

SPECIAL TOWN OF EAGLE BOARD MEETING
HELD JOINTLY WITH THE VILLAGE OF EAGLE BOARD
APPROVED MINUTES – SEPTEMBER 22, 2010

Village President Rich Spurrell and Town Chairman Bob Kwiatkowski called their respective special Board meetings to order at 7:00 p.m. Town Clerk Pepper confirmed Open Meeting Law requirements. Roll was taken: (Town) Supervisors Davis, Malek, Rasmussen – all present; Supervisor West was excused. Chairman Kwiatkowski – present. (Village) Trustees Block, Couch, Greenberg, Rice, Royston, Scheff – all present; President Spurrell – present. Also present were: Town Treasurer Pasterski, Fire Chief Heim, Assistant Fire Chief Hein, Library Director Chase, Library Board President Anderson, and Recreation Director Heywood. Town Chairman Kwiatkowski and Village President Spurrell led the Pledge of Allegiance.

President Spurrell announced that the Boards may convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) to consider appointments, including review of applications and background checks, of the Eagle Disaster Relief Committee appointments, of which both the Town and Village of Eagle boards have responsibility of.

There were no public comments.

Health Insurance Quotes.

Village President Spurrell explained that the Village Board met Monday night to discuss the health insurance proposals. The discussion focused around changing from group to individual policies. The underwriting for the policies is currently being done and the Board wants to be sure that the policies are comparable to what the current policy covers. The Village Board tried their best to obtain a new policy, to beat the September 23rd deadline however not enough information was received from the company to make a determination.

In response to Chairman Kwiatkowski, Trustee Scheff explained that group plans are typically less costly however it depends on the size of the group. President Spurrell added that the proposal is for these individuals to be consolidated with a larger group of individuals nationwide. President Spurrell added that this new plan could save an overall cost of approximately \$55,000 to \$60,000 yearly. Trustee Scheff explained that last year's cost from United Health Care was \$119,000.

In response to Chairman Kwiatkowski, President Spurrell explained that if an individual does not qualify for the individual plan, that individual would be placed into the state's health insurance program. Trustee Greenberg added that only high-risk individuals can be placed into the state plan. Trustee Scheff explained that the Health Insurance Risk-Sharing Plan of Wisconsin's plan (HIRSP) is almost identical to the current proposed individual plan. President Spurrell explained that these high-risk individuals can however obtain an additional rider through the new proposed plan. President Spurrell explained that the Village Board Members should have new information before their Monday night special meeting. Feedback from the employee's will also be discussed.

Park & Recreation Committee Responsibilities, Park & Recreation Hours, and Park & Recreation Budget.

Chairman Kwiatkowski explained that reflecting back on the past year; he questions the responsibility of the Park & Recreation Committee. Chairman Kwiatkowski questioned who oversees the day to day activity of the Recreation Director. Chairman Kwiatkowski explained that he has questioned the Director, trying to gain an understanding and awareness of the expenses and revenues of the department. He stated that both Boards were already aware that there would be a \$5,000 a piece shortage. Chairman Kwiatkowski challenged the Committee to re-think where they, as members, fit in to the department. Chairman Kwiatkowski suggested that either he or President Spurrell oversee the daily activities of the Recreation Director and added that sometimes he feels as though he might be overstepping his bounds.

Supervisor Malek stated that he would personally be thrilled if the Town Chairman and the Village president would be willing to give the Committee guidance on the Park & Recreation budget, which has definitely been a challenge. In regards to Chairman Kwiatkowski's comment regarding guidance, Trustee Block suggested to obtain the Recreation Director's suggestion. Trustee Block explained that the committee has been trying to mimic other municipalities' budgets and their ultimate hope is that the budgeted revenues cover the budgeted expenditures. Trustee Block explained that over the past three (3) years, participation rates have increased. Supervisor Malek added that the programs should pay for themselves; the Town and Village need to cover the expenses of the Recreation Director's salary. Discussion followed regarding the by-laws, which were never approved by the Joint Board.

