

VILLAGE OF MCFARLAND  
**SPECIAL VILLAGE BOARD**  
Thursday, November 10, 2016

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the special meeting of the McFarland Village Board to order at 7:00 p.m. in the Community Room of the McFarland Municipal Center.
  
2. **ATTENDANCE ROLL CALL.**  
Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk, Mary Pat Lytle, Tom Mooney, and Clair Utter.

Staff Present: Village Administrator Matt Schuenke, Village Clerk/Deputy Treasurer Cassandra Suettinger, Community Development Director Pauline Bonness, Fire/EMS Chief Chris Dennis, Police Chief Craig Sherven, Finance Director Kelsy Boyd, Senior Outreach Services Director Lori Andersen, and Library Director Heidi Cox.

3. **BUSINESS.**

**a. Discussion and review of the 2017 Budget including the following sections:**

- 1) **Utilities Fund**  
Administrator Schuenke provided an overview of the utilities fund. Finance Director Kelsy Boyd confirmed the 2017 budget accounts for efficiencies as the Village transitions to Payment Services Network for automated utility payments.
  
- 2) **Stormwater Utility Fund**  
Administrator Schuenke provided an overview of the Stormwater utility fund.
  
- 3) **TID #3 Fund**  
Administrator Schuenke provided an overview of the TID #3 fund.
  
- 4) **TID #4 Fund**  
Administrator Schuenke provided an overview of the TID #4 fund.
  
- 5) **Changes since last distribution**  
Administrator Schuenke provided an overview of the changes to the 2017 proposed budget since the last meeting.

**b. Discussion and possible action regarding proposed changes to the 2017 Budget presented by Village Trustees:**

**i. General – Fund 100**

- 1) **Increase revenue line item for School District's contribution for School Resource Officer position.**  
*Proposal: Increase general fund revenue from School District for School Resource Officer from \$45,000 to \$48,000.*

The proposal updates the revenue source to match actual costs from the MPPA contract; however, Trustee Mooney also discussed re-evaluating the percentage of cost sharing between the School District and the Village. Any changes in cost splitting would need to be discussed during upcoming contract negotiations with the School District.

*Proposal approved.*

**2) Propose sharing the expense of the Crossing Guards with the Schools.**

*Proposal: To increase general fund revenue from School District for Crossing guards from \$0 to 9520.*

The proposal included 50% cost sharing of crossing guards between the School District and the Village. President Czebotar noted state law requires if the Village provides an ordinance for crossing guards; the Village is responsible for the cost of those crossing guards. Any potential cost sharing for crossing guards would need to be discussed with the School District during upcoming contract negotiations.

*Proposal withdrawn*

**3) Reduce printed version of Outlook and Senior Outreach newsletters by half in 2017, switch to electronic distribution.**

*Proposal: reduce general fund expenditures for the newsletter from \$7950 to \$3975 and senior outreach expenditures for the newsletter from \$7,200 to \$3600.*

The proposal included a 50% reduction in printing costs by making the Outlook and Senior Outreach publication available electronically and potential combining of the two publications. The Village has had an ongoing discussion on disseminating more information electronically and decreasing paper printing.

The Board discussed the Communications & Technology Committee has not yet made a recommendation on the matter; therefore, it would be difficult to reduce 2017 funding.

Senior Outreach Director Lori Andersen expressed concerns with combining the Senior Newsletter with the Outlook.

The Board requested the Communications and Technology Committee provide a recommendation by April, so this item can be addressed for future budgets.

*Proposal withdrawn.*

**4) Reassign contribution for Youth Center from Parks to Village Board.**

*Proposal: Reassignment of category.*

Trustee Kolk expressed concern with the budget for the Youth Center being a line item in in the Parks budget. He proposed in the same way Senior Services are their own budget; should the Youth Center also have a separate portion of the budget.

Village Administrator Schuenke agreed the item could be its own standalone budget item similar to how Senior Outreach is budgeted.

*Proposal appved.*

**5) Reduction of Legal budget for labor relations expenses.**

*Proposal: reduce labor relations item from \$10,000 to \$9,000*

President Czebotar explained 2016 was an uncommon year for turnover, and proposed reducing the labor budget by \$1000.

