

1. 04.05.2023 Finance Advisory And Enhancement Committee Agenda

Documents:

[04.05.2023 FAE AGENDA.PDF](#)

1.1. 04.05.2023 Finance Advisory And Enhancement Committee Packet

Documents:

[04.05.2023 FAE PACKET.PDF](#)

# Village of Cross Plains Finance Advisory and Enhancement Committee

*Regular Meeting Notice and Agenda*

**Wednesday April 5, 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 March 1, 2023 Finance Advisory and Enhancement Committee Minutes.
2. Discussion and possible action regarding Sewer Adjustment Policy.
3. Discussion and possible action regarding Segregation of Duties comment in annual audit report.
4. Discussion and possible action regarding a policy on using state contracts for vehicle and equipment purchases.
5. Discussion and possible action regarding lights in Zander Park.
6. Discussion and possible action regarding postage machine lease versus purchase.

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 [bobby@cross-plains.wi.us](mailto:bobby@cross-plains.wi.us).

# Village of Cross Plains Finance Advisory and Enhancement Committee

*Regular Meeting Notice and Agenda*

**Wednesday April 5, 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 March 1, 2023 Finance Advisory and Enhancement Committee Minutes.
2. Discussion and possible action regarding Sewer Adjustment Policy.
3. Discussion and possible action regarding Segregation of Duties comment in annual audit report.
4. Discussion and possible action regarding a policy on using state contracts for vehicle and equipment purchases.
5. Discussion and possible action regarding lights in Zander Park.
6. Discussion and possible action regarding postage machine lease versus purchase.

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](mailto:bobbi@cross-plains.wi.us).

# Village of Cross Plains Finance Advisory and Enhancement Committee

*Regular Meeting Minutes*

**Wednesday, March 1, 2023**

**6:30 pm**

The video link to this meeting can be found at: <https://www.youtube.com/watch?v=q79SEHezVfw>

**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 6:35 p.m.

Present: Committee members Deb Cutler, Tim Hillebrand, Jed Henry, 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 welcomed new committee member John Burandt.

**2. Committee Members – None.**

**3. Finance Director – None.**

**IV. General Business**

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

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

**2. Discussion and possible action regarding report on Transportation Utilities and Wheel Tax.**

Zauner presented the updated report on Transportation Utilities and Wheel Tax. Following discussion, a motion was made by Hillebrand, second by Pomykalski, and unanimously carried by the Finance Advisory and Enhancement Committee to approve

the report on Transportation Utilities and Wheel Tax. Report will be presented to the Village Board at the March 27, 2023 meeting.

**3. Discussion and possible action regarding Sewer Adjustment Policy.**

Following discussion, no action was taken. This item will be further discussed at the April 5, 2023 meeting. Staff will report an average time commitment spent on each sewer adjustment request that the Village receives.

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

Following an overview by Lengfeld and discussion, Pomykalski will complete a monthly review of sample invoices and report results back to the Finance Advisory and Enhancement Committee.

**V. Future Agenda Items**

Hillebrand requested a discussion on a policy regarding the use of state contracts for vehicle and equipment purchases.

**VI. Adjournment**

A motion was made by Hillebrand, second by Burandt, and unanimously carried by the Finance Advisory and Enhancement Committee to adjourn at 7:48 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

# Purchasing Policy

## 2012-01

---

### **Purpose**

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the Village of Cross Plains, to provide guidance and procedures to be followed for the procurement of goods and services for all departments, and to provide safeguards for maintaining a procurement system of quality and integrity which is deserved by Village taxpayers.

### **Objectives**

The objectives of the Village's purchasing policy are:

1. To ensure that materials, equipment, and services are purchased at the lowest prices as is known and available consistent with quality and performance;
2. To provide adequate controls over Village expenditures and financial commitments with proper documentation;
3. To obtain quality goods required by Village Departments; and
4. To provide a standardized system of purchasing for use by all Village Departments.

