

**VILLAGE OF WALWORTH, WALWORTH COUNTY
VILLAGE OF WALWORTH
FINANCE COMMITTEE
MINUTES**

Tuesday, August 3, 2021, 4:00 pm.

1. Call to Order: President Czaja presiding.
2. Roll Call: PRESENT: Trustee McMahon, PWC; Trustee Reiersen, GSC
ALSO PRESENT: Clerk/Treas. Lisa Rogers; Trustee Bob Ball. Chief Ryan Milligan
3. Approval of Minutes: Regular meeting 07/06/21 & Closed meeting 07/06/21. A McMahon/Reiersen approved the minutes as presented.
4. Citizen comments: None. :

Discussion, Consideration and Recommendation on the following:

1. FINANCIALS:

A. Village Budget v Actual: 072021

1. Revenues: Year to date 07/31/21 actual.....\$1,396,970.23
2. Expenses Year to date 07/31/21 actual..... 1,297,018.90
3. Net Balance.....\$. 99,951.22

Items Reviewed: Clerk/Treas. training.....	7,000.00 budgeted 1,080.89 spent to date \$ 5,909.11 remaining
Election expenses.....	...\$ 5,000.00 budgeted 780.00 spent to date \$ 4,219.94 remaining
Attorney Fees.....	\$12,000.00 budgeted 4,731.14 spent to date \$ 7,786.88 remaining
Police Maintenance.....	\$ 14,458.00 budgeted 5,155.00 spent to date \$ 8,301.00 remaining
Fire Salaries.....	\$24,000.00 budgeted 16,907.96 spent to date \$ 7,092.94 remaining
Fire Expenses.....	\$ 22,000.00 budgeted 19,390.00 spent to date \$ 2,610.00 remaining
Emergency Govt. Expenses	\$ 2,000.00 budgeted 2,501.00 spent to date 501.00 over budget
Rescue Squad Maint. Expense.....	\$ 4,300.00 budgeted 5,527.14 spent to date \$ 1,227.14 over budget

Snow & Ice Sand Ex..... \$ 16,000.00 budgeted
 28,672.00 spent*
 \$ 11,612.00 over budget

*requires a JE. Invoices from prior years included.

Recycling.....\$ 5,000.00 budgeted
 507.19 spent
 \$ 4,492.00 remaining

Parks/playground.....\$...3,000.00 budgeted
 360.28 spent
 \$ 2,649.71 remaining

Plan Commission Expense.....\$ 5,000.00 budgeted
 788.53 spent
 \$ 4,211.47 remaining

B. Water & Sewer Budget v Actual: 07/2021:

1. Revenues
2. Expenses
3. Net Balance
4. Payables
5. Existing Debt

C. Budget Schedule: 2022 : Submitted and reviewed.

D. Restructure Existing Debt/Bond Issue

1. Schedule: Early fall following audit, Ehlers is to be contacted.
2. Capital Items to be considered: 20-year old snow plow.
3. Capital Improvement Budget/ 5 yr. building improvement plan.
4. Debt Limit: Percentage of State computed equalized value.

E. TIF District:

1. Accountant's compilation report: Referred to Plan Commission for review.
2. Account balance: Approximately \$57,000 year end 2019.
3. Use of funds: Report from Public Works re: cost proposal (not available).

F. Impact Fees:

1. Current charges: Sewer: \$730.00
 Water 642.00.
 Parks 795.00
 Library 1,043.00
 Fire/Re 1,010.00
 Total \$ 4,220.00

- 2 Review report: Use of funds: Can be used on new facilities. Cannot provide for maintenance. Funds must be returned within a time period if not spent. Public Works is considering installation of cement pads under the bleacher6 at Toynton Park.

DISCUSSION: The condition of the infield at Toynton Park is poor due to lack of use this season.

ACTION: A motion by McMahon, Chairman of Public Works, rescinded prior recommendation from PW to consider proposal to install concrete pads under the bleachers at Toynton Park. Seconded by Reiersen. Motion carried.

i.

