

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

June 16, 2015

## SAUKVILLE MUNICIPAL CENTER 639 E. GREEN BAY AVE., SAUKVILLE, WI 53080

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: Barb Dickmann-present, David Maglio-present, Dan Sauer-present, Mike Krocka-present, Michael Gielow-present, Joe Caban-absent, and Scott Fischer-present.

Others Present: Dawn Wagner, Mary Kay Baumann, Ray deBruijn, Chief Goetz, Vicki Lee, and Mike Harrigan.

### APPROVE CLAIMS FOR MAY 2015 IN THE AMOUNT OF \$369,175.09

Krocka/Gielow made a motion to approve claims for May 2015 in the Amount of \$369,175.09. Motion carried.

### BUDGET WATCH

Wagner reported that certain line items are over but nothing that wasn't expected. The current budget is 42% with actual being at 37%.

### INVESTMENT REPORT

Lee reported that nothing is new. There is continued anticipation of a rate increase.

### FINANCIAL MANAGEMENT PLANNING

Mike Harrigan of Ehlers & Associates gave an overview of the program.

He stated that this is a newer program that Ehlers has been providing for clients. The program gives communities an opportunity to think more globally.

The process includes a series of workshops that would include the Village Board and/or Committee of the Whole. There would be 4-5 sessions each lasting 1 - 1-1/2 hours.

The sessions would include:

- Getting the entire Board on the same page with the Village's financial situation. This session would provide information on how the Village compares to like rated communities.
- Where the Village stands with existing policies both formal and informal and would be compared with best practices.
- Review of the Village's objectives and financial goals. This would include what flexibility there is within the constraints of State Law.
- Staffing scenarios
- 5-yr Financial Management Planning

Harrigan stated that Ehlers began this planning for only General Fund but now do any funds requested by a community. Harrigan stated that they have completed this program with over 50 communities state-wide.

Harrigan stated that a similar program was completed for Saukville in 1999, but we were not dealing with levy limits at that time and the utilities were not included.

Harrigan offered a copy of the program done for Brillion in 2014. The review included their General Fund, Tax Increments, and Utilities.

Harrigan stated that Ehlers would offer projections over 5 years.

Wagner asked how this would be affected with the current pending water rate case.

Harrigan stated that he did not feel that anything different would need to be done.

Harrigan stated that there is a cost associated with this planning.

The cost to do Brillion was \$17,000 - \$8,000-General Fund and \$3,000 for the tax increments and utilities.

Wagner asked about the cost of an annual review stating that some items that have already been worked on may not need to be changed.

Harrigan stated that the plan can be tailored to fit the needs of the Village. Harrigan stated that it would be a minimum of \$9,000 if only doing the General Fund. There would be a \$1,500 maintenance fee annually.

Dickmann asked why other communities have gone through this process.

Harrigan stated that it was mostly to enhance what is already in place.

Dickmann stated the need to establish continuity for the future.

Wagner stated that this is a good time to enhance what is already in place. The Village is in a good financial position right now and we want to continue that.

Harrigan stated that the next step would be for him to work with the Administrator to customize an engagement letter.

Wagner asked if it would be feasible to think this could be accomplished prior to this year's budget process.

Wagner asked the Committee if they liked the idea of financial planning.

Krocka stated that he likes the idea but does not feel we should rush into it before the 2016 Budget process.

All Committee members were in agreement with Krocka and also felt the Village should take a holistic approach and include the General Fund, TIF's, and Utilities.

Wagner and Harrigan will begin work on a Scope of Engagement.

#### **2016-2017 INTERGOVERNMENTAL AGREEMENT FOR BUILDING INSPECTION SERVICES BETWEEN THE VILLAGE OF SAUKVILLE AND VILLAGE OF GRAFTON**

Wagner provided a copy of the agreement with a few minor changes to contact information.

Wagner stated that the hourly fee increase for the Inspector to attend meetings has increased but she noted that the Village has not used those services to date.

Wagner stated that staff recommends approving the 2016-2017 agreement with the Village of Grafton.

**Krocka/Sauer made a motion** to recommend to the Village Board approval of the 2016-2017 Intergovernmental Agreement for Building Inspection Services between the Village of Saukville and Village of Grafton as presented. Motion carried.

#### **CONVENE TO CLOSED EXECUTIVE SESSION PURSUANT TO WIS. STAT. 19.85 (1)(e) FOR THE PURPOSE OF DISCUSSING CONTRACT TERMS RELATED TO ECONOMIC DEVELOPMENT**

**Krocka/Gielow made a motion** to convene to Closed Executive Session Pursuant to Wis. Stat. 19.85 (1)(e) for the Purpose of Discussing Contract Terms Related to Economic Development. Motion carried.

**RECONVENE TO OPEN SESSION**

Krocka/Gielow made a motion to reconvene to Open Session. Motion carried at 7:54 p.m.

**ACTION ON CLOSED SESSION MATTERS**

No action taken.

**CONTRACT FOR PROFESSIONAL SERVICES - MK HAROLDSON ECONOMIC DEVELOPMENT & PLANNING**

Sauer/Gielow made a motion to recommend to the Village Board approval of the Contract for Professional Services - MK Haroldson Economic Development & Planning for 3 months with no changes. Motion carried.

**CONSTRUCTION PLATE COMPACTOR REPLACEMENT (NON-LAPSING RESERVE FUND)**

deBruijn provided photos of the existing unit. He stated that they are using the compactor more and continuing to have to do repairs on it after each use.

deBruijn stated that the new unit is top of the line and is available at a reasonable price through Kelbe Bros.

Wagner stated that there is currently \$14,703 in the DPW-Equipment Replacement Fund. The funds received from recent equipment/truck sales will bring the fund total to \$86,282.

Maglio/Gielow made a motion to recommend to the Village Board a "not-to-exceed" amount of \$2,094 from the DPW Non-Lapsing Reserve Fund for the purchase of a Construction Plate Compactor. Motion carried.

**OTHER MATTERS**

Wagner reported that the Saukville Chamber will be holding a "Lunch & Learn" event on Tuesday, June 23<sup>rd</sup> at Columbia St. Mary's. If anyone is interested in attending, please contact Mary Kay.

A recommendation was made to hold one Finance/Village Board meeting in July on the 15<sup>th</sup>.

The 2016 Budget Tour will be held on Wednesday, September 23<sup>rd</sup>.

Wagner reported that the first Live @ the Triangle went well and attendance was great!

Wagner reported the she and Dickmann, along with the Jen Gerber are working with the Saukville Area Historical Society to organize a celebration of the Villages 100 Year Anniversary. The plan is to do something in October.

**ADJOURNMENT**

Krocka/Gielow made a motion to adjourn to Wednesday, July 15, 2015. Motion carried at 8:05 p.m.

Mary K. Baumann  
Deputy Clerk