

*****FINANCE MINUTES*****

March 19, 2013

SAUKVILLE MUNICIPAL CENTER 639 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-present, David Maglio-present, Dan Sauer-present, Mike Krocka-present, Michael Gielow-present, and Joe Caban-present.

Others Present: Dawn Wagner, Mary Kay Baumann, Vicki Lee, Dave Maccoux (Schenck), and Mark Jaeger.

APPROVE CLAIMS FOR FEBRUARY 2013 IN THE AMOUNT OF \$182,725.73

Hamann/Maglio made a motion to approve claims for February 2013 in the amount of \$182,725.73. Motion carried.

INVESTMENT REPORT

Lee stated that there has not been much activity. Interest rates continue to be terrible.

BUDGET WATCH

Wagner stated it is early in the year and there is nothing out of the ordinary.

2012 AUDIT PRESENTATION

Dave Maccoux of Schenck presented the 2012 Annual Financial Report.

Maccoux reviewed the Village's year end position. He stated that there were slight variations.

Maccoux reviewed the auditor's opinion.

Maccoux gave an overview of the Management Discussion and Analysis.

He reviewed the Statement of Net Position (formerly referred to as Net Assets).

He also reviewed the assets, outflow of resources, liabilities, and deferred inflow of resources.

Maccoux provided the Village's net position/ownership of \$21.9M at the end of 2012. Dickmann asked if this was a good number; Maccoux stated yes.

Maccoux reviewed the whole year's activities including government and business type activities.

Maccoux reviewed the Village's Revenues and Expenses.

Maccoux stated that General Fund went up \$128,000. He also remarked that there was some "Fund Balance Applied" which indicates a good budget year.

Maccoux gave an overview of the Management Communications.

There was a review of internal controls with deficiencies noted.

- Preparing of financial statement report.
- Assist with capital assets.
- Adjustment to Village's financial records.

Maccoux stated that the Village is doing a very good job.

Maccoux reported that there were no issues with the audit. All necessary information was provided.

Maccoux reviewed the following:

- Special Revenue Funds
- Debt Service
- Capital Projects

Maccoux stated that the Village is in overall excellent shape!

The TIF Districts were reviewed showing slight deficits.

Maccoux reviewed Community Development Authority activity.

Maccoux reviewed Business Operations with Utility having positive results with growth in their operating revenues.

Water & Wastewater Operating results were reviewed showing a good fiscal year.

Maccoux reviewed the following:

- Restricted Cash and Investment Summary
- Principle and Interest Obligation Bonds
- Restricted Assets
- Net Position, Net Assets, Summary

Maccoux again stated that the Village is in excellent shape!

Wagner stated that Vicki Lee did a very good job working with the auditors.

CONVENE TO CLOSED EXECUTIVE SESSION PURSUANT TO §19.85(1)(c), PERSONNEL AND (e) TO DISCUSS OFFER OF EMPLOYMENT AND HIRING OF CHIEF OF POLICE

Hamann/Krocka made a motion to convene to Closed Executive Session pursuant to Section 19.85(1)(c), Personnel and (e) to Discuss Offer of Employment and Hiring of Chief of Police. Motion carried with roll call vote at 7:28 p.m.

RECONVENE TO OPEN SESSION

Maglio/Caban made a motion to reconvene to Open Session. Motion carried at 7:53 p.m.

ACTION ON CLOSED SESSION MATTERS

Dickmann stated that the Committee has authorized the Village Administrator to offer Lt. Jeffrey Goetz the position of Chief of Police.

Krocka/Caban made a motion to recommend to the Village Board to authorize the Village Administrator to offer Lt. Jeffrey Goetz the position of Chief of Police. Roll call vote was taken with Maglio abstaining. Motion carried.

VILLAGE HALL/POLICE DEPARTMENT - IT SYSTEM PLAN

Wagner stated that the Village is working with DigiCorp on a plan for the Village moving forward.

Wagner stated that Caban has been working with her on what would work best for the Village.

IT expenditures and an equipment replacement plan/cycle has been developed to keep costs down.

Wagner stated that for budgeting purposes a lease plan was the best option.

Wagner stated that there is money in the budget for the updates.

PERSONNEL MANUAL - SECTION 6 AND 13.08

Wagner stated that Section 6 involves updates to the travel reimbursement, mileage rates, and meal reimbursement policies.

Wagner stated that Section 13.08 refers to vehicles usage requirements.

Lee reported that the insurance company wants more details as to do's and don'ts of using the Village vehicles.

Gielow/Sauer made a motion to recommend to the Village Board approval of the updates to the Personnel Manual - Sections 6 and 13.08. Motion carried.

OTHER MATTERS

Wagner stated that the Village is advertising for two (2) part-time employees for the Department of Public Works.

Roof bids are being accepted to replace the roof at the Library.

Wagner reported that there will be a joint community training on Thursday, March 28th at 7:30 a.m. at the Saukville Police Department.

Wagner reported that she attended an event at the American Legion on March 18th in which they give out their annual awards. Avis Gillson was awarded Firefighter of the Year and Jennifer Kotecki was awarded EMT of the Year.

ADJOURNMENT

Krocka/Gielow made a motion to adjourn to Wednesday, April 17, 2013. Motion carried at 8:11 p.m.

Mary K. Baumann
Deputy Clerk