Chairman Kwiatkowski explained that Supervisor Davis took it upon himself to create a spreadsheet indicating the programs offered this year and the total revenue and expenditures for each. Some programs were heavily attended while others, in his opinion, may not be worth the time and effort to hold. Supervisor Davis added that he developed this spreadsheet as a way to be able to compare programs easily. Trustee Block responded that the committee did discuss the low participation programs and ultimately decided that some of those programs were imperative to continue, especially the senior programs.

Trustee Couch explained that after reviewing the spreadsheet, he personally sees seventeen (17) programs which could be eliminated. Trustee Couch explained that he is not against the Director personally however the Village of Eagle is in dire straits financially and the requested \$30,000 will not get his vote. Trustee Couch explained that in regards to the director's hours, the residents should be able to know when the director will be here and he sees no reason why the director needs to put in hours at home; these hours should be conducted at the office. The Village has been receiving a lot of complaints. Trustee Couch explained that it is his opinion that if some of these low attending programs were cut, the Park & Recreation Department could be part-time. He does agree that the Park & Recreation Department is necessary for the community. In response to Trustee Couch, Supervisor Davis explained that the Town Board receives monthly reports for the Recreation Department. He took the participation numbers for the senior programs and added them together. The participation number of 233 does not necessarily reflect 233 different people.

Chairman Kwiatkowski explained that he comes in to the office three (3) mornings a week. The mornings are busy and the Town office staff is busy backing up the Recreation Department until the Director arrives. The opening time of 11:00 A.M. began, he believes, because of therapy. The Boards and Committee need to re-visit the hours of operation. Chairman Kwiatkowski explained that the hours of 9:00 A.M. to 4:00 P.M., he believes are reasonable hours of operation. He stated that he realizes that there are times when the director will need to be outside of the office and also understands that there will be times when she won't be working an eighty (80) hour pay period. Chairman Kwiatkowski stated that we do not want to set unreasonable expectations. Trustee Couch added that he would like to attend a Park & Recreation Committee Meeting.

Discussion ensued regarding the Human Resource Policy that the Village Board approved, which the Town Board rejected, therefore rendering the policy unapproved. President Spurrell explained that he too understands that some hours will need to be conducted outside of the office however concrete hours need to be maintained so residents do not get frustrated. Chairman Kwiatkowski added that there is an expectation of the residents that the Park & Recreation office should be open at 9:00 A.M.

Chairman Kwiatkowski referred to the brochure of activities and the low participation in some of the joint programs being offered. Chairman Kwiatkowski explained that there are hidden costs involved, such as the administrative expense. Chairman Kwiatkowski referred to the proposed budget. He explained that while the discount tickets are shown as income, the expenditure won't be shown until the bill is paid out. Chairman Kwiatkowski referred to the soccer income and expenses. He explained that all of the program revenues are shown however not all of the expenses have been paid yet. Chairman Kwiatkowski explained that he has requested that the Park & Recreation Director complete a new, detailed timesheet, reflecting where she is and at what times, for insurance liability purposes. Trustee Royston explained that the resident's perception is that the Village and Town Boards are paying for a full-time director with posted part-time hours.

Recreation Director Heywood explained that while she appreciates the work that Supervisor Davis did to compile information, there are a few discrepancies. Director Heywood explained that the activity guide gets mailed to the residents in late November or early December for the winter/spring programs. Some residents sign up for the next years programs in December, which is reflected as revenue for the current year and shows a deficit for the next year. Also, there are times when a resident signs up for a programs in the current year and cancels the following year, again showing a deficit. Director Heywood explained that Bingo, cards, and senior trips are of a minimal cost to the municipalities. In response to Trustee Royston, the basketball program is currently showing a deficit because registration has not begun yet. Some of the expense shown was due to the pee-wee class which was held early on in the year. Director Heywood explained that some of the program losses are a direct result of the tornado as residents were temporarily living elsewhere; some programs had to be canceled because some facilities could no longer host the program. In response to Trustee Couch, Chairman Kwiatkowski explained that the Recreation Department did complete a projected balance for the end of the year. Trustee Block apologized, stating that he intended to submit the report to the Village Board.

