

VILLAGE OF WAUSAUKEE
SPECIAL FINANCE COMMITTEE MEETING
WEDNESDAY, OCTOBER 22ND, 2008
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE
FOLLOWING SPECIAL BOARD MEETING

MINUTES

1. Call to Order – Chairperson Rosie Figas called the meeting to order at 8:00 pm. Committee members present were Jeff Townsend and Julie Parkansky. Also present were Village President Clark Caine, Village Trustees Randy Schmidt, Hilbert Radtke, and Jerry Wojcik, Village Treasurer Sara Pullen, Village Clerk Toshia Ranallo, and Village Street Supervisor Darryll Schmidt. Joellen Simpson, Becky Maye, and Jim Brien were also in attendance.
2. Approval of Agenda – Julie Parkansky made a motion seconded by Jeff Townsend to approve the agenda. Motion carried.
3. Discussion/Action – 2009 Budget – Figas turned the floor over to President Caine to present the 2009 budget to the committee. Caine explained to the committee that he had prepared a preliminary budget that is almost in balance with actual numbers from January to present. He asked that the committee go through line by line and make changes where necessary. He added that there was a significant amount of income missing because there are checks that will not come until November. He mentioned that he included last year's budget and the new numbers for 2009. Townsend stated that the Village has 11 miles of roads in its limits with a current repair rate of ¼ mile a year. He stated that at that pace, the road that was just completed would not be touched again for 44 years. In an effort to improve the way the Village looks, his suggestion was to increase the repair rate to a ½ mile a year. Figas agreed stating she would like to see \$100,000 budgeted for streets improvements. Caine mentioned that the Village does have \$68,000 in reserves for streets, and anything spent out of reserves does not affect the budget. Figas suggested to the committee budgeting \$75,000 for streets and using \$25,000 from the reserves. Caine suggested going through the budget line by line to which the committee agreed. Caine explained that the Municipal Service Program account is not accurate because most of the income that belongs there is currently in Miscellaneous Income. A question was raised as to why the holiday expenses are so high. Caine explained that the number included port-a-potty and tent rentals for the 4th of July celebration, Holiday decorations and lighting, and fireworks. Jerry Wojcik asked if the fireworks were a donation. Caine remembered that they were budgeted in Donations, which is why that number is so high. He suggested lowering Donations by \$1,250. Caine moved on to Insurance and told the committee that he was not going to itemize anymore but rather combine everything on one line. Figas stated that she disagreed with that decision and would like to see insurance itemized in the budget so the Board knows what they're paying for. Caine explained that he did not budget anything for library expenses or increased library rental expense because he figured by the time they moved into their new building, the Village would have collected some rent and that would potentially offset the \$3,300. He added that if we dispose of the old building, that money would help offset the increased costs too. Figas stated her concern about not budgeting any money for the library since the Board did agree to do that at the last meeting. Caine stated that the situation was so up in the air that it would be hard to set a number. Parkansky and Figas were both in agreement that the \$3,300 promised to the library be on paper. Caine stated that he would include five months worth of rent, repairs, and utilities. On to Repairs and Maintenance, Caine explained that the office repair numbers are much higher than budgeted because of multiple computer problems. He stated that he does not anticipate nearly the amount of problems, so the projected 2009 budget number of \$2,800 could probably be cut in half. The fire department budget of \$1,000 was raised to \$2,000 for new fans and chimney work. Under Vehicle Repair, a lot of concern

was expressed about spending over \$14,000 already in 2008. Caine stated that the category should be titled Vehicles/Equipment, and explained that \$9,500 was spent repairing the big mower. As far as Streets, Caine explained that \$25,000 was spent even though only \$2,000 was budgeted, but the repairs, patching, seal coating, etc. was to be accounted for down in Capital Purchases last year. Under Retirement Benefits, Caine told the committee that the benefits are being picked up on each pay check, so they're being accrued. When they're being paid, they're being expensed again, so the \$9,215 is a clerical error that Sara will take care of. Caine explained that he did not budget for safety expenses because it's a small amount and it will be accounted for in supplies. He also mentioned that Snow Removal was a new category this year because the amount was so high as opposed to other years due to record snow fall. In past years it was accounted for in Streets. Caine stated that he didn't budget anything for Cleaning Supplies because it was such a small amount and could be listed under Office Supplies. Figas asked what the difference was between Garage and General Supplies. Caine said that things are categorized as General Supplies when, for example, an employee picks up an item for the Village and then needs to get reimbursed. Figas asked first, why an employee would ever be paying for something out of pocket, and second, whether or not the Village had a credit card for those instances. Caine explained that the credit card is very recent, so those types of situations won't happen anymore. On Wages, Townsend asked if Wages-Overtime was a new category, and if Caine believed it should be budgeted higher than \$500. Caine stated that it was new because he felt that it was an important item to keep track of, and the reason he set the number low was that Water & Sewer attributes for most of the overtime. The committee decided to raise the number to \$1,500. Caine explained that the money to build the warehouse is going to come out of the reserves. He stated that he took \$180,000 and divided by 30 years, giving him a figure of \$6,000 a year, to replace the reserve. Caine went on to explain the Village's cash situation. He stated that most of the Village's cash is in Water/Sewer accounts receivable which owes about \$400,000. Wojcik asked if Water/Sewer was supposed to and has been paying at a rate of \$1,000 a month. Caine stated that the interest owed is paid up through the end of the year, but the principal is not. A discussion ensued on how to pay for the warehouse as far as which reserve account to use, or if taking a percentage of all monies in the appropriated accounts is better. Figas asked if more money than the \$82,000 was going to be set aside for the upcoming highway project. Caine told her to keep in mind that there was approximately a million dollars in cash to cover the project, or the Village could just borrow the money when the time came. She stated that as a Village resident, it would make her upset to know that nothing was set aside for a project that the Board knew about ten years in advance. She would like to see the Board earmark funds now, on paper, so the Village wouldn't have to borrow. Caine told the Board that the \$168,000 in unclassified reserves would be clarified by the auditor when he comes to present the financial statements. The auditor will explain the surplus situation and assist in allocating the money to specific accounts. Parkansky asked about \$45,000 that was supposedly set aside for the library years ago, and whether or not it was part of an unclassified reserve. Radtke stated that the monies the Village collected from the county for the library went into an account probably called 'library account' but was never designated. Caine stated that he would put the numbers together and the Board could discuss the budget further at the next meeting.

4. Adjourn – Parkansky made a motion seconded by Townsend to adjourn the meeting at 9:03 pm. Motion carried.

Posted on 11/05/08
at 2:00 pm by (SP)