

**VILLAGE OF WALWORTH
FINANCE COMMITTEE SPECIAL MEETING
MINUTES**

Wednesday, September 22, 2021, 4:00 pm

The public may attend this meeting at Village Hall, 227 N. Main St.

1. Call to Order: President Czaja presiding.
2. Roll Call: PRESENT: Trustees Reierson & McMahon
ALSO PRESENT: Mat Nichels, PW Operation Manager, Lisa Rogers, Clerk/Treas.
Tim Boss arrived while Committee was in session.
3. Approval of Minutes: Special Meeting 09/20/21: A Reierson/McMahon approved the minutes as presented. Motion carried.
4. Citizen comments: None.

Discussion, Consideration and Recommendation on the following:

1. FINANCIALS:

- A. 2022 proposed Village Budget: Ms. Rogers has not been able to complete the proposed entries considered at the Monday, 09/20/21, special finance budget meeting. Account 100-52120-390 Police Patrol Expenses, \$34,798.51, includes the squad car purchase. A JE. moves the squad to 100-52120-810 Police Patrol Capital Outlay.

A Czaja/Reierson motion suspended the rule and directed the Committee to item 6 on the agenda. Motion carried.

6. Fees: (1) Building & Inspection fee: Recommendation for increases/ Building Inspector:
 - A. Ellis Border, Village Inspector, presentation of fees. Mr. Border advised it has been at least five years since the existing fees have been reviewed.

Mr. Border presented a schedule with existing charges including increases in some areas. Border noted the proposal with increases is “middle ground” in respect to the surrounding area including Bloomfield, Town of Linn and Twin Lakes. Fees are lower than the Delavan area.

DISCUSSION:

- a. Driveway permits: Public Works issues permits for the apron area in the “park-way”. The Building Inspector permits the drive area of new construction.
- b. Grease trap inspection: State permits are issued with evidence of State inspection.
- c. Back-flow inspection: Village Public Works.

ACTION: A MCMAHON/REIERSON MOTION RECOMMENDS TO THE VILLAGE BOARD THAT THE SHCEDULE BE ADOPTED BY RESOLUTION AT THE REGULAR BOARD MEETING OF OCTOBER 11, 2021. MOTION CARRIED.

1. FINANCIALS:

- A. 2022 Proposed Village Budget: (See 09/20/21 minutes)
 - 1. 2022 budget workpapers not submitted at this date:
 - a. Fire Dept.
 - b. PW
 - c. Clerk/Treas.
- B. 2022 Proposed Water & Sewer Budget
 - 1. Submitted.
- C. Review Library 2022 Proposed Budget
 - 1. Submitted.
- D. Restructure Existing Debt/Bond Issue
 - 1. Schedule: October initial presentation by Ehlers.
 - 2. Capital Items to be considered: 20-year old snow plow.
 - 3. Capital Improvement Budget/ 5 yr. building improvement plan.
 - 4. Debt Limit: Restricted by a % of equalized value of Village.
- F. TIF District: Original TIF plan reviewed by Plan Commission, 09/20/21.
- G. Impact Fees:
 - 1. Current charges.
 - 2. Review report: Use of funds: Subject to Ehlers review.
- H. State Funding & Reports:
 - 1. Levy Limit: Ms. Rogers reported State notification indicated .82% net new construction.
 - 2. Public Service Commission report. Inquiry to be forwarded to Baker-Tilly.

3. CLERK/TREAS. REPORT:

- A. 2020 Audit Progress: Baker Tilly's current remote question to the Clerk is regarding debt purpose for unused amount in 2020.
- B. Minutes: Village Board: Transcribed by temporary help subject to edit by Clerk.
- C. Report on temporary hire: Catlin Coates work schedule is now Tues., Thurs., and Fri. mornings in the Clerk's office since she has returned to classes. Catlin has supported Lisa with payroll functions, accounts payable, and has reviewed and updated impact fees.

4. DEPUTY CLERK/TREAS.

- A. Schedule plan to hire candidate: Four applications have been submitted.
 - 1. Report on contacts. An e-mail from Robert Half Agency was reviewed with note to persons available in Walworth County with accounting experience.

5. CONTRACTS:

- 1. Fire/Rescue contract with Town of Walworth. Proposal submitted by Town.
DISCUSSION: Fire/Rescue Chief's lack of responsiveness was noted. Should items be delegated to Mike Kahl or Olivia Kovarek?
- 2. Progress on Recodification: E-mail with questions from recodification firm.
- 3. Revision to intergovernmental agreement proposed by FWWPCC:
DISCUSSION: The purpose of the revision appears to predict proceedings when the plant reaches capacity.
ACTION: A McMahon/Reierson motion refers the amendment to the Village Attorney for review.

With the joined attendance of Tim Boss, the Committee reverted to a discussion and report regarding:

1. FINANCIALS:

- B. 2022 Water & Sewer Budget:
DISCUSSION: Tim Boss (former PW Director), has forwarded by e-mail a letter from the DNR requiring the Village to conduct sequential sampling of the approved sites as

Apparently the hold-up was caused by an employee who is no longer employed by the DNR.
2022 /Village Budget:

DISCUSSION: Tim Boss recommended the application for LRIP funding be submitted to resurface Wood St. and to begin drainage reconstruction on Randolph in 2022.

7. CLOSED SESSION: To consider a motion on whether or not to conduct a closed session pursuant Wis. Stats. 19.85(1) considering employment, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility: purpose: review applications for position of deputy Clerk Treas. A Reierson/McMahon motion directed the committee to go into closed session for the purpose as announced and contained on the agenda. The following roll call vote was recorded:

Reserson: Aye

Czaja: Aye

McMahon: Aye

TOTAL VOTE 3 (3 Aye)

The closed session resumed.

7. SCHEDULE MEETING: Budget meeting 09/29/21, 4:00 PM.

8. Adjourn: A Reierson/McMahon motion adjourned the meeting at approximately 5:20 PM.

Respectfully submitted:

Louise Czaja, VP

cc: Finance Committee, Village Board

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