Trustee Greenberg explained the evolution of the Park & Recreation program, stating that prior to 2002, and the program was run by volunteers. Since the hiring of a program director, the Park & Recreation Department has developed into a fantastic program. Trustee Greenberg added that the opinion of Trustee Couch is not necessarily the opinion of the Village Board. Discussion followed regarding some of the low attendance programs. President Spurrell expressed that just because a program does not make money does not mean that it is a worthless program, and gave the example of the Red Cross Babysitting Program.

Director Heywood explained that youth athletics and adult fitness programs always have high participation. Some of the lower participation programs, such as Crochet and Knitting are a combined effort between Eagle, Mukwonago and East Troy. This department can offer fifteen (15) programs with only doing one-third of the work. Director Heywood explained that the Wisconsin Park & Recreation Association has suggested offering a class at least twice before deciding whether or not to eliminate the program. Sometimes all it takes for a program to be successful is to try a different variation such as a different meeting time and or a different date. Director Heywood added that she always tries a program, at least once, which has been suggested by a resident. Director Heywood also added that the low-participation programs also keeps people attending Eagle programs.

Chairman Kwiatkowski explained that the cost of the joint programs between Eagle, Mukwonago, and East Troy is only a piece of the programs overall cost. Other cost factors include the cost for advertisement, employee insurance, and administrative costs. Chairman Kwiatkowski challenged the committee to compare the current programs.

At this time, Clerk Pepper read into the record a letter drafted by Supervisor West regarding the proposed budgets for the various departments.

Director Heywood explained that the committee reviewed the proposed budget and will need \$30,000 from both municipalities to cover the costs of the director and the director's package. In response to Trustee Royston, Director Heywood explained that a salary increase has not been proposed in this budget, and this will be her third year without one. Director Heywood explained that the Joint Boards discussed last March regarding the municipalities need to cover the director's salary and benefits, that the programs and administrative costs could cover themselves.

Discussion took place regarding the Park & Recreation Activity Guide. Director Heywood explained that she sends out letters to the Eagle businesses, asking them to purchase an advertisement in the guide. Chairman Kwiatkowski suggested a personal visit, rather than a letter and a follow-up phone call. Director Heywood explained that the department raised \$3,600 in 2009 advertisement fees as compared to this year's advertisement fee income of \$2,000.

President Spurrell explained that at the bottom of page 8, the budgeted expense for the Town and Village should reflect \$20,000 contributions, not \$30,000. President Spurrell explained that the previous year, each municipality contributed \$15,000, with an additional \$5,000 towards the end of the year to cover the shortfall. President Spurrell added that as shown

of pages 4 and 8, this year's budget is not a balanced budget. Supervisor Malek stated this is the reason why the committee could use the assistance of the Town Chairman and the Village President.

Chairman Kwiatkowski explained that the distributed spreadsheet is only for income and expenses as of September 13, 2010. Chairman Kwiatkowski suggested that the committee go back and look at what was projected for last year and use the same projected numbers for this year. Chairman Kwiatkowski offered to help the director develop the excel formulas.

Supervisor Malek explained that each Board still needs to address the projected shortfall for this year. Chairman Kwiatkowski and President Spurrell stated that this will be placed as a line item on their next respective meeting agenda. In response to President Spurrell, Director Heywood explained that the Park & Recreation Department currently has a total of \$10,000 in their checking and savings account. The projected expenses for the remainder of the year are approximately \$23,290. Supervisor Malek expressed frustration, stating that he personally feels like he failed the department.

Director Heywood reviewed with the Boards explanations for the inconsistencies in this year's budget compared to the actual revenues and expenditures. Director Heywood explained that programs which were not up and running prior to the tornado were likely canceled or refunds were issued.

Discussion ensued regarding fundraising. President Spurrell expressed that although fundraising should not be factored to balance a budget, it should be reflected in the budget as anticipated income. Director Heywood explained that residents would rather fundraise for a specific item rather than fundraise for the general budget.

