

FINANCE MINUTES

March 18, 2014

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, Ray deBruijn, Roy Wilhelm, Dave Maccoux-Schenk, and Scott Fischer.

APPROVE CLAIMS FOR FEBRUARY 2014 IN THE AMOUNT OF \$176,125.95

Maglio/Krocka made a motion to approve the claims for February 2014 in the amount of \$176,125.95 as presented. Motion carried.

BUDGET WATCH

Wagner stated that the budget percentages are where they should be. Some are trending a little higher due to purchases that need to be made early in the year.

INVESTMENT REPORT

Lee reported that interest rates continue to remain low. She stated that the turbulence in Ukraine seems to be affecting any immediate increases in rates.

2013 AUDIT PRESENTATION

Dave Maccoux of Schenk gave an overview of the 2013 Annual Financial Report.

Maccoux reviewed the Independent Auditors' Report.

Maccoux reviewed the Village's year-end financial position and stated that the Village's position was presented fairly.

Maccoux reviewed the Village's Government Financial Statements. This included a review of the Statement of Net Position.

Maccoux reported that the Village had a healthy increase of its Fund Balance in 2013.

Maccoux reviewed the Statement of Activities and stated that the net position increased approximately \$800,000.

Maccoux reviewed the Management Communications including the Auditor Responsibilities and Internal Controls. He stated that there were no compliance issues.

Maccoux stated that there were no disagreements with management during the audit. Everyone on staff cooperated fully.

Maccoux reviewed the Governmental Fund Balance. He also reviewed the growth in the General Fund Balance.

Maccoux stated that the General Fund Balance represents 42% of the total for 2013.

Dickmann asked Maccoux what Fund Balance percentage is recommended for a municipality. Maccoux stated that 20-30% is recommended and generally smaller communities tend to stay at the higher end of the range.

Maccoux reviewed Special Revenues.

Maccoux stated that the Village's General Fund is in an excellent financial position going into the 2014 fiscal year.

Maccoux reviewed the TIF Districts. He stated that there are no concerns for either district.

Maccoux reviewed the revenue, reimbursements, and expenditures for the Community Development Authority.

The Water and Wastewater Audit was reviewed with positive operating results.

Maccoux made a recommendation regarding additional controls over bank reconciliations. He stated that this is just a recommendation and there are no concerns.

Maccoux reported that the audit went very well.

VILLAGE HALL BOILER REPLACEMENT

Wilhelm stated that he received three (3) proposals for the repair/replacement of the existing boilers. He stated that one boiler is leaking and the other is dying quickly.

Proposals:

- J & H would replace the two (2) old units with one (1) new one - \$12,985
- Butters Fedding would replace one (1) and repair the other - \$10,200
- Cliff Bergin would add one (1) new one and keep the other two (2) - \$6,457

Wilhelm recommended going with Cliff Bergin.

Wagner questioned whether the Village should replace one (1) now or do both so we don't have to encounter this problem again a year from now.

There was not a definitive answer on the cost for two (2) boilers from Cliff Bergin so it was recommended that the recommendation include a "Not to Exceed" amount of \$13,000.

Wagner stated that the money could be taken from either the Contingency Fund or the General Government Reserve Fund. The other option would be to pay for one out of each fund.

Maglio/Gielow made a motion to recommend to the Village Board approval of two (2) new boilers at Village Hall from Cliff Bergin for a "Not to Exceed" amount of \$13,000. \$6,500 would be from the Contingency Fund and \$6,500 would be from the General Government Reserve Fund. Motion carried.

CONTRACT FOR PROFESSIONAL SERVICES - MK HAROLDSON ECONOMIC DEVELOPMENT & PLANNING

Wagner stated that the current contract is being extended for three (3) months - April 1st - June 30th. Wagner stated there are certain expectations and the percentages are outlined in the contract with a 70/30% split. The fee for services will not change.

Gielow/Maglio made a motion to recommend to the Village Board approval of the Contract for Professional Services - MK Haroldson Economic Development & Planning for a three (3) month term (April 1st-June 30th) with current fees. Motion carried.

MEMORANDUM OF UNDERSTANDING (MOU) - LABOR ASSOCIATION OF WISCONSIN (LAW)

Wagner stated that this MOU with LAW includes a temporary restructuring of the Police Department. This MOU has been reviewed and approved by the Village Management Staff and the Labor Union.

Caban/Gielow made a motion to recommend to the Village Board to approve the Memorandum of Understanding - Labor Association of Wisconsin regarding a temporary restructuring of the Police Department. Motion carried.

PICKUP TRUCK LIFTGATE QUOTES (DPW-NLRF) - ALTERNATIVE QUOTES

deBruijn reported that the liftgate quotes were previously approved at the Public Works Committee meeting. Prior to the Finance Committee meeting staff reviewed the quotes and discussed other ways to improve the use of the current vehicles. It was determined that the current truck would be more useful with a service body and liftgate.

deBruijn stated that the quotes on the service body were higher than anticipated. Given the higher quote, it was determined that a less expensive alternative would be to add contractor boxes to the pickup bed with the liftgate. With this addition staff would also purchase an additional loose side box to be installed by DPW to replace an inefficient center box on a different pick-up truck. That center box would be placed on the auction web-site for sale.

deBruijn stated that two (2) quotes were received for the liftgate with two (2) side truck boxes for one truck and an additional side truck box for the other truck.

Casper Truck quoted \$5,750 with Monroe quoting \$5,986.

deBruijn recommended Casper Truck for the purchase of the liftgate and all three (3) side truck boxes at a cost of \$5,750 to come from the DPW Non-Lapsing Reserve Fund.

Wagner stated that there is currently \$61,100 in the DPW Non-Lapsing Reserve Fund.

Maglio/Gielow made a motion to recommend to the Village Board approval of the purchase of a liftgate and three (3) side truck boxes at a cost of \$5,750 from the DPW Non-Lapsing Reserve Fund. Motion carried.

OTHER MATTERS

Wagner thanked Dave Maglio for his donation of \$800 to the Police Department Reserves from the proceeds of the Concealed Carry Class held at the Police Department on Saturday, March 15, 2014. Maglio will be holding another class on Saturday, April 21, 2014.

Wagner stated that Jen Gerber was appointed to the Ozaukee County Library Planning Committee.

Wagner reported that the Saukville Chamber will be holding a lunch at the Police Department on Wednesday, March 26th with the topic being "Relieving Stress and the Winter Blues Through Humor" presented by Dr. Michael Weber. Please inform Mary Kay if you would like to attend.

Wagner reported that, as of Monday night, all employees have completed the EAP Program training.

Wagner stated that Friday, March 21, 2014 will be Officer Barry Effinger's last day. There will be an Open House at the Police Department on Friday from 11:00-3:00 p.m. Everyone is encouraged to stop in.

Wagner reported that she will be on vacation the week of March 24th.

Wagner stated that the Mid-Moraine dinner will be held Wednesday, March 26, 2014 in West Bend. If you are interested in attending, please contact Mary Kay.

Wagner reported that the exterior front door of Village Hall is broken. deBruijn has contracted with Economy Glass to repair both front doors at a cost of \$800. Those repairs will be completed this week.

Wagner reminded everyone of the Ozaukee Economic Development Annual Outreach event being held Wednesday, April 30th at Shully's.

ADJOURNMENT

Krocka/Sauer made a motion to adjourn to Wednesday, April 2, 2014. Motion carried at 7:44 p.m.

Mary K. Baumann
Deputy Clerk