

1 **FINANCE COMMITTEE MEETING MINUTES**
2 **THURSDAY, SEPTEMBER 22, 2016**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4

5 The September 22, 2016 meeting of the Village of Sister Bay Finance Committee was called to order
6 by Finance Committee Chair Denise Bhirdo at 8:00 A.M.
7

8 **Committee Members Present:** Finance Committee Chair Denise Bhirdo, and Finance Committee
9 members Dave Lienau and Pat Duffy.
10

11 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass, and Assistant
12 Administrator Janal Suppanz.
13

14 **Others:** Ron Kane
15

16 **Approval of the Agenda:**

17 *A motion was made by Lienau, seconded by Duffy that the Agenda for the September 22, 2016 meeting of the*
18 *Finance Committee be approved as presented. Motion carried – All ayes.*
19

20 **Approval of Minutes as Published:**

21 **As to the Minutes for the September 14, 2016 meeting of the Finance Committee:**

22 *A motion was made by Duffy, seconded by Lienau that the minutes for the September 14, 2016 meeting of the*
23 *Finance Committee be approved as presented. Motion carried.*
24

25 **Comments, correspondence and concerns from the public:**

26 Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded. She
27 then noted that no correspondence had been included in the meeting packets.
28

29 **Item No. 1. Discussion regarding the Marina and Water Fund Enterprise Fund PILOT's; Consider**
30 **a motion for action if required:**

31 Documentation regarding the Marina PILOT had been included in the meeting packets, and the
32 Committee members jointly reviewed those materials. Duffy noted that based upon the audit
33 findings he believes the Marina PILOT for 2017 should be \$56,497. In 2016 the Marina PILOT was
34 \$126,356. The formula which was used for calculating the Marina PILOT is identical to the formula
35 which was used for calculating the PILOT for the Water Fund. If the Marina PILOT is reduced the
36 net mill rate will increase, but there are financing options which can be explored or other cost saving
37 measures, such as reducing General Fund CIP contributions, which could be taken. Jackson noted
38 that in approximately four years general debt service obligation payments will decline for the
39 Village, and, therefore, Rass was asked to prepare a levy limit cost estimation for that period of time.
40 That document will be reviewed by the Finance Committee at some point in the future.
41

42 Duffy noted that the Marina Committee is not asking for a lump sum payment for the alleged PILOT
43 overcharge, but is asking that the Finance Committee recommend that the Village consider issuing
44 some type of credits for it. The credits will be used to restore the Marina's Capital Improvement
45 Program. Rass was also asked to prepare a spreadsheet which delineates the PILOT's which have
46 been assessed to date for the Marina. That document will likewise be reviewed at a future meeting
47 of the Finance Committee.
48

49 *A motion was made by Duffy, seconded by Lienau that the Finance Committee recommends that the PILOT*
50 *calculation for the Marina shall be based upon net asset value as shown in the Village's audited financial*

1 *statements. Motion carried – All ayes.*

2
3 **Item No. 2. Discussion regarding the second draft of the Marina Fund 2017 Budget; Consider a**
4 **motion to take action if required:**

5 Rass distributed copies of the revised Marina Budget for 2017, and the Committee members jointly
6 reviewed that document. During the review process she pointed out that in accord with the Marina
7 Committee's recommendations the Marina PILOT has been reduced to \$56,497 and the Admin.
8 wages have been reduced to \$18,945. Seasonal, transient and commercial dockage fees have also
9 increased.

10
11 *Duffy pointed out that the 2016 budget for the Admin. Wages line item was \$10,159, but the 2016 estimate is*
12 *\$41,518. That estimate was calculated using the established charge out rates. In the future the Marina*
13 *Committee will be reviewing financial statements on a quarterly basis so they can keep a better handle on all*
14 *Marina expenses. It was the consensus that in the future all Village Committees should be provided quarterly*
15 *financial statements, and if there is potential for any line item budgetary limits to be exceeded that information*
16 *shall be called to the attention of the appropriate Committee Chair(s).*

17
18 *A motion was made by Bhirdo, seconded by Lienau that the Finance Committee recommends that the draft of*
19 *the Marina fund budget for 2017 which was reviewed at this meeting be approved as presented. Motion carried*
20 *– All ayes.*

21
22 **Item No. 3. Discussion regarding the third draft of the 2017 budget for the Debt Service Fund;**
23 **Consider a motion to take action, if required:**

24 **Item No. 4. Discussion regarding the third draft of the 2017 budget for the Capital Improvement**
25 **Fund; Consider a motion to take action, if required:**

26 Drafts of the 2017 budget for the Debt Service Fund and the Capital Improvement Fund were
27 included in the meeting packets, and the Committee members jointly reviewed that documentation.
28 As was stated previously, if the Marina PILOT is reduced the net mill rate will increase, but there are
29 creative financing options which can be explored or other cost saving measures, such as reducing
30 General Fund CIP contributions, which could be taken.