Trustee Block asked that members of the Village and Town Boards e-mail him any suggestions that they may have for the budget.

Discussion ensued regarding team sponsors and the cost for screen printing.

Fire Department Budget.

Fire Chief Heim presented the Boards with a comprehensive 2011 proposed budget while expanding services. In response to President Spurrell, Chief Heim explained that he is proposing combining two pieces of equipment under capital expense, which will be out for bid in 2015. The two old trucks will be sold, for an amount unknown because it's difficult to predict the value four or five years down the road. Chief Heim reminded the Boards that the Medtec Ambulance will be paid for out of the ambo fund.

Chief Heim explained that the proposed budget reflects an approximate increase of \$50,000 for the Town and an increase of \$27,000 for the Village. Chief Heim reported that he reviewed the sources of revenue and has come up with some creative ways to offset the budget. Chief Heim reminded the Boards that the department can bill for services rendered to non-residents on both state and county highway roads. Chief Heim added that the proposed budget also reflects the addition of one full-time daytime employee. In response to Trustee Block, Chief

Heim explained that the 2% Fire Dues are based on equalized assessment values. Chief Heim explained that although the Pierce Fire Engine has been paid off this year, his budget is proposing that the dollar amount remain funded by the Town and Village to offset some of the programs. In response to Chairman Kwiatkowski, Chief Heim agreed that this funding would pay for paid-on-call as well as the additional full-time firefighter/EMT.

Trustee Greenberg expressed concern over how the Village and Town will fund the department in five years when the department will need a new vehicle. Chief Heim explained that the potential exists however there is \$100,000 in the major equipment fund, along with the sale of the existing vehicles. In addition, hopefully the Town and Village will get a tax base increase.

Trustee Rice questioned how the Boards would explain to the taxpayers why their taxes continue to increase when the current fire truck is paid off. President Spurrell responded that you inform the residents that the monies will be funding paid-on-call. Chief Heim explained that the values do not change in the operating expenses. Fire equipment decreases next year. In response to Trustee Greenberg, vehicle maintenance fees remain the same however historically, if there is a major expense, the expense could come out of the expense fund.

Discussion ensued regarding the department's website, training, and ambo operations. Chief Heim reported that the membership over the years has contributed back up cameras for the ambos and fire trucks, headsets for the vehicles because of the high decibel level, chevron striping for the vehicle in order to meet the new national standard, and \$4,000 on new uniforms. Over the years, the membership has contributed over \$100,000 to the department versus placing these items on the municipal tax roll.

In response to Trustee Greenberg, Chief Heim explained that the federal government is currently reviewing the Emergency Medical Technician levels right now. The state is in limbo until the federal government makes its determination. Our people who were trained and completed the program are still considered in the testing process.

President Spurrell explained that during the Village's budget workshop, the Board decided against the two-year purchase of an incident command vehicle. Chairman Kwiatkowski explained that the Town Board is also against the purchase. Another concern area is the proposed wage increase.

Chief Heim explained that insurance rates are forthcoming. Chief Heim explained that he projects the cell tower rental to increase 4% next year. He is also proposing a mobile network for all of the units, allowing them to obtain additional information which cannot be stated over the radio. This mobile network has a map feature, based on the Waukesha County GIS System. The department currently owns three (3) laptops and would only need the air cards to access the system.

Chief Heim explained that with the debt service coming off of the books next year, he thought now would be the time for the municipalities to fund paid-on-call. All of the numbers shown are contingent on paid-on-call. Should the Boards decide not to proceed, these numbers

would need to be re-worked. Regarding his own salary, Chief Heim explained that it is his opinion that he should be in parity with the other top law enforcement official. In regards to the proposed full-time firefighter/EMT, Chief Heim explained that a full-time employee would understand and be able to better explain and answer questions regarding the daily tasks of the department. In addition, this person would serve as Fire Inspector. Chief Heim explained that staffing part-timer during the daytime hours is becoming more and more difficult. This full-time position could eliminate the need for daytime part-timer employees. Discussion followed regarding the declining amount of volunteers that the department has. In response to Trustee Greenberg, Chief Heim explained that the department is not a private industry and cannot generate revenue by responding to calls outside of the jurisdiction.

