

FINANCE COMMITTEE

MEETING AGENDA, AMENDED

Wednesday, July 22 2015 at 3:00 PM
Sister Bay Fire Station-Small Room

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				
	<i>Administrator – Zeke Jackson</i>			<i>Finance Director – Juliana Neuman</i>	

Approval of the Agenda

Approval of the Minutes

Comments and Correspondence

Discussion Items

1. 19.85(1)(g) Conferring with legal counsel who either orally or in writing will advise the governmental body on a strategy to be adopted with respect to current or likely litigation.
2. Consider a motion to reconvene into Open Session.
3. Consider a motion to take action, if required.
4. Discussion on 2016 Budget Calendar; Consider a motion for action if necessary.
5. Discussion on 2016 Budget, CIP program for 2016; Consider a motion for action if necessary.
6. 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.

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:

Administration Building
 Library
 Post Office

_____ / _____

- 1 • The operating expenses at the Marina went from \$483,604 in 2013 to \$384,034 in
2 2014. (That variance is the result of dredging being done in 2013.)
- 3 • Operating expenses for the Water Department went from \$398,919 in 2013 to \$322,869
4 in 2014. (That variance is the result of the water tower being painted in 2013.)
- 5 • On paper there was an operating loss at the Wastewater Department. That was the result
6 of not recovering sufficient revenues from customers to fund annual depreciation
7 expenses of \$261,846. The Utility is actually generating positive cash flows from
8 operating activities, as depreciation is not a current cash use.
- 9 • The Utility generated a rate of return of 8.29% in 2014. The rate of return calculation is a
10 formula established by the Public Service Commission, which regulates and sets the
11 Water Utility rates. The rate of return authorized by the PSC is 5%.
- 12 • The net unreimbursed cost in the TIF District as of December 31, 2014 was \$5,044,820,
13 and the TIF fund balance as of December 31, 2014 was \$1,054,646.
- 14 • During the audit process the auditors reviewed the procedures and controls for Marina
15 collections and refunds. In some instances discounted seasonal slip rental fees were
16 applied during 2014. The auditors are recommending that specific fee reduction
17 guidelines be established for the Marina ASAP.

18
19 Duffy noted that Konecny has been involved with the recruitment/interview process for a new
20 Finance Director and thanked him for all his assistance.

21
22 **Item No. 7. Consider a motion to make a recommendation to the Village Board that a**
23 **Resolution designating authorized signers on Village and Utility bank accounts be approved:**
24 Since Neuman will be retiring in the near future there is a need to designate new authorized
25 signers on Village and Utility bank accounts. A draft of an applicable Resolution was included
26 in the meeting packets, and the Committee members jointly reviewed that document. Basically
27 individual persons are not named; and instead Village officials are designated.

28
29 *A motion was made by Duffy, seconded by Lienau that the Finance Committee recommends*
30 *that Resolution No. 311, which states that the Village Clerk-Treasurer, Village President and*
31 *Finance Director be designated as authorized signers on all Village and Marina accounts; and*
32 *that the Finance Director, the Utilities Manager and the Village Administrator be designated as*
33 *authorized signers on all sewer and water utility accounts, be approved as presented. Motion*
34 *carried – All ayes.*

35
36 *At 9:05 A.M. Neuman indicated that she had another obligation and left the meeting.*

37
38 **Item No. 5. Consider a motion to provide remuneration/incentive to the SBAA for the work**
39 **which was done on the “Midwest Sunsplash” JEM Grant Application submitted to the**
40 **Wisconsin Department of Tourism:**

41 Jackson is happy to report that word has been received that a \$25,555 JEM Grant will be
42 awarded to the SBAA and the Village to help cover marketing expenses related to “Midwest
43 Sunsplash”. The Department of Tourism has imposed a condition that in order to receive the
44 JEM Grant, matching funds of \$5,800 must be provided by the Village. Paige Funkhouser, the

1 SBAA Coordinator, spent a significant amount of time on the JEM grant application, and
 2 Jackson is recommending that the SBAA be awarded an incentive payment of \$250. Lienau
 3 noted that the expenditure of \$15,000 of Village funds has already been authorized for
 4 "Midwest Sunsplash", and, therefore, he believes the \$5,800 should be replaced if any profits
 5 are realized.

