



# FINANCE COMMITTEE MEETING AGENDA

Friday, December 5, 2014 at 2:00 PM  
Fire Station – Large Meeting Room  
2258 Mill Road

For additional information check: <http://www.sisterbaywi.gov>

*In order for everyone to hear the discussion please, turn off your cell phone. Thank you.*

## Call Meeting to Order

### Roll Call

1	Chair – Shane Solomon		2	Dave Lienau	
3	Pat Duffy				
	Administrator – Zeke Jackson			Finance Director – Juliana Neuman	

## Approval of the Agenda

### Approval of minutes as attached

### Comments and Correspondence

### Discussion Items

1. Discuss recommendations from the Personnel Committee *re*: personnel policies. Consider a motion to take action, if required.
2. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and 19.85(1)(c) to discuss personnel and employee benefits.
3. Consider a motion to reconvene into Open Session.
4. Consider a motion to take action, if required.
5. Matters to be placed on a future agenda or referred to a Committee, official or employee.

## Adjournment

### Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or [zeke.jackson@sisterbaywi.gov](mailto:zeke.jackson@sisterbaywi.gov).

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
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1  
2 Impact Fees are shown as almost doubling in 2015, due to new construction anticipated in the Garot  
3 Project and on the Old School site. Jacobson wondered why Impact Fees are considered Revenue,  
4 when those monies go into a segregated fund. Neuman agreed that Impact Fees could be added to the  
5 Cash Flow section in each department.

6  
7 **Wastewater Department:**

8 A decrease in the 2015 revenue amount for Septic and Holding Tank waste from Liberty Grove was  
9 questioned; it was agreed to raise this number from \$65,000 to \$70,000.

10  
11 Jackson pointed out the negative bottom line, even after adding back Depreciation, and expressed  
12 concern that our sewer rates are not adequate. The Replacement Fund is intended to replace equipment  
13 (not to pay for normal repairs) and thus assists in covering Depreciation.

14  
15 *Solomon moved to recommend the Utility Budget to the Village Board for approval as amended. Duffy*  
16 *seconded the motion and all agreed by voting Aye.*

17 Jacobson left the meeting at 2:36 PM.

18  
19 **General Fund**

20 The levy limit estimate was discussed first, with about \$24,000 in net new construction to be added.  
21 Neuman explained that this budget draft makes use of the total levy limit in two parts: the amount  
22 needed for debt service on that page and the remainder in General Fund revenue. Jackson noted that  
23 the unassigned fund balance will change as more CIP projects are added.

24  
25 **Revenues:**

26 Solomon asked about Room Tax revenue, and Neuman explained that it is recorded in the Debt  
27 Service Fund. State Shared Revenue will be the same as for 2014 -- \$9036. Regarding the new Utility  
28 PILOT, Neuman is checking with the Department of Revenue as to whether this new source of  
29 revenue will trigger a decrease in levy limits. The dollar amount shown for 2015 is 75% of the annual  
30 PILOT estimate of \$48,000, since the new water rates are not expected to go into effect until the  
31 second quarter of the year. The Marina PILOT has been reduced by an equivalent amount. Duffy  
32 noted that Liberty Grove has objected to the addition of a PILOT on the Water Utility.

33  
34 **General Government Expenditures:**

35 Duffy asked about the Hydrant Rental amount (the Village's share of Fire Protection). Neuman had  
36 increased that line to reflect the anticipated rate increase but said that she would return it to \$42,000  
37 since that is the amount the Utility Budget shows.

38  
39 County IT service has increased due to problems with the new Zooms, and more of the total cost of  
40 the service should be allocated here—Jackson estimated about 50% this year. Duffy suggested that  
41 purchasing the 4G service for the Zooms would provide savings, but Jackson said there have been  
42 other problems as well.

43  
44 Election costs will be less in 2015 because there will be two elections rather than three.

45  
46 Festival/event costs include the Car Show costs and a small amount for Fall Fest.