*Proposal approved.*

**6) Reduction of the Education and Travel line item for the General Administration, Fire Department, and Senior Outreach budgets.**

*Proposal: Reduce education budget for Administrator and General Administration each by \$500, Fire from \$9,000 to \$8,500, and Senior Outreach from \$500 to \$250.*

*Education budget reduction for Administrator and General Administration approved.*

*Education budget reduction for Senior Services withdrawn.*

*Education budget reduction for Fire/EMS withdrawn.*

**7) Changes to the Police Department budget for a reduction of part-time wages and an increase in investigative fund.**

*Proposal: reduce police department part time wages from \$14,000 to \$13,700.*

*Proposal approved.*

**8) Reduction of Fuel and Lubricant line item for Police, Fire/EMS, and Public Works Department budgets.**

*Proposal: reduce fuel and lubricant budget for Police from \$25,000 to \$24,000, for Fire \$9,000 to \$8,000, For EMS from \$5,000 to 4,000, and for Public Works from \$24,000 to \$23,000.*

The Board discussed exploring additional cost savings through volume purchasing agreements. Staff will explore cost saving measures for 2017 and report back to the Board.

*Proposal withdrawn.*

**9) Shift all Personnel Expenses from the Parks budget to Stormwater Utility.**

Item postponed to November 14, 2016 Village Board meeting

**10) Changes to the Parks budget for an increase in Holiday Decorations and a decrease in tree trimming and removal.**

*Proposal: increase budget for holiday decorations from \$500 to \$1,000.*

The Board discussed the current Village holiday decorations are beginning to look aged and additional funds should be expended in this area. Public Works

Director Coville noted an increase of \$500 would help maintain the current decorations; however, additionally funds would be necessary if the Board wants to expand the current decorations.

*Proposal approved.*

The Board agreed to address expanding the decorations after the CTH MN project through the Village is complete.

- 11) **Increase Cost of Living Adjustment for non-represented employees within all Salary line items from 1.7% to 2.0% as well as corresponding adjustments to related line items.**

*Proposal approved.*

- 12) **Changes to Wage Adjustment line item within all applicable Departments to decrease merit pay fund and add in retired longevity payments.**

*Proposal: Decrease merit pay fund from \$30,918 to \$11,000.*

The Board discussed what level of funding is adequate for the merit pay program. The Board highlighted the program is entering its second year, and for the program to be successful it must be funded.

*Proposal adjusted: decrease merit pay fund from \$30,918 to \$14,000.*

**ii. Communications/Technology – Fund 200**

- 1) **Reduction of Cable budget for salary expense.**

*Proposal: decrease Cable salary line item from \$82,664 to \$55,000.*

Finance Director Kelsy Boyd explained the increase in salary is transferring the social media position from General Administration to Cable & Technology.

*Proposal withdrawn.*

- 2) **Increase of Website budget for salary expense.**

*Proposal withdrawn.*

**iii. Solid Waste – Fund 300**

- 1) **Reduction of Solid Waste budget for refuse collection service by switching to collection every other week.**

*Proposal: reduce solid waste from \$225,300 to \$112,650 by switching to bi-weekly collection.*

Administrator Schuenke clarified the Village is currently under contract with Pelliteri Waste Systems and a change of this nature we need to either be re-negotiated or discussed in the next contract. The Board also discussed concerns with the consequences of bi-weekly collection. Residents with families may have more difficulty with bi-weekly collection.

*Proposal withdrawn.*

**iv. Capital Projects – Fund 500**

- 1) **Adjust Library capital requests through the addition of the air conditioning replacement, removal of the computer self-checkout, reduction of funds for furniture replacement, and removal of the shelving.**

*Proposal: Fully fund new AC unit, reduce remaining Library capital requests by 32,422.*

President Czebotar noted while the Library provides an itemized list of expenditures, statutorily the Village is authorizing an amount the Library can spend. They are not required to follow the itemized budget submitted to the Board. He explained the Village could consider approving an amount for capital expenses and let the library choose how the funds are spent.

