

**\*\*\*FINANCE MINUTES\*\*\***

March 15, 2011

**SAUKVILLE POLICE DEPT  
649 E GREEN BAY AVE  
SAUKVILLE, WI**

Village President Barb Dickmann called the meeting to order at 7:00 p.m.

Village Administrator Dawn Wagner gave the Statement of Public Notice.

Members Present: Barb Dickmann-present, Bob Hamann-absent, David Maglio-present, Jen Schoenfeldt-present, Dan Sauer-present, Mike Krocka-absent, and Joe Caban-present.

Others Present: Dawn Wagner, Mary Kay Baumann, Vicki Lee, Roy Wilhelm, Ray deBruijn (7:25 p.m.), Dave Maccoux and Shannon Otten -Schenk, and Mark Jaeger.

**APPROVE CLAIMS FOR FEBRUARY 2011 IN THE AMOUNT OF \$173,709.11**

Schoenfeldt/Maglio made a motion to approve claims for February in the amount of \$173,709.11 as presented. Motion carried.

**BUDGET WATCH**

Wagner stated that expenditures are within reason. Shaded areas are due to payments that are made in the early part of the year.

**INVESTMENT REPORT**

Investment Report was reviewed. Lee stated that interest rates are still dismal.

**2010 AUDIT REPORT**

Dave Maccoux of Schenk presented the 2010 Annual Audit.

Maccoux reviewed the management discussion regarding 2010 financial activity and the financial statements.

The book value of assets was reviewed.

Maccoux stated that the Village's largest liability is its long-term debt.

Maccoux reviewed the Village's net assets.

Maccoux reviewed the Statement of Activities, the Program Revenues, and the Fund Financial Statements.

Maccoux referred to the Management letter stating that Government Auditing Standards were used.

Maccoux stated that there were two (2) inconsistencies regarding internal control. He added that these inconsistencies were routine and common for a Village of our size.

Maccoux reviewed the Aspects of Accounting Practices. The estimates were analyzed and Schenk concurred with the findings.

Maccoux stated that the audit went well and there were no problems. He stated that the staff worked well with Schenk in providing information during the audit.

Maccoux reported on the Summary of Financial Information. He stated that the Village did a good job on monitoring expenses and had good control of the General Fund.

Maccoux reviewed the Revenue Funds.

Maccoux stated that the debt service was very consistent.

The Capital Projects Fund was reviewed.

He noted that the Village's General Fund increased and the final balance represents 31% of the total 2010 budget General Fund expenditures. The Village's General Fund is in excellent financial position as it enters the 2011 fiscal year.

Maccoux stated that both TIF projects were eligible to incur project costs.

Maccoux reviewed the Water and Sewer Utility operations. Maccoux stated that, due to the water rate increase during the year, there was a partial year of additional revenues.

Wastewater operations were also reviewed.

It was suggested that sewer rates be monitored for a while before any rate adjustments are considered.

Wagner stated that all staff worked well with the auditors.

#### **DEPARTMENT OF TRANSPORTATION - STH 33 CONSTRUCTION AGREEMENTS**

Wagner stated that items of issue regarding the agreements were addressed.

Wagner stated that, due to the unique characteristics of the agreements, it is better to have separate agreements to better financially merge the project.

##### #1 - Milwaukee River Overflow to I-43

Wagner stated that this agreement contains a breakdown of responsibilities based on the Memorandum of Understanding (MOU) previously approved. All numbers related to the MOU are "Not to Exceed" numbers.

Wilhelm stated that the DOT is responsible for the cost of the lights and power.

Wagner noted that these agreements are also slated for the City of Port Washington's Council agendas for tonight.

**Maglio/Sauer made a motion** to recommend to the Village Board approval of the final copy of the STH 33 Construction Agreement #1 (Project #4020-04-72 - Milwaukee River Overflow to I-43). Motion carried.

##### #2 - I-43 to Tower Drive

Wagner stated that we were able to negotiate for a "Not to Exceed" amount of \$274,938 for the real estate acquisitions between Northwoods Road and Jackson Road.

Wilhelm stated that this number is significantly lower than first reported.

Wagner stated that the Village also has separate agreements with private developers and the Village will be collecting directly from those developers.

Wilhelm stated that the Village will be receiving a 3% credit applied to the project for landscaping.

Wilhelm stated that this would amount to \$460,000 for improvements such as trees, plantings, etc.

Wilhelm stated that the DOT has \$61,000 slated for the area between Northwoods Road and Green Bay Road for the new lighting.

Wagner stated that the Village is responsible for the maintenance of the lighting in this area, because we are installing decorative lighting.

Wagner stated that these are the most up to date numbers. Once the project is let we will have final numbers and the Village will be able to borrow only what is needed.

**Schoenfeldt/Sauer made a motion** to recommend to the Village Board approval of the final copy of the STH 33 Construction Agreement #2 (Project #4030-04-20/70- I-43 to Tower Drive). Motion carried.

Wagner stated that the estimated cost for the Utility relocates is \$360,000 from Port Washington State Bank to Green Bay Road.

Wilhelm stated that the utilities would be Time Warner Cable, WE Energies, PayTech, etc. Wilhelm stated that all costs involved will be closely maintained.

Wagner reported updated cost estimates:

\$2,723,000	Current
\$2,633,000	Previous (2009)

Wilhelm reported that we anticipated that there will be compensation of \$140,000 for the utility relocates that would come out of the total cost.

#### **GRADY PARK TENNIS COURT LIGHTS - PARK FUND**

deBruijn stated that the original quote received from Miller Electric was for \$13,845. deBruijn stated that he recently received a quote from Wester Electric for the same project for \$9,245. This would result in a \$4,600 savings to the Village.

**Schoenfeldt/Caban made a motion** to recommend to the Village Board approval of the expenditure of \$1,845 from the Park Fund for the lighting project at the Grady Park Tennis Court. Motion carried.

#### **CONVENE TO CLOSED EXECUTIVE SESSION PURSUANT TO STATE STATUTE 19.85 (1)(c) PERSONNEL**

**Caban/Schoenfeldt made a motion** to convene to Closed Executive Session pursuant to State Statute 19.85 (1)(c) Personnel. Motion carried with roll call vote at 7:50 p.m.

#### **RECONVENE TO OPEN SESSION**

**Caban/Schoenfeldt made a motion** to reconvene to Open Session. Motion carried at 8:10 p.m.

**ACTION ON CLOSED SESSION MATTERS**

No action taken.

**RECREATION DIRECTOR POSITION**

Caban/Maglio made a motion to recommend the elimination of the Recreation Director position and authorize the Administrator to work with the City of Port Washington on the Summer Recreation Program. Motion carried.

**OTHER MATTERS**

Wagner reminded the Committee of the Chamber lunch scheduled for Wednesday, March 23<sup>rd</sup>. If anyone is interested, please contact Mary Kay.

Wagner provided information regarding the First Friday Forum scheduled for Friday, April 1<sup>st</sup>.

Wagner shared with everyone the news of the passing of Mike Krocka's father. Flowers were sent on behalf of the Village Board and staff.

Wagner reported that the Library is now accepting credit card payments.

Wagner stated that she will continue to forward information she receives concerning the Budget Repair Bill.

**ADJOURNMENT**

Maglio/Sauer made a motion to adjourn to Wednesday, April 6, 2011. Motion carried at 8:18 p.m.

Mary K. Baumann  
Deputy Clerk