31
32 *Lengthy discussion took place regarding this issue, and it was eventually the consensus that the CIP for 2017*
33 *shall be revised in the following fashion:*

34 *The contribution for Streets Resurfacing/Stormwater shall be reduced to \$90,000;*

35 *The contribution for the Parks Bldg. shall be reduced to \$10,000;*

36 *The contribution for Canterbury/Maple/Applewood Improvements shall be reduced to \$35,000; and,*

37 *The \$5,000 contribution for Country Walk Sidewalks shall be eliminated.*

38
39 *A motion was made by Duffy, seconded by Bhirdo that the Finance Committee recommends that the CIP for*
40 *2017 be approved as amended at this meeting. Motion carried – All ayes.*

41
42 *At 8:50 A.M. Lienau indicated that he had to leave for a short time as he had another obligation. He returned at*
43 *9:07 A.M.*

44
45 **Item No. 5. Discussion regarding adding a trolley service to the 2017 General Fund Budget;**
46 **Consider a motion for action if required:**

47 Discussion took place regarding adding costs for a trolley service to the 2017 General Fund Budget,
48 and the Committee members indicated that they would like to see such an amenity made available in

1 the Village. It was eventually the consensus that \$20,000 shall be budgeted for a trolley in 2017. It was
2 also the consensus that the CIP for 2017 shall be revised in such fashion that the Vehicle Replacement
3 Fund is reduced to \$25,000. In spring the Finance Committee will review financial statements to
4 determine if anticipated legal expenses have actually been incurred, and, if they haven't been will
5 consider a budget amendment which transfers funds from the Legal Expenses line item to the vehicle
6 replacement CIP line item.

7
8 *A motion was made by Bhirdo, seconded by Lienau that the Finance Committee is recommending that \$20,000*
9 *be budgeted for a trolley in 2017. To that end Rass shall see that all the appropriate allocations are made, and*
10 *the CIP for 2017 shall further be revised in such fashion that the Vehicle Replacement CIP line item*
11 *contribution is reduced to \$25,000. Motion carried – All ayes.*

12
13 **Item No. 6. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(c)**
14 **to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or negotiate the**
15 **purchase of public properties, the investment of public funds, or conduct other specified public**
16 **business whenever competitive or bargaining reasons require a closed session:**

17 *At 9:16 A.M. a motion was made by Bhirdo, seconded by Lienau that the Finance Committee convene into*
18 *closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and*
19 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or*
20 *conduct other specified public business whenever competitive or bargaining reasons require a closed session. A*
21 *roll call vote was taken on that motion and the Committee members voted in the following fashion:*

22
23 *Bhirdo – Aye; Duffy – Aye; Lienau – Aye*

24
25 *Motion carried.*

26
27 **Item No. 7. Consider a motion to reconvene into open session:**

28 *At 10:23 A.M. a motion was made by Bhirdo, seconded by Lienau that the Finance Committee reconvene into*
29 *open session. A roll call vote was taken on that motion and the Committee members voted in the following*
30 *fashion:*

31
32 *Bhirdo – Aye; Duffy – Aye; Lienau – Aye*

33
34 *Motion carried.*

35
36 **Item No. 8. Consider a motion to take action, if required:**

37 *No formal action was taken.*

38
39 **Item No. 9. Matters to be placed on a future agenda or referred to a committee, official or**
40 **employee:**

41 *The next meeting of the Finance Committee has been scheduled for 9:00 A.M. on September 29, 2016.*

42
43 **Adjournment:**

44 *At 10:24 A.M. a motion was made by Bhirdo, seconded by Duffy that the September 22, 2016 meeting of the*
45 *Finance Committee be adjourned. Motion carried – All ayes.*

1 Respectfully submitted,



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3 Janal Suppanz,

4 Assistant Administrator