

**FINANCE/PERSONNEL AD HOC COMMITTEE MINUTES
MONDAY, FEBRUARY 22, 2021
5:00 PM, ALLOUEZ VILLAGE HALL**

CALL TO ORDER / ROLL CALL

Meeting called to order by Chairperson Harris at 5:04pm

Present: Harris, Genrich, Beauchamp and Lange

Also present: Clark and Gehin

Absent: Sampson

MODIFY / ADOPT AGENDA

Genrich/Beauchamp moved to adopt the agenda as presented. Motion carried.

APPROVAL OF MINUTES FROM NOVEMBER 23, 2020

Genrich/Lange moved to approve the November 23, 2020 minutes. Motion carried.

ANNOUNCEMENTS

None

DISCUSSION/ACTION: WATER RATE CASE 2021

Beauchamp explained that the village completed a full rate case in 2016 and a simplified rate case in 2020 (resulting in a 3% increase). The village can again choose to do a simplified rate case in 2021 (3% increase) however due to the increase in debt payments and the negative cash flow in the water utility, a full rate case is suggested.

A full rate case will cost approximately \$7,000 to \$10,000 and currently the PSC is back logged a few months. The process to complete a rate case is at least 3 months and it would be the recommendation to begin the process in April or May.

Genrich/Lange moved to recommend to the Village Board the approval of a full water rate case study. Motion carried.

DISCUSSION/ACTION: SANITARY SEWER RATES

Beauchamp explained that the last full rate increase for the sanitary sewer was completed in 2016 and due to the coverage ratio of revenue to debt, a review should be completed. The sanitary sewer rates are not regulated by the PSC and will be studied internally with assistance with Ehlers and/or the consultant performing the water rate case study.

Harris/Genrich moved to recommend to the Village Board that a sanitary rate increase study be completed. Motion carried.

DISCUSSION/ACTION: GREEN BAY METRO CONTRACT EXTENSION AND ADVISORY GROUP MEMBER.

Lange explained that our 15 year agreement with the City of Green Bay for the merger of the two Fire Departments is set to expire at the end of 2027. The Village of Bellevue recently joined the Green Bay Metro Fire Department and their contract mirrors our contract with a couple of exceptions:

1. The agreement with Bellevue calls for an Advisory Board to be put in place. The Advisory Board consists of six (6) members including two (2) members each from the three (3) municipalities; Green Bay, Allouez and Bellevue. The Advisory Group shall be established to receive regular reports and updates as agreed upon by the Fire Chief and Village Administrators regarding operation of the Green Bay Metro Fire Department.
2. The agreement with Bellevue also includes paying a portion of overtime. If we were to extend the contract, this overtime provision would not be applied to us until January 1, 2028 and would lock the overtime rate at 5% of salaries as it is in Bellevue's agreement.
3. With the extension, the contract for service would expire on 12/31/36 for both Allouez and Bellevue.

Discussion:

Amending the contract to match the language of Bellevue for the Advisory Group makes sense at this time.

We need more time to discuss the extension of the current contract.

Lange/Harris moved to recommend to the Village Board to amend the current contract to include two (2) members to be appointed to serve on the Advisory Board and continue to have discussions on the extension of the contract. Motion carried.

DISCUSSION/ACTION: PARKS DEPARTMENT REQUESTS FOR SPRING/SUMMER STAFF MEMBER.

Clark explained the need for an individual to help cover the “shoulder” season (April – May and August – October). The Village Board approved additional help in the fall of 2020 only. Village Board approval of creating a new position is required. The pay range for this position is \$13.50 - \$14.50 which is not the highest nor the lowest rate compared to the surrounding communities. Clark recommends starting at \$13.50. There are no additional impacts to the Parks budget.

Discussion:

Do you see any difficulty in finding a person?

Will the same person come back in the fall?

Does it make sense to offer a \$0.25 increase if the same person comes back in the fall?

Harris/Beauchamp moved to recommend to the Village Board the approval of the job description and pay range as presented by Clark. Motion carried.

DISCUSSION/ACTION: ENGINEERING DEPARTMENT REQUEST TO ADD SEASONAL ENGINEERING INSPECTOR.

Gehin explained the desire to hire a seasonal engineering inspector to assist with the inspection of this year’s Public Works projects. In general, main job duties would include construction inspection and measurement of project quantities. Ideally the position would be filled by a student enrolled in either civil engineering and or a civil engineering technology program.

The seasonal position would pay an hourly rate of \$14.00 - \$17.00 with an estimated seasonal cost of \$12,000 to \$15,000. Due to the favorable bids received for the Street Resurfacing project, excess funds from the Public Work’s paving budget are being proposed to support the position.

The filling of the seasonal position along with the recent hiring of Derek Taylor, Engineering Technician, will limit the Village’s need for inspection services from an engineering consultant firm to one inspector. The Village hired two inspectors in 2019

for the inspection of the 2019 street reconstruction projects at an approximate cost of \$150,000. With help from a consultant, seasonal inspector, and Derek; Jeff Piette, engineering technician, will oversee Village's Public Work's projects.

Discussion:

Where are you advertising for this position? NWTC, UW-Platteville, UW- Green Bay, UW-Madison and Michigan Tech.

Is there a risk having someone with less experience? Looking for individual a Civil Engineering, Construction, or Engineering Tech.

Make sure to include in future budgets as a line item.

Genrich/Lange moved to recommend to the Village Board approval of the Seasonal Engineering Inspector job description and wage range as presented. Motion carried.

NEXT MEETING DATE AND AGENDA ITEMS

March 22, 2021 & April 26, 2021

ADJOURNMENT

Genrich/Harris moved to adjourn at 6:00pm. Motion carried.

Minutes submitted by Brad Lange, Administrator