47  
48 Support: Jackson suggested developing a better understanding with SBAA regarding expectations.  
49 The Marina Committee, the Parks Committee, and the Village Board all have ideas about what SBAA  
50 should do in exchange for the \$50,000 in support that the Village provides, but these have not been  
51 communicated clearly. Solomon agreed that there should be 'strings attached' to the \$50,000. Jackson

1 mentioned disagreement over whether non-downtown businesses are allowed to participate in  
2 downtown festivals and events. Duffy suggested that the new Marketing Committee will play a role in  
3 setting expectations, and Jackson agreed.

4  
5 Support for the Ice Rink is now shown under Transfers and has been increased from \$5000 to \$16,000  
6 to cover higher personnel costs and special winter events. Two employees from other funds are  
7 expected to work at the Ice Rink during the skating season. Lienau asked when those employees will  
8 be classified as full-time; Jackson replied that this will occur on January 1, 2015, even though the  
9 season begins in December.

10  
11 Personnel costs will increase by 1.57%, as recommended by the Administration and Compensation  
12 Committee. There will be no wage freezes until 2016.

13  
14 Neuman noted that transfers of administrative personnel costs to other funds have yet to be finalized.

15  
16 Health insurance premiums are expected to increase by 24.1%, with the employee share at 15% rather  
17 than 10%.

18  
19 Duffy asked whether funds have been budgeted for performance-based increases. Neuman replied that  
20 such funds have been included in the Marina budget, under Bonuses. Jackson would like an amount  
21 for lunches with department heads, for example. Duffy agreed that this type of morale-building is  
22 important. It was agreed that \$700 be budgeted in Administration for "Staff Team-Building."

### 23 24 **3. Discuss potential capital projects for 2015**

25 *This Agenda item was taken out of order because Lienau had to leave soon for an appointment.*

26 Jackson noted that \$190,000 is available for capital projects (not including projects in the TID such as  
27 the beach project and most of the Bay Shore Drive Project). Given the size and quantity of the projects  
28 the Village has undertaken, Jackson advised that the entire allowable levy should be taken.

29  
30 Specific line items for capital projects include: \$50,000 for burial of overhead utilities, \$20,000 for an  
31 Accounting Software upgrade, \$30,000 for a sledding hill [later reduced to \$20,000], \$15,000 for  
32 Wayfinding Signage, and \$50,000 for Marketing. Another \$1500 may be needed for an election  
33 machine, and the remainder will be set aside for Streets Resurfacing.

### 34 35 **2. Review and discussion on TIF and Debt Service Funds for 1015; consider a motion for action 36 if necessary.**

37 For Economic Development, Arthur Braun and Greg Casperson have agreed to contribute \$2000 each  
38 toward re-valuing the TIF, producing sell sheets for their properties, and recruiting potential  
39 developers. The original cost for this was \$25,000, but Jackson thinks it could be as low as \$15,000.

40  
41 *Lienau left the meeting at 3:35 PM, after being brought up to date by Jackson on some changes to the  
42 Marina budget involving increased marketing and events.*

43  
44 *There was a recess until 4:05 PM, at which time the meeting resumed with a motion by Solomon to  
45 recommend to the Board the budgets for the General Fund, Administration, the Marina and TKH as  
46 discussed. Duffy seconded the motion and all voted Aye.*

47  
48 Debt Service: a \$400,000 loan for the Beach Project will be added, with about \$44,000 in payments  
49 due in 2015. Property tax revenue is set at the amount needed to service existing and new debt.  
50 Jackson recommends refinancing the 2005 bonds with a bank loan in November of 2015 (the call date

1 is 11/15/15). Duffy agreed and went further to suggest accepting a pre-payment penalty if the savings  
2 on interest would cover that.

3  
4 *At 4:15 PM Lienau returned to the meeting.*

5  
6 Discussion on commercial development followed, focusing on the property where the former Helm's  
7 cottages were located. Solomon suggested including in the project not only outdoor showers and  
8 bathrooms for the beach but also Visitor Center space. Lienau commented that SBAA won't like that  
9 location because it's off the highway. Preference was expressed for the current location at Gateway  
10 Park.

