

# Village of Campbellsport

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Special Village Board  
Thursday, November 3, 2016 – 6 pm  
Campbellsport Municipal Center  
Community Room - 470 Grandview Avenue

PR Krebs brought the meeting to order at 6:01 pm. All trustees were present.

Krebs explained that in the Clerk-Treasurer original budget documentation there was a request that based on what other clerks and deputy clerks were making, she wanted a \$2 increase and a \$1 increase for the deputy clerk-treasurer. This amount would not be in addition to the 3%. Krebs explained that when he researched other municipalities they are at a lower rate and also in other departments within the Village the clerk's wages are quite a bit lower than other department heads. Tellier explained that when she was hired as clerk at an annual wage of \$46,000 there was no job description or written documentation stating the job duties of the position. At the time of hire, Tellier was asked to complete the Clerk's Institute and Treasurer's Institute. She has completed both and has also become certified to use WisVote for absentee ballot tracking and voter registrations. TR Serwe argued that raising the clerk-treasurer wages would increase the other budgets. Justifiably so, as the pay comes from the department the work is being done for.

Krebs explained that on the Budget Summary sheet, our maximum allowable levy increase went up over 2016 by \$60,064. Tellier explained that on the top of page 8, the tax section is not accurate due to not yet having the journal entry from the auditors. Krebs then went on to review the Police Department budget. He explained that the amount budgeted for Crossing Guard FICA is high based off 7.65% of gross wages, so this amount was reduced to \$970.00. Krebs also noticed that the wages for the full-time police officers was budgeted high. Krebs explained that there seems to be a lot of overlap between with the Chief and Sergeant shifts. The part-time officers are not covering as many shifts as they used to.

Krebs also asked that the building inspector expense be reduced \$2,500. We are not being charged for recycling and garbage collection as in the contract states so we do have the option to budget less in both of these line items. Consistently, we have had funds remaining in both of these categories.

The increase in worker's comp insurance due to two rather large claims is really hurting our 2017 budget because our mod rating also increased, which means we pay higher rates.

TR Serwe questioned that amount that was put into Clerk/Treasurer: Outlay for 2017 and what this was proposed to be used for. Tellier stated that this is where the copy machine lease agreement will come out of and this was also where we had discussed going paperless and getting trustees all tablets so we would no longer be printing the packet material since it is time consuming and we were hoping to save the cost of ink and paper. TR Serwe also questioned why \$4500 was budgeting in printing and publications for 2017. Tellier explained that this is where property taxes and envelopes, 1099s and envelopes, W2s and envelopes come out of along with publication of minutes and meeting notices.

Tellier mentioned that the ordinances really need to go through because there are several ordinances that no longer apply, but are still in our book. This would require time by the department heads and also would need board approval for changes. Tellier suggested that if the board chooses to continue with paper meeting packets and not purchase tablets for trustees, there would be an additional \$5800 that could be put towards the ordinance revisions. The board agreed that revising the ordinances is more important than going paperless at this point.

TR Serwe asked what the difference was between Clerk-Treasurer: MISC (10-5110093) and Sundry (10-5990093). Tellier explained that the MISC account is used for flowers sent for funerals/get well, water for public to drink, clothing items as listed in the Employee Manual for Village Hall staff, wasp spray and traps, mileage reimbursement, and special recognition items. The Sundry account is used for any miscellaneous items that come up during the year that were not budgeted for. It is also used for year-

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end audit adjustments. The Sundry account for 2017 along with Municipal Building Outlay (10-5120095) is to be used to reseal and stripe the parking lot.

Tellier said she is willing to cutback \$2000 from Elections Wages (10-5170001) for 2017 since we are only scheduled for two elections next year. However, the board needs to be aware that if something comes up this account could go over the budgeted amount of \$7000.

Tellier asked if there was any revenue that was not yet included in the budget or any grant possibilities. The PD stated that they will not be receiving any grants in 2017 as their grants have been cut. Tellier pointed out that the Highway Maintenance Allotment from the state went down \$10,050.

Tellier requested early in the budget process that she be considered for a \$2/hour raise since completing both the Clerk and Treasurer Institutes and becoming certified to use the WisVote online election system. She also requested that the deputy clerk-treasurer be given a \$1/hour raise. **TR Serwe made the motion to deny the requested wage increases and allow only a 3% increase for all Village Employees except the Crossing Guards, effective 1/1/2017. The motion was seconded by TR Harvey. Motion carried. (Aye-5, Nay-1 Hafemann)**

The part-time public works employees do not have a consistent hourly wage. **TR Schickert made the motion that for lawn mowing and general laborer work the hourly wage should be \$13, for snow plowing and water main breaks the hourly wage should be \$15, and for emergency situations the rate of pay is at the discretion of the Director of Public Works, effective 1/1/2017. TR Serwe seconded the motion. Motion carried. (Aye-6, Nay-0)**

**TR Serwe made the motion to move forward with the balanced budget using the maximum allowable levy and the changes as noted, seconded by TR Schickert. Motion carried. (Aye-6, Nay-0)**

## Announcements

Monday, November 28, 6 pm – Special Village Board meeting with Public Hearing

**Motion to adjourn at 8:49 pm made by TR Hafemann and carried by voice vote.**

Respectfully submitted,  
Becky A Tellier  
Clerk-Treasurer

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