Chairman Kwiatkowski explained that the Town Board supports paid-on-call, as long as it is funded within the levy limits, otherwise it would need to be placed on the spring ballot as a referendum. President Spurrell explained that the Village Board needs the contribution figures to be as close to last year's numbers as possible.

Discussion ensued regarding proposed wages and parity. Trustee Couch stated that the Village Board was considering a starting point of 3%. Chairman Kwiatkowski reminded the Boards that no employees received pay raises last year. Chairman Kwiatkowski explained that Supervisor West is in support of paid-on-call but not in support of a wage increase. Chairman Kwiatkowski added that Supervisor West does not recall that there were no pay raises this past year. Supervisor Davis explained that an additional full-time firefighter is a big expense and added that maybe now is not the time to propose a full-timer in addition to the proposal of paid-on-call. Supervisor Davis explained that the removal of this position could save the Town and Village approximately \$18,000. Chairman Kwiatkowski explained that although the Fire Commission did not approve the proposed budget, the proposed additional full-timer does have merit and could save money by having a consistent day-time shift, possibly eliminating the need to call for mutual aid. Supervisor Rasmussen agreed. Chief Heim explained that there is a realistic chance that the department will be losing two of their part-time daytime people. Daytime staffing originally increased when the department hired outside of the municipality. Numbers however have been decreasing. Chairman Kwiatkowski explained that the decline could possibly be because other departments are following Eagle's lead by hiring outside. In addition, Chief Heim explained that many of the department's volunteers work outside of the community.

Discussion ensued regarding the proposed \$16,000 expense for a new generator. It was suggested by Supervisor Malek that Chief Heim draft a letter to Generac, requesting a donation. Lastly, Chief Heim explained that, at the encouragement of Town Treasurer Pasterski, he has proposed setting aside monies into the building fund.

Library Budget.

Library Board President Bob Anderson presented the boards with the 2009 Library Highlights, Circulation 2010, and Computer Usage 2010. President Anderson explained that the Boards asked that the library try to budget their three (3) year average. The proposed budget is \$216.00 less than the year before. President Anderson explained that in 2006, the library was

running between 75% - 80% of the library standards; the library is currently functioning at 100%.

Chairman Kwiatkowski explained that as the number of employees increase at the library, so do the additional costs for workers compensation, insurance, state retirement, and unemployment. At this time, Chairman Kwiatkowski read into the record the notes from Supervisor West regarding the library budget. Chairman Kwiatkowski raised issue that some of the library programs may conflict with the Park and Recreation programs. In addition, additional programs may need additional employees, thereby increasing expenses. Chairman Kwiatkowski suggested coordinating programs with the Recreation Director. In response, Library Director Chase explained that she and the Recreation Director meet quarterly to discuss programs and that she has given the Recreation Department some of her programs. Chairman Kwiatkowski challenged the Library Board to look for the hidden costs.

In regards to computer usage and circulation, Director Chase explained that, at the request of both Boards, the library has been tracking whether the residents are from the Town or from the Village. In response to President Spurrell, Director Chase stated that before a person can check out a book or use the computer, their library card is scanned for possible library fines. The staff member then records whether the person is a resident of the Town or a resident of the Village.

Director Chase raised issue with the manner in which quarterly payments are being made. Director Chase explained that the library is requesting that quarterly payments from both the Town and the Village be made on the first Monday of the month, rather than wait until after the respective Board meetings. Director Chase explained that especially when there are three payrolls in one month, the library budget becomes heavily stressed. Director Chase explained that this is not a money management problem, rather a cash flow problem. Director Chase added that the library receives payment from the County in April and October and the library will be receiving a reimbursement of \$7,400 from Jefferson County for our services.