G. Federal Programs

- 1. Application and receipt of funding/ American Rescue Plan.
- 2. American Rescue Plan (ARP) Potential Use of Funds: Discussion:
 - i. Report of Walworth County Meeting with Municipalities.
 - ii. Recommendation from County Administrator on file.
 - a. Letter of proposal regarding creating County lab for testing municipal and residential wells: Czaja will direct a letter to the County Administrator regarding the proposal.
 - b Intergovernmental Cooperation with Municipalities in Walworth County: Amended Resolution No. 36-0721 Appropriating \$120,000 of ARPAASLCFR funding from the Recovery Grants Fund for the Purpose of Supporting Intergovernmental Cooperation with Municipalities in Walworth County Related to Technical Support on the Administration of Municipal ARP Grants.
DISCUSSION: The County is proposing to provide \$4,000 to each municipality (of the \$200,000,000 ARP received by the County), to provide technical reporting support. The Clerk Treas. will apply if required.

H. State Funding & Reports:

- 1. Annual finance report. Filed 06/07/21.
- 2. Levy Limit
- 3. Report on utility: Letter to State Representative regarding non-compliance.
- 4. Public Service Commission report. Filing date.

2. BOARD OF REVIEW:

- 1. July 13,2021 meeting: 2020 assessed value.

Assessment report:	Residential.....prior yr.	current year
	Land 37,706,600	37,722,000
	Improve 105,081.300	106,607,000
	Total 142,787,900	144,329,800
	Commercial	
	Land 9,454,200	9,454,200
	Improve 33,986.940	36,257,700
	Total 43,351.140	45,711.900
	Agricultural	
	Land 58,900	54,200
	Personal prop.	
	2,777,800	2,792,100
	Total all excluding mfg. 188,975,740	192,888.000
Municipal level of assessment	85%	85%

3. CLERK/TREAS. REPORT:.

- A. 2020 Audit Progress: Questions required of the audit firm will be directed to Baker Tilly by the end of this week. Final audit is expected late August/early September. The issuance of bonds to pay off existing debt with balloon payments due 2024 will follow the completion of the audit.
- B. Minutes: Village Board: Catlin Coates is transcribing minutes. Minutes will be reviewed.
- C. Report on temporary hire: Catlin Coates is being trained to lwork with accounts payable and bank reconciliation. Miss Rogers verifies her hours with the staffing agency. The last

completed reconciliation was February,2021.

C. Report on temporary hire

4 DEPUTY CLERK/TREAS.

A. Schedule/plan to hire candidate

1. Report on contacts: A time-line report on the hiring process was submitted.

5. CONTRACTS:

1. Fire/Rescue contract with Town of Walworth. Proposal submitted by Town,
 - i. Committee-of-Whole 07/20/21 & 07/28/21 (closed sessions)
 - ii. Letter to Town: Attorney Lockowitz will review prior to mailing.
2. Contract for critter control. Terminated 07/21.

6. ORDINANCES:

1. Progress on Recodification. Two copies of the final report have been printed. The original will be forwarded to General Code, 781 Elmgrove Rd., Rochester, NY 14624/Mary Rita Kurycki, project editor.

7. SCHEDULE NEXT MEETING: 09/07/21, 4:00 PM.

8. CLOSED SESSION: To consider a motion on whether or not to conduct a closed session pursuant to Wis. Stats. 19.85 (1) considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: purpose: Plan Commission secretary compensation and compensation for Deputy Clerk Treasurer. A motion by McMahan with a second by Reierson directed the Committee to go into closed session for the purpose as announced and contained on the agenda by the Chairman. The following roll call vote was recorded:

Reierson – Aye
Czaja – Aye
McMahon – Aye
Total Vote: 3 Aye

The closed session resumed.

9. Return to open session, pursuant to Wi. State. 19.85 (2). A McMahan/Reierson motion recommended the Board grant the payment of \$100.00 a month to compensate the Secretary of the Plan Commission, Annie Zembito. Motion carried. A Czaja/Reierson .motion directs Public Administrative Services, L.L.C., Dave Bretl, Associate to indicate a salary range of \$47,000 to \$50,000 with a comprehensive benefit package to persons applying for the position of deputy clerk/treasurer. Motion carried.

12. Adjourn: A Reierson/McMahon motion adjourned the meeting at approximately 5:50 PM. Motion carried.

Respectfully submitted:

Louise Czaja, Village President

cc: Finance Committee, placed on file, VO

Lisa Rogers, Clerk/Treas.