

1. 05.03.2023 Finance Advisory & Enhancement Committee Meeting Agenda

Documents:

[05.03.2023 FAE AGENDA.PDF](#)

1.1. 05.03.2023 Finance Advisory & Enhancement Committee Meeting Packet

Documents:

[05.03.2023 FAE PACKET.PDF](#)

Village of Cross Plains Finance Advisory and Enhancement Committee

Regular Meeting Notice and Agenda

Wednesday May 3, 2023

6:30 pm

This will be a virtual meeting ONLY. Interested parties may participate by logging into the conference room or calling the teleconference line. The log in information is as follows:

Join Zoom Meeting Link:

<https://us02web.zoom.us/j/85030100715>

Phone Number:

1-312-626-6799

Meeting ID:

850 3010 0715

I. Call to Order and Roll Call

II. Public Comment – This is an opportunity for anyone to address the Finance Advisory and Enhancement Committee. *Please observe the time limit of 3 minutes.* While the Finance Advisory and Enhancement Committee encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

III. Reports

1. Committee Chairperson
2. Committee Members
3. Finance Director

IV. General Business

1. Discussion and possible approval of the April 5, 2023 Finance Advisory and Enhancement Committee Minutes.
2. Discussion and possible action regarding Sewer Adjustment Policy.
3. Discussion regarding Transportation Utility.
4. Discussion regarding Financial Indicators for Village Hall / Police Station.
5. Discussion and possible action regarding green space mowing contract versus in-house mowing.

V. Future Agenda Items

VI. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. 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, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or bobbi@cross-plains.wi.us.

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Village of Cross Plains Finance Advisory and Enhancement Committee

Regular Meeting Minutes

Wednesday, April 5, 2023

6:30 pm

The video link to this meeting can be found at: <https://www.youtube.com/watch?v=6uUlj4n0GYE>

I. Call to Order and Roll Call

The meeting of the Village of Cross Plains Finance Advisory and Enhancement Committee was called to order at 6:30 p.m.

Present: Committee members Deb Cutler, Tim Hillebrand, Jed Henry (arrived at 6:32), Michael Pomykalski, John Burandt and Jay Lengfeld.

Absent: None.

Also present: Bobbi Zauner (Finance Director).

II. Public Comment – None.

III. Reports

1. Committee Chairperson

Lengfeld reported that the Village Board passed a village-wide leaf pickup program. Information will be distributed to residents via flyer, website, and newsletter.

2. Committee Members – None.

3. Finance Director – None.

IV. General Business

1. Discussion and possible approval of the March 1, 2023 Finance Advisory and Enhancement Committee Minutes.

A motion was made by Hillebrand, second by Cutler, and unanimously carried to approve the March 1, 2023, Finance Advisory and Enhancement Committee meeting minutes.

2. Discussion and possible action regarding Sewer Adjustment Policy

Following discussion, Cutler will put together a report on the Committee's conclusions regarding the Sewer Adjustment Policy and charging an administrative fee for submittal review.

3. Discussion and possible action regarding Segregation of Duties comment in annual audit report.

Following discussion, Finance Director Bobbi Zauner will meet with department heads to discuss purchasing procedures.

4. Discussion and possible action regarding a policy on using state contracts for vehicle and equipment purchases.

Following discussion, Hillebrand will research the state contract pricing program.

5. Discussion and possible action regarding lights in Zander Park.

Lengfeld reported that the Village Board has approved the idea of getting lights in Zander Park, and the Village will research potential grants for the project.

6. Discussion and possible action regarding postage machine lease versus purchase.

Following discussion, a motion was made by Henry, second by Burandt, and unanimously carried by the Finance Advisory & Enhancement Committee to lease a postage machine instead of purchasing.

V. Future Agenda Items – None.

VI. Adjournment

A motion was made by Cutler, second by Hillebrand, and unanimously carried by the Finance Advisory and Enhancement Committee to adjourn at 7:33 p.m.

Proper notice of this meeting was given to the public and posted on the public bulletin boards in accordance with the Open Meeting Law.

Respectfully submitted,

Bobbi Zauner
Finance Director/Clerk

Administrative Costs for Sewer Adjustments

Sewer adjustments take time and resources from the Village Office to create. It takes three staff members approximately thirty (30) minutes each to review the request.

Staff member:	Wage per hour:
Becky Ward, Administrative Assistant	\$22.02
Bobbi Zauner, Finance Director / Clerk	\$37.24
Jerry Gray, Director of Public Facilities	\$40.05

Each request costs the Village of Cross Plains \$49.66 to review.

In the last twelve (12) months there have been sewer requests at each Village Board meetings:

April 2023	0
March 2023	3
February 2023	0
January 2023	8
December 2022	0
November 2022	0
October 2022	7
September 2022	0
August 2022	0
July 2022	7
June 2022	0
May 2022	5
Total:	30

In the last twelve (12) months, the Village spent \$1,489.80 on reviewing sewer adjustments. In these times of stretched resources, the administrative cost of these requests could be directed to those needing them. A fifty (\$50) dollar administrative fee could be charged to cover these costs in the future.

Village Hall/Police Station

Financial Indicators

New Construction Percentages

2018	3.65%
2019	0.20%
2020	1.61%
2021	2.8%

Loan Rates

Amount	Loan Length (Years)	Interest Rate	P & I per year
4 million	20	3%	\$266,208
4 million	40	3%	\$171,828
4 million	20	4%	\$290,000
4 million	40	4%	\$200,676
4 million	20	5%	\$316,776
4 million	40	5%	\$231,456
4 million	20	6%	\$343,884
4 million	40	6%	\$264,108

Equalized Value (TID out), 5-year average (3.3%)

2022	\$398,817,000
2023	\$412,331,888
2024	\$426,304,762
2025	\$440,751,140
2026	\$455,687,069

G.O. Debt Payment without Sewer, Water and TID

2022	\$988,851
2023	\$755,843
2024	\$740,203
2025	\$738,958
2026	\$450,557

Construction costs

Cost per square foot	Total Square footage	Total Cost
\$300	15,000	\$4.5 million
\$350	15,000	\$5.25 million
\$400	15,000	\$6 million
\$450	15,000	6.75 million
\$500	15,000	7.5 million
\$550	15,000	8.25 million
\$600	15,000	9 million

Tax Increase (using 2021 Valuation and 2022 Borrowing over 30 years)

Tax Increase	Amount	Cost
1%	\$650,000	\$30,000
2%	\$1.3 million	\$60,000
3%	\$1.95 million	\$90,000