6
 7 *A motion was made by Lienau, seconded by Duffy that the Finance Committee gratefully*
 8 *accepts the JEM Grant of \$25,555 from the Wisconsin Department of Tourism. An incentive*
 9 *payment of \$250 shall be provided to the SBAA for the work they did on the JEM grant*
 10 *application, and in accord with the conditions imposed by the Wisconsin Department of*
 11 *Tourism the Village shall provide matching funds of \$5,800 to cover marketing expenses related*
 12 *to "Midwest Sunsplash". The matching funds are being provided on the condition that some or*
 13 *all of the \$5,800 shall be recouped from any profits which are realized at "Midwest Sunsplash".*
 14 *Motion carried – All ayes.*

15
 16 **Item No. 6. Discussion regarding developer recruitment with respect to the Downtown**
 17 **Redevelopment Plan at the BLLA 2015 Investment Conference:**

18 To date the consulting firm which was hired by the Village has not been successful in recruiting
 19 any potential developers. In order for the consultant to present the Downtown Redevelopment
 20 Plan to potential developers and promote Sister Bay an additional expenditure of \$25,000 will
 21 be required. The Village will own the Braun property soon and Jackson really has no
 22 mechanism for meeting potential developers. There is a developer who is interested in that
 23 property, but he will not be in a position to make any offers until at least August. Jackson
 24 believes the previously mentioned funds would be better spent if he and the Village's Marketing
 25 Director were given permission to attend the Boutique & Lifestyle Lodging Association (BLLA)
 26 2015 Investment Conference, which will be conducted in New York in June. A similar
 27 conference will be conducted in Los Angeles in September.

28
 29 Duffy noted that this is an extremely busy time of year, and simply doesn't want to see Jackson
 30 and Polecheck "stretched too thin". Lienau concurred, and, therefore, no one will be attending
 31 either of the previously mentioned conferences on behalf of the Village.

32
 33 **Item No. 2. Consider a motion to convene into closed session pursuant to Wis. Stats.**
 34 **§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of**
 35 **public funds, or conduct other specified public business, whenever competitive or bargaining**
 36 **reasons require a closed session:**

37 *At 10:01 A.M. a motion was made by Lienau, seconded by Duffy that the Finance Committee*
 38 *convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the*
 39 *purchase of public properties, the investment of public funds, or conduct other specified public*
 40 *business, whenever competitive or bargaining reasons require a closed session.*

41
 42 *A roll call vote was taken on the motion and the Committee members voted in the following*
 43 *fashion:*

44 *Duffy – Aye; Lienau – Aye.*

45 *Motion carried.*

1 **Item No. 3. Consider a motion to reconvene into open session.**

2 *At 10:29 A.M. a motion was made by Lienau, seconded by Duffy that the Finance Committee*
 3 *reconvene into open session.*

4
 5 *Another roll call vote was taken and the Committee members again voted in the following*
 6 *fashion:*

7 *Duffy – Aye; Lienau – Aye.*

8 *Motion carried.*

9
 10 **Item No. 4. Consider a motion to take action, if required.**

11 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends*
 12 *that the plan to transact the balance of the Old Helms Cottage lot in return for construction of*
 13 *the restroom facilities which were discussed at this meeting be implemented. (The restroom*
 14 *facilities will have a value of approximately \$80,000.) Motion carried – All ayes.*

15
 16 **Item No. 8. Discussion regarding matters to be placed on a future agenda or referred to a**
 17 **committee, official or employee:**

18 *There were no matters to be placed on a future agenda or referred to a committee, official or*
 19 *employee.*

20
 21 **Adjournment**

22 *At 10:31 A.M a motion was made by Duffy, seconded by Lienau that the meeting be*
 23 *adjourned. Motion carried – All ayes.*