11  
12 *Duffy moved to recommend to the Board the budget for Debt Service as presented. Lienau seconded*  
13 *the motion and all voted Aye.*

14  
15 The budget for the TID Fund will show receipt of \$415,000 for the Old School property and \$400,000  
16 for Debt proceeds for the Beach Project. Estimates for the remainder of the Bay Shore Project are not  
17 yet available.

18  
19 Jackson reported on a proposed contract adjustment from Going Garbage that would reduce increases  
20 until 2020, when the debt service burden will be less. Consensus was that it's not clear that this  
21 proposal will actually save the Village money in the end; therefore, a decision was tabled.

22  
23 **4. Matters to be placed on a future agenda or referred to a Committee, official or employee.**

24 --Neuman to add an Impact Fee line to the Cash Flow section in each Utility department.

25 --Discuss Festival/Event planning for 2015.

26 --Re-allocate costs for IT Services from the County.

27 --Obtain a quote for Verizon 4G service for the Zooms.

28 --Add Bay Shore Drive Project estimates for the TIF and Utilities as they become available

29 --Jackson to pursue further negotiations with Going Garbage.

30  
31 **Adjournment**

32 *At 4:35 PM Duffy moved and Lienau seconded that the meeting be adjourned. Motion carried.*

33  
34 Respectfully submitted,



35  
36 Juliana Neuman  
37 Village Finance Director

38  
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40 5/21/2013 9:14 AM Printed: 12/4/2014 11:40 AM Author: Juliana Neuman Last Saved By: Juliana Neuman

1 **FINANCE COMMITTEE MEETING MINUTES**  
2 **WEDNESDAY, OCTOBER 15, 2014**  
3 **(APPROVAL PENDING)**  
4  
5

6 The Village of Sister Bay Finance Committee meeting of October 15, 2014, was called to order by  
7 Chairman Shane Solomon at 8:10 AM.

8  
9 **Present:** Chairman Shane Solomon, Committee Members Pat Duffy and Dave Lienau, and Finance  
10 Director Juliana Neuman.

11 **Absent:** Village Administrator Zeke Jackson  
12

13 **Approval of the Agenda**

14 *Solomon moved and Duffy seconded. Motion carried.*

15 **Approval of minutes as attached**

16 *None were provided*

17 **Comments, correspondence and concerns from the public**

18 None  
19

20 **Discussion Items**

21 **1. Review and discussion of 2015 Budget; consider a motion for action if necessary.**

22 Committee members discussed selected line items, as follows:

- 23 a) Page 2, Governmental Funds, Other Revenues: This line is over \$900,000 for 2014 because of  
24 the sale of the Old School (\$415,000) and the major donation for the Pavilion (\$435,000). In  
25 2015, we expect to receive at least \$383,000 from the DOT for the 6f property and donations  
26 for economic development totaling \$4000.  
27 b) Page 5, Revenues, Sale of Property: The \$19,900 received in 2014 was for the sale of a small  
28 lot on Highland Road.  
29 c) Page 6, General Government, Travel/Training: The increase for 2015 is for the possible  
30 inclusion of a Village Trustee in the County's trip to China. (The Village Administrator's costs  
31 for this trip are shown on page 9.)  
32 d) Page 9, Administration, TIF Admin Transfer: This line item reimburses the General Fund for  
33 an estimate of time spent by administrative staff on Tax Incremental District projects and  
34 development.  
35 e) Page 9, Staff Team-Building: This is a new line item that will provide Jackson with some  
36 funding for staff development. The next line, Recognition has been increased to \$4000 to  
37 provide for staff incentives/bonuses.  
38 f) Page 9, Printing and Copying: Duffy asked why this expenditure has not decreased, as a result  
39 of paperless meeting materials. Expenditures for paper have decreased, as shown on line  
40 52401, Office Supplies. Line 52405, Printing and Copying, shows the cost of the copier lease,  
41 which increases each year, as well as the per page charges. Recent lawsuits have required the  
42 copying of huge amounts of material.  
43 g) Page 10, Solomon questioned the postage meter lease, since postage can be printed out online,  
44 using Stamps.com, whereby USPS provides a free postage scale and meter, with payment by  
45 credit card.  
46 h) Page 11, Parks Workers Comp Insurance: The increase is due to higher rates for Village  
47 workers, along with a higher experience modification factor for 2015.  
48 i) Page 11, Medical Insurance: An additional employee has been added, and rates have increased  
49 by an average of 24.1%, although the Village share of the cost has decreased by 5%.  
50 j) Page 12, Lawn Maintenance (Tru-green Chemical): Costs were higher this year because we  
51 missed the deadline for pre-payment.