### **Application**

This policy applies to all procurements of supplies, materials, equipment, services, and construction, entered into by the Village of Cross Plains after the effective date of this Policy. It shall apply to all expenditures of public funds by a Village Employee for Village purchasing irrespective of the source of funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this Policy shall prevent any Village Employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

### **Purchasing Responsibility**

The Village Administrator/Clerk-Treasurer is responsible for maintaining compliance with the Village's purchasing policies and procedures. Department Heads shall be responsible for authorizing day-to-day purchases for their respective departments. This authority may be delegated to other employees within the department; however, ultimate responsibility for purchasing rests with the Department Head.

### **Purchasing Procedure**

#### 1. Budgeted Items

*A. Less than \$10,000* – Department Heads are authorized to spend up to \$10,000 for any line item that is part of their approved budget subject to the availability of funds.

*B. Greater than \$10,000* – The Village Board will approve all purchases in excess of \$10,000 for any line item that is part of the approved budget subject to the availability of funds. As part of the review process, three quotes shall be obtained and the Staff member requesting the expenditure shall state his/her recommendation for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the Village is invoiced for the purchase. The Village Board in its sole discretion may direct the Finance/Personnel Committee to provide a recommendation on the purchase if desired.



## 2. Non-Budgeted Items

*A. Less than \$5,000* – Department Heads are authorized to spend up to \$5,000 for any line item that is not part of their approved budget subject to the availability of funds.

*B. Greater than \$5,000* - The Village Board will approve all purchases in excess of \$5,000 for any line item that is not part of the approved budget subject to the availability of funds. As part of the review process, three quotes shall be obtained and the Staff member requesting the expenditure shall state his/her recommendation for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the Village is invoiced for the purchase. The Village Board in its sole discretion may direct the Finance/Personnel Committee to provide a recommendation on the purchase if desired.

3. Sole Source Purchases – Allowed for purchasing budgeted and non-budgeted items under the following circumstances:

- A. The item or service is only available from a single source;
- B. After competitive procurement solicitations, competition is determined to be inadequate;
- C. An alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs;
- D. Standardization of a specific product or manufacturer will result in more efficient and economical operations;
- E. The purchase is from another governmental body; or
- F. The item is being purchased through a cooperative purchasing arrangement such as the V.A.L.U.E. group, State bid list, or State of Wisconsin VendorNet.

In circumstances where there is only one qualified source and the purchase is not via a cooperative arrangement, the department should use alternate means (such as verifying pricing with other customers) to establish that the price quoted is reasonable.

4. General Approval – The Village Board has the authority for the management and control of the Village's finances and thus all expenditures of Village funds in accordance with Wisconsin State Statute 62.11(5). The Village Board will review and approve all expenditures on a monthly basis in accordance with the procedures identified in this policy.

### **Contracts**

All contracts for professional services and public works contracts (as defined by Wisconsin State Statute 62.15 (12)) shall be specifically reviewed by the Village Attorney as a condition of approval and prior to execution. Maintenance agreements shall be reviewed by staff prior to renewal and in consultation with the Village Administrator/Clerk-Treasurer to ensure costs are being reviewed and controlled in the best interests of the Village.

### **Public Construction**

It is hereby noted, in regard to public construction projects, public bidding law shall be followed as required in Wisconsin State Statute 62.15.

**Emergency Purchases**

Emergency purchases shall only be made to:

- 1. Prevent delays in construction or delivery of essential services; and/or
- 2. To stay an immediate threat to the health or safety of the public and employees.

For emergency purchases of general items or services that are not able to fulfill the requirements of this policy and meet the definition outlined, the appropriate Department Head shall make every effort to obtain three quotes for the item. The purchase shall be approved by the Village Administrator/Clerk-Treasurer prior to the order/purchase of the item or service. In the Village Administrator/Clerk-Treasurer's absence, the purchase shall be approved by the Village President prior to ordering the item. The Village Board will review and approve the order at its next scheduled Village Board meeting.

**Conflicts of Interest**

Purchasing policy shall be subject to Village Ordinance, Chapter 6 Code of Ethics, Stats. 19.59, Stats 946.13 with respect to Conflicts of Interest.