Motion by President Czebotar, second by Trustee Lytle, to reduce the library capital projects fund by \$9308 for the shelving proposal. Motion carries 4-3 with Utter, Brassington, and Kolk voting nay.

- 2) **Reduction and/or removal of branding initiative within Planning Budget.**

*Proposal: reduce the amount spend on branding initiative from \$75,000 to \$30,000.*

The Board discussed the comprehensive plan should be completed before the Village proceed with the branding initiative. Additionally, the Board requested more validity be provided for the expenditure. The Board directed staff to obtain feedback from other communities who have undergone a branding initiative. Specifically, did those communities feel the money spent on the initiative provided the value they anticipated it would?

The item will be brought back for additional discussion before the expenditure is borrowed for.

*Proposal withdrawn.*

- 3) **Adjust Fire/EMS capital requests the reduction of funds for the Staff vehicle replacement and removal of the brush truck.**

*Proposal: reduce the Fire/EMS capital budget from \$40,000 to \$20,000 for staff vehicle*

The Board requested additional information on the logic behind purchasing a new vehicle as opposed to a used vehicle, and the intended use of the vehicle.

Fire/EMS Chief Dennis provided an overview of the request noting a good portion of the request is additional equipment for the vehicle. He noted the Village is able to get a better price from the state contract for vehicles than purchasing used. The vehicle could also be utilized by other departments such as administration.

*Proposal withdrawn.*

*Proposal: reduce Fire/EMS capital budget from \$80,000 to \$0 for the brush truck.*

Fire/EMS Chief Dennis noted the old brush truck is experiencing electrical issues and there will be additional expenses necessary to keep it in commission for another year. He noted the department could get by another year with the brush truck, but there is no guarantee there won't be additional expenses related to the degrading vehicle.

*Proposal approved.*

**4) Removal of vehicle replacement within Public Works Budget.**

*Proposal: reduce Public Works capital budget by \$165,000 to eliminate replacement of snow plow truck.*

Director Coville explained the plow truck up for replacement is rapidly declining. To keep the vehicle in commission another year, it would cost the Village \$5000-\$7000 to repair the sub frame, approximately \$5000-\$6000, for repair of the leaking hydraulics box and \$1,000 for new back tires. He stressed the importance of these vehicles being reliable when the snow starts falling. If one of the plow trucks is out of commission, residents will experience a large delay in getting their road plowed.

*Proposal withdrawn.*

**5) Removal of funding for Grandview Marsh Conservancy Trail and/or transfer of these funds to pay for new shelter at McFarland Park.**

*Proposal: Reduced parks capital funding from \$168,600 to \$0 for Grandview Conservancy.*

Multiple Board members expressed concern with the cost of the Boardwalk trail as opposed to the asphalt trail in terms of cost per square foot.

Trustee Kolk explained the Parks, Recreation, and Natural Resources Committee spent a lot of time discussing the environmental complexities associated with the trail, and finding a solution that the neighbors were amenable to. He noted if the Village wants to put a trail in the area, to create a transportation connection, they are going to have to use Boardwalk or some other environmentally friendly material.

*Proposal withdrawn.*

**6) Reduction of lighting project at Brandt Park within Parks Budget.**

*Proposal: reduce the capital projects line item for Brand Park lighting from \$350,000 to \$280,000 possibly spread expenditure over two years*

Trustee Kolk explained due the deteriorating condition of the lighting at Brandt Park, the expenditure must be done in one year. Additionally, he explained the original quote for the lighting came in at \$255,000 and a large over run seems unlikely.

Motion by President Czebotar, second by Trustee Kolk, to approve reduction of the capital projects for Brandt Park lighting from \$350,000 to \$280,000. Motion carries 6-1 with Utter voting nay.

**7) Consideration to use fund balance within Debt Service Fund to pay for short term and small capital items.**

*Proposal to use approximately \$280,000 of debt service fund to pay for small capital items.*

*Proposal approved.*

**4. ADJOURNMENT.**

Motion by Trustee Lytle, second by Trustee Kolk, to adjourn at 10:20 p.m. Motion carries 7-0 by acclamation.

Respectfully Submitted by,  
Cassandra Suettinger, Village Clerk/Deputy Treasurer