The Town and Village will place a line item on their next meeting agenda to authorize payments to the library on the first Monday of the quarter.

Municipal Building Budget.

President Spurrell explained that the Boards agreed to jointly apply for the Community Block Grant to obtain a generator for the municipal building. Chairman Kwiatkowski explained that the Town and Village need to come into compliance with the building's exit doors. The cost for the doors with the panic bars and installed keyless locks is \$700.00 each. The amount shown does not include the Town's or Village's own back door, which will have to be funded by the respective entity.

Joint Village and Town Employee's Wisconsin Retirement Status.

President Spurrell reported that the Village's portion of the report should be completed within a week or so. Chairman Kwiatkowski explained that the Town needs to be able to plan for the liability. The Town only has until November 1st to pass a resolution to join the state retirement. The Town needs the Village to submit their information so the Town can make an

educated decision and so the Town will know how much it will cost for re-installment. In addition, Chairman Kwiatkowski explained that there are a number of library employees who should have been qualified for retirement benefits. If the Town were to join, the Clerk and Deputy Clerk would be the added expense. The Town currently gives the Highway Superintendent the same rate as the state retirement program. Chairman Kwiatkowski reported that he and the Town Attorney intend to conduct a teleconference with the state. Chairman Kwiatkowski stated that he will let the Town and Village know when and where the teleconference will take place and invite any Village or Town Board members to attend. Chairman Kwiatkowski added that if the cut-off date is missed, the Town will not be able to enroll in the program until the year 2012.

Wisconsin Disaster Relief Application Status.

Chairman Kwiatkowski reported that the Town has submitted their application to the state and has billed the Village for our services. President Spurrell explained that the Village's application should be submitted within the next week.

Closed Session pursuant to Wis. Stats. §19.85 (1)(C).

A motion was made by Chairman Kwiatkowski, seconded by Supervisor Malek to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) to consider appointments, including review of applications and background checks, of the Eagle Disaster Relief Committee appointments, of which both the Town and Village of Eagle boards have responsibility of. Upon roll call vote: Supervisor Davis – aye; Supervisor Rasmussen – aye; Supervisor Malek – aye; Chairman Kwiatkowski – aye. Motion carried.

A motion was made by Trustee Scheff, seconded by Trustee Greenberg to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) to consider appointments, including review of applications and background checks, of the Eagle Disaster Relief Committee appointments, of which both the Town and Village of Eagle boards have responsibility of. Upon roll call vote: Trustee Greenberg – aye; Trustee Royston – aye; Trustee Couch – aye; Trustee Scheff – aye; Trustee Block – aye; Trustee Rice – aye; President Spurrell – aye. Motion carried.

A motion was made by Trustee Couch, seconded by Trustee Scheff to move back into Open Session at 10:35 P.M. upon voice vote, motion carried.

A motion was made by Supervisor Rasmussen, seconded by Supervisor Malek to move back into Open Session at 10:35 P.M. Upon voice vote, motion carried.

Appointment of Disaster Relief Fund Committee Members.

A motion was made by President Spurrell, seconded by Trustee Couch to appoint Lawrence Turner, Dennis Ackeret, Gregory Remaly, Tom Paque, and Nicole Bamrah to the Eagle Disaster Relief Fund Committee with Judith Rozinski and Charles Roberts as alternates. Upon voice vote, motion carried.

A motion was made by Supervisor Rasmussen, seconded by Supervisor Malek to appoint Lawrence Turner, Dennis Ackeret, Gregory Remaly, Tom Paque, and Nicole Bamrah to the

Eagle Disaster Relief Fund Committee with Judith Rozinski and Charles Roberts as alternates.
Upon voice vote, motion carried.

Hearing no other business, a motion was made by Chairman Kwiatkowski, seconded by Supervisor Rasmussen (Town) and by Trustee Scheff, seconded by Trustee Royston to adjourn the Joint Meeting at 10:37 P.M. Upon voice vote, motion carried.

Lynn M. Pepper
Town Clerk