- 1 k) Page 15, Ice Rink Fund, Admission Fees: A new revenue line item whereby non-residents will  
2 be charged admission. It is likely that donations will decrease as a result (line 48500).  
3 l) Page 18, Capital Project Requests: A sledding hill is to be built at the Sports Complex at a cost  
4 of up to \$20,000. 'Marketing' is a new \$50,000 line item for promotion of Sister Bay by  
5 means of major events and advertising.  
6 m) Page 20, Tax Incremental District: The capital outlay costs for projects are still estimates.  
7 n) Page 22, Marina Manager Wages: The increase shown will elevate this position to salaried  
8 with benefits. During the winter months the cost will be shared by the Ice Rink Fund.  
9 Solomon expressed concern that the total personnel cost increase (\$50,000) is more than the  
10 Marina budget can handle. Neuman will check on the accuracy of the medical insurance line.  
11 o) Page 24, Marina PILOT: The basic formula by which the Marina property value is calculated  
12 remains the same except that the Village mill rate should be applied rather than the total mill  
13 rate previously used. The intent is to reduce the PILOT amount in steps over the next few  
14 years until it corresponds to the Village mill rate times the total value of the property.  
15 p) Pages 27, 30 and 34, Utility Impact Fees: Although new construction of individual homes is  
16 down, we do expect impact fees from developer projects by Garot and on the Old School site.  
17 q) Pages 29 and 37, Utility Bay Shore Drive Project: Estimates on the completion of the water  
18 and sewer main project (on the hill) are not yet available.  
19 r) Page 38, Debt Service Fund, Room Taxes: Lienau asked whether there has been any  
20 discussion about raising the room tax rate. Neuman had not heard of any change for 2015.  
21 s) Page 38, Debt Service, Loan to Garot: This has been entered as a wash, with Garot covering  
22 the first year interest-only payments, but the Developer agreement may require more of him.  
23

## 24 **2. Review and discussion of Allowable Levy for 2015.**

25 The allowable levy is currently \$2,125,042, pending any changes from the Department of Revenue.

## 26 **3. Review proposed capital projects for 2015.**

27 Included above. Up-to-date capital reserve amounts were provided as background.  
28

29 *Solomon recommend the 2015 Budget, as amended, to the Village Board for approval. Duffy seconded*  
30 *the motion and all voted Aye.*

## 31 **4. Matters to be placed on a future agenda or referred to a Committee, official or employee.**

32 --Investigate Stamps.com as an alternative to the postage meter lease, which expires on 11/10/14.

33 --Consider pre-payment of the Tru-green Chemical contract for 2015.

34 --Continue to improve estimates for project costs.

35 --Check accuracy of the Marina medical insurance line item.

36 --Update the Marina PILOT formula annually.

37 --Incorporate the capital reserve spreadsheet into the budget packet.

## 38 **Adjournment**

39 *At 9:19 AM Solomon moved and Duffy seconded that the meeting be adjourned. Motion carried.*  
40

41 Respectfully submitted,



42  
43 Juliana Neuman  
44 Village Finance Director  
45

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47 5/21/2013 9:14 AM Printed: 11/14/2014 2:48 PM Author: Juliana Neuman Last Saved By: Juliana Neuman