laura Curry to approve Resolution #2014-115A Changing the 2013 Budget. Seconded by Tere Dunlap. Roll call vote: Laura Curry – I; Rene Nicholson – I; Doreen Sies – I; Tere Dunlap –I; Bill Loveland – I; LaVerne Crooks –I. Motion carried 6-0.

Adjourn

A motion was made by Laura Curry, seconded by Rene Nicholson to adjourn at 8:10 p.m.

Submitted by DaNean Naeger, Village Clerk/Treasurer