

# Village of Campbellsport

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Special Village Board Meeting – Budget Committee  
**Monday, August 22, 2016 – 6 pm**  
Committee Room, Campbellsport Municipal Center  
470 Grandview Avenue, Campbellsport, WI 53010

The meeting was called to order at 6:01 pm by PR Krebs. Gene Wenzlaff was not in attendance. Police Chief Jay Zautner and Sergeant Jen Vodak were in attendance.

PR Krebs explained that the title company requested a resolution be passed by the Village Board approving the Village President and Clerk-Treasurer to sign legal documents on behalf of the Village. **TR Hafemann made the motion to approve Resolution #683 allowing the Village President and Village Clerk-Treasurer to represent the Village for the sale of the buildings and property located at 177 East Main Street, Campbellsport. The motion was seconded by TR Schickert. Motion carried. (Ayes-5, Nays-0, Abstain-1 Krebs)**

The Police Department proposed 2017 budget was reviewed. PR Krebs mentioned he would like to have the “2016 Estimated” column filled in. Vodak stated she didn’t have the numbers, however the Budget to Actual was included through June in the meeting packet for the July 11 Regular Board Meeting. Tellier will send a current report to the Police Department. Discussion took place about the calculation for Police Department Regular Wages. The regular wage category should be based off a full-time employee working 2080 hours. Other items discussed were uniforms and vests. One employee will be utilizing the Village’s group health insurance so the insurance category increased. The police department is also estimating costs for Purchased Services because the costs for heating the new Municipal Center and garage (once built) are unknown. An item of concern is the amount of overtime the full-time officers are working and they were asked to reduce these hours. Chief Zautner also requested the board consider a \$3/hour raise for Sergeant Vodak and this increase is reflected in the amount listed in Regular Wages. The board was also asked to consider Vodak to carry over 120 hours of vacation into 2017 to allow her to take a course that is not job-related. Overall, the Police Department budget shows an increase of \$22,375.

Clerk-Treasurer Tellier briefly discussed changes in her 2017 budget. Tellier explained that \$5000 was moved out of the Regular Wages category and moved into Election Regular Wages. Tellier recently became certified to use WisVote and will begin using the system to enter information previously done by Fond du Lac County. Tellier also informed the board that her request for a \$2/hour raise is calculated into regular wages and the amount did not increase from the 2016 budget. The reason the amount remained the same is because Tellier’s time is spent doing work for the Fire Department and Water/Sewer utilities and those departments are charge accordingly. However, Tellier also explained that the Campbellsport Athletic Department and Library are not charged for any work done by Village Hall employees, so the amount in her Regular Wages is not a direct reflection of performing only Clerk-Treasurer duties. Reports were distributed from the Wisconsin Municipal Clerks Association and Wisconsin Rural Water Association showing that the hourly raise would put her in line with other municipal clerks with a similar population. A \$1/hour raise was also requested for the Deputy Clerk-Treasurer to also put her in a similar wage category as other municipalities. The category for Clerk-Treasurer Outlay was increased to \$8500 in hopes of purchasing a new multi-function copy machine. While leasing a machine could be considered, Tellier feels the money would be better utilized by purchasing the machine. A short-term goal for Village Hall is to implement “paperless agendas” because of the amount of time that is spent organizing and copying meeting packets. \$2000 was put into Municipal Building Outlay to plan for sealing and striping the parking lot. The Sundry account was increased to \$3000 in hopes of purchasing tablets for trustees and department heads in an attempt at moving towards paperless agendas. Overall, Tellier’s budget categories were decreased by \$5000.

**TR Hafemann made the motion to adjourn at 8:00 pm. Motion carried by voice vote.**

Respectfully submitted,  
Becky A Tellier  
Clerk-Treasurer

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