

Finance and Personnel Committee
May 4, 2015

Call to Order: The meeting was called to order at 5:01 pm by President Richard Howells.

Roll Call of Officers: Officers present were President Richard Howells, Trustee Dale Pfeifer, and Trustee Clem Gottsacker. A quorum was established. Also in attendance were DPW Director Daniel Birenbaum, Clerk Kaity Olsen, DPW Employee Paul Bley, and Financial Advisor Dave Wagner.

Open Meeting Law Compliance Check: This meeting is in compliance with the Open Meetings Law of the State of Wisconsin.

Pledge of Allegiance to the American Flag, Moment of Silence: All in attendance stood for the Pledge of Allegiance and moment of silence.

Approval of Minutes:

- **Finance and Personnel – March 4, 2015** – This item was previously approved by the Village Board.

Agenda Items:

- **Major Capital Improvements Financing Plan** – Financial Advisor, Dave Wagner with Ehlers and Associates, presented a summary of the village's major capital improvements financing plan. We currently have five major capital improvement projects scheduled to occur between 2015 and 2018. For the Silver Beach Road and storm water pond project, the amount to be financed is estimated at \$3,589,000.00. We expect to receive a TEA grant in the amount of roughly \$695,000.00, use \$130,000.00 in TIF cash on hand, and finance the remaining \$2,764,000.00 with general obligation bonds and a state trust fund loan. The three projects scheduled that relate to Main Street are burying the electrical lines, new street lighting and our share of the street reconstruction. These projects costs are estimated at \$1,500,000.00, \$500,000.00, and \$850,000.00 respectively. We anticipate financing all three projects with general obligation bonds. The fifth project listed is a water main loop between Hwy KW and Silver Beach Road. This project is estimated at \$250,000.00 and we anticipate financing this with a safe drinking water fund loan. Wagner also gave a summary on how the financing of these five projects would impact our tax levy and debt limit. In 2015 we levied \$205,977.00 for debt service which equated to a tax rate of \$1.52 per thousand and uses 40.73% of our debt limit. Per Wisconsin Statutes, general obligation debt is limited to 5% of the total equalized value. With this current financing plan, we will rise to 72.72% by the end of 2015 and peak at using 82.63% of our debt limit in 2018. President Howells commented that the Silver Beach Road project will most likely be moved back to spring of 2016. Wagner commented that this may help us in getting lower bids for the project. Typically, projects bid in winter are lower than the same projects bid in summer. Wagner will revise projections as costs become clearer and present this information to the Village Board at the June 8th Village Board meeting.
- **Assignment of Fund Balance per 2014 Final Audit** – Our 2014 fund balance is at \$310,861.00 which is 33% of our operating budget. GAAP guidelines recommend keeping the fund balance between 20% and 25% of the operating budget which allow us to assign approximately \$72,861.00 at 25% up to approximately \$120,000.00 at 20% (maximum). Howells commented that he would like to recommend staying around 25% or \$72,861.00. Birenbaum developed a list of projects that he would like to assign the 2014 fund balance to. The two projects that we must consider first are the paving of Lakeview Drive and the electronic gate for the recycling center. These two projects are already under way. The bid opening for the paving of Lakeview Drive will be taking place on Thursday afternoon and we have already installed the electronic recycling center gate. Another project we would like to complete is the landscaping and concrete work around the new Village Hall. Birenbaum expects to receive these bids by the end of the week. This should come to approximately \$8,000.00 to \$10,000.00. Olsen commented that Baker Tilly needs the fund balance assignments by tomorrow to complete the Financial Statements and be able to present to the Board on Monday. The committee would like to wait to make the fund balance assignments until they have concrete numbers to work with. Olsen will contact Baker Tilly and ask them to come to the June 8th Village Board meeting rather than the May 11th Village Board meeting. The Finance and Personnel committee will meet again towards the end of this month.
- **Discuss Assignment of Wage Allocations to Align with Job Title rather Than Employee** – Olsen explained that this will not change anything with the actual wages earned by the employees. By assigning wage allocations to the job position rather than the individual employee, it makes it easier to move people

around within their employment with the Village without having the Village Board approve the reassignment of their wage allocations. It will also be easier to hire new employees for the same reason. A motion was made by Howells and seconded by Gottsacker to recommend to the Village Board the wage allocation assignment to align with job title rather than employee as they are currently listed. Ayes – Howells, Pfeifer, Gottsacker; Noes – none; Abstain – none. Motion carried.

- **Closed Session:**

- A motion was made by Howells and seconded by Gottsacker to convene to closed session at 5:51 pm per §19.85 (1) (c) for the Purpose of Considering the Memorandum of Agreement for Paul Bley. The trustees were polled - Ayes – Howells, Pfeifer, Gottsacker; Noes – none; Abstain – none. Motion carried.
- Reconvene to Open Session – The committee reconvened to open session at 6:23 pm
- Actions Relative to Closed Session – No action was taken.

Motion to Adjourn: A motion was made by Howells and seconded by Gottsacker to adjourn at 6:25 pm. Ayes – Howells, Pfeifer, Gottsacker; Noes – none; Abstain – none. Motion carried.

Respectfully submitted,

Kaity Olsen
Village Clerk

Approved by Finance and Personnel 05/20/15