24
 25 *Respectfully submitted,*

26 

27 *Janal Suppanz,*
 28 *Assistant Administrator*

Village of Sister Bay 2016 Annual Budget

6

Capital Improvement Funding Detail

Project Year	Project Description	2014 Funding	2015 Funding	2016 Funding
2014	Capital Requests			
	Fire Truck reserve	25,000		
	Capital project transfer to Marina	25,000		
	Burial of overhead utilities	50,000		
	Streets resurfacing	18,000		
	Beach Project (balance needed)	150,000		
	Various Parks Projects (including trees)	10,000		
	Vehicle replacement	10,000		
	Parks Equipment	-		
	OS Election Machine replacement	-		
	Information/Technology upgrades	30,000		
	Trackless replacement (over 4 yrs.)	25,000		
	Cash Receipting module -- Accounting software	3,700		
	General Fund subtotal	\$ 346,700		
2015	Proposed Capital Requests			
	Fire Truck reserve		-	
	Burial of overhead utilities		50,000	
	Streets resurfacing		33,500	
	Various Parks Projects		-	
	Vehicle replacement		-	
	Parks Equipment		-	
	OS Election Machine replacement		1,500	
	Information/Technology upgrades		-	
	Trackless replacement (over 4 yrs.)		-	
	Accounting software upgrade, plus Dashboard		20,000	
	Wayfinding Signage		15,000	
	Sledding Hill		20,000	
	Marketing		50,000	
	General Fund subtotal		190,000	
2016	Proposed Capital Requests			
	Bay Shore Dr. Project			60,000
	Fire Truck reserve			30,000
	6f Braun Parking Lot			25,000
	Burial of overhead utilities			
	Streets resurfacing/Stormwater			130,000
	Various Parks Projects			35,000
	Vehicle replacement			5,000
	Parks Equipment			-
	OS Election Machine replacement			-
	Information/Technology upgrades			-
	Trackless replacement (over 4 yrs.)			-
	Accounting software upgrade, plus Dashboard			20,000
	Wayfinding Signage			50,000
	Sledding Hill			
	Marketing			50,000
	General Fund subtotal			405,000

Village of Sister Bay 2016 Annual Budget 7

		2014	2015	2015	2016
Fund 400 / Department 57		Actual	Budget	Estimate	Budget
Capital Improvement Fund					
Beginning Fund Balance		\$1,318,486	\$1,623,677	\$1,402,972	\$1,405,572
Revenues					
Taxes and Assessments					
41110	Property Tax	0	0	0	0
41120	Room Taxes	0	0	0	0
	Subtotal	\$0	\$0	\$0	\$0
Intergovernmental Revenue					
43680	Federal Grants	77	0	0	
43690	State Grants	15,000	0	0	
	Subtotal	\$15,077	\$0	\$0	\$0
Other Revenues					
48110	Interest Income	3,614	3,500	2,600	2,700
48300	Sale of Property	0	0	0	0
	Subtotal	\$3,614	\$3,500	\$2,600	\$2,700
Transfers					
49210	Transfer from General Fund	346,700	190,000	190,000	0
49,260	Transfer from Utility Fund	0	0	0	217,200
	Subtotal	\$346,700	\$190,000	\$190,000	\$217,200
	Total Revenues	\$365,391	\$193,500	\$192,600	\$219,900
Total Funds Available		\$1,683,877	\$1,817,177	\$1,595,572	\$1,625,472
Expenditures					
Capital Outlay					
57995	Capital Outlay 2014	220,669	0		
57995	Capital Outlay 2015		190,000	190,000	
57995	Capital Outlay 2016				405,000
	Subtotal	\$220,669	\$190,000	\$190,000	\$405,000
Transfers					
57991	Transfer to General Fund	0	0		
57992	Transfer to Marina Fund	25,000	0		
57993	Transfer to Debt Fund - Helms Reserve	35,236	0		
57993	Transfer to Debt Fund - Utilities	0	0		
	Subtotal	\$60,236	\$0	\$0	\$0
	Total Expenditures	\$280,905	\$190,000	\$190,000	\$405,000
25300	Due to Debt Service				
Audit Adjustment					
Ending Fund Balance		\$1,402,972	\$1,627,177	\$1,405,572	\$1,220,472
<i>Proof to Audit (p. 9)</i>					

Village of Sister Bay Capital Reserve Balances

Cumulative Major Project Reserves as of 6/30/15		YTD balance 2014	budget funding 2015	opening balance 2015	added in 2015	adjusted in 2015	expended in 2015	YTD balance 2015
Number	Project	2014	2015	2015	in 2015	in 2015	in 2015	2015
03 13	Fire Truck Available	234,745.34	50,000	284,745.34	202.40		108,783.67	176,164.07
04 08	Streets Resurfacing	0.00		0.00				0.00
04 18	Old Fire Station Demolition/Upgrades	17,694.95		17,694.95				17,694.95
04 24	Parks Bldg/Beach Restrooms/Visitor Cntr.	347,698.00		347,698.00				347,698.00
07 5046	Waterfront Development	777,539.69		777,539.69			385,792.28	391,747.41
09 56	Various Parks Project	27,743.86		27,743.86			7,292.25	20,451.61
09 57	Vehicle Replacement	29,711.00		29,711.00			22,470.00	7,241.00
10 58	Village Hall acoustics & A/C	43,909.32		43,909.32				43,909.32
10 59	Parks Equipment	0.00		0.00				0.00
11 65	OS Election Machine replacement	2,585.88		4,085.88				4,085.88
11 68	Helms Debt Reserves	167,382.00	1,500	167,382.00				167,382.00
12 69	Skatepark Polished Slab	20,000.00		20,000.00				20,000.00
12 70	Coastal Byways Kiosk/Grant	17,714.00		17,714.00				17,714.00
12 71	Paperless Meeting Computers	0.00		0.00				0.00
12 72	Redevelopment Planning (TIF)	-34,839.21		-34,839.21				-34,839.21
13 75	Baseball field improvements	0.00		0.00				0.00
13 76	Trackless snow machine replacement	23,185.00		23,185.00				23,185.00
14 77	Information/Technology upgrades	18,145.59		18,145.59			3,427.86	14,717.73
14 78	Cash receipting software	0.00		0.00				0.00
14 80	Canterbury/Maple and Applewood	80,950.93		80,950.93				80,950.93
11 5067	Bay Shore Drive reconstruction	274,611.64	75,107	274,611.64			4,555.84	270,055.80
14 5079	BSD Stormwater	-187,114.20		-187,114.20			483.58	-196,251.03
14 5082	BSD Lighting	-12,390.00		-12,390.00				-12,390.00
14 5081	BSD Overhead Line Burial	482,704.78	33,500	516,204.78			425,776.59	90,428.19
15 83	Accounting Software upgrade		20,000	20,000.00				20,000.00
15 84	Wayfinding Signage		15,000	15,000.00				15,000.00
15 85	Sledding Hill		20,000	20,000.00			12,860.28	7,139.72
15 86	Marketing		50,000	50,000.00				50,000.00
15 5087	Downtown Redevelopment			0.00			7,846.00	-7,846.00
	Unallocated	17,926.58		17,926.58				17,926.58
	CIP Grants, other	77.00		77.00				77.00
	CIP Interest Income (Stewardship grant)	1,458.01		1,458.01	1,106.14			2,564.15
	CIP Transfers In & Out	0.00		0.00				0.00
	TIF Property Tax Increments				23,509.80			23,509.80
	TIF Computer Aids	0.00		0.00				0.00
	TIF Stewardship Grant & loan to Marina	0.00		0.00				0.00
	TIF Grants, other				244,642.50			244,642.50
13 74 (TIF)	Pavilion/Donations	-11,409.86		-11,409.86			9,136.83	-20,546.69
	TIF TIF Fees	-2,600.00		-2,600.00			150.00	-2,750.00
	TIF Consulting: CIP & TIF	-8,948.25		-8,948.25				-8,948.25
	TIF Other TIF exp.	-23,787.33		-23,787.33			34,024.97	-57,812.30
	TIF Interest on Debt	-9,156.98		-9,156.98				-9,156.98
	TIF Transfers Out	-205,153.57		-205,153.57				-205,153.57
	Totals	2,097,574.49	190,000.00	2,287,574.49			1,022,600.15	1,264,974.34