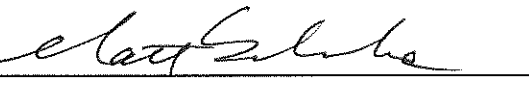
Purchasing Policy #2012-01 will take effect immediately upon adoption by the Village Board for the Village of Cross Plains.

Dated this 23<sup>rd</sup> day of July, 2012.

Village of Cross Plains:

By:   
Kurt Schlicht, Village President

Attest:

By:   
Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer

# Agenda Memorandum



**Staff/Department:** Bobbi Zauner, Finance Director / Clerk  
**Subject Matter:** Postage machine replacement  
**Meeting Date:** April 5, 2023  
**Referral History:** n/a

---

## Executive Summary:

Pitney Bowes contacted staff recently that our postage machine (purchased in October 2017 for \$2,295) will be obsolete by the end of this year (USPS is implementing a change that our machine won't comply with). We need to decide whether to purchase or lease a new machine.

## Project Background:

Village currently pay \$156.00 per quarter for the meter lease (separate from the machine), and \$325 per year for an equipment service agreement.

## Code/Policy Review:

Purchasing Policy – falls under the \$5,000 unbudgeted threshold.

## Fiscal Impact:

Purchase = \$3,229.87 + \$135.75 quarterly + \$333.60 annual. (5 year total of \$7,613)  
Lease = \$140.36 monthly \* 60 months = \$8,422

## Recommendation:

Discuss options, possible new vendor?

## Appendices:

Lease and purchase proposals from Pitney Bowes.



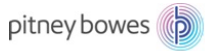
1	PTJA	SPO-PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS2	Softguard For SendPro C500
1	STDsla	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

### Your Payment Plan

<b>Initial Term: 60 months</b>	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
<b>60</b>	<b>\$ 140.36</b>	<b>\$ 421.08</b>

*\*Does not include any applicable sales, use, or property taxes which will be billed separately.  
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.*

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra



# Purchase Quote/Equipment and Software Maintenance

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Agreement Number

## Your Business Information

Full Legal Name of Client / DBA Name of Client

Tax ID # (FEIN/TIN)

VILLAGE OF CROSS PLAINS

396025361

### Sold-To: Address

2417 BREWERY RD, CROSS PLAINS, WI, 53528-9471, US

### Sold-To: Contact Name

Bobbi Zauner

### Sold-To: Contact Phone #

(608) 798-3241

### Sold-To: Account #

0010452553

### Bill-To: Address

2417 BREWERY RD, CROSS PLAINS, WI, 53528-9471, US

### Bill-To: Contact Name

Bobbi Zauner

### Bill-To: Contact Phone #

(608) 798-3241

### Bill-To: Account #

0010452553

### Bill-To: Email

bobbi@cross-plains.wi.us

### Ship-To: Address

2417 BREWERY RD, CROSS PLAINS, WI, 53528-9471, US

### Ship-To: Contact Name

Bobbi Zauner

### Ship-To: Contact Phone #

(608) 798-3241

### Ship-To: Account #

0010452553

### PO #

## Your Business Needs

Qty	Item	Business Solution Description	Sales Type	Price
1	SENDPROCAUTO	SendPro C Auto	PURCHASE	\$ 0.00
1	1FXA	Interface to InView Dashboard	PURCHASE	\$ 0.00
1	7H00	C Series IMI Meter	RENT	\$ 45.25
1	993-4B	DM400C Return Kit - Upgrade to 9H00	PURCHASE	\$ 0.00
1	APAC	Connect+ Accounting Weight Break Reports	PURCHASE	\$ 0.00
1	APAX	Cost Acctg Accounts Level (100)	PURCHASE	\$ 0.00
1	APB2	Cost Accounting Devices (10)	PURCHASE	\$ 0.00
1	APKN	Account List Import/Export	PURCHASE	\$ 0.00
1	C5CC	Sendpro C Auto 95	PURCHASE	\$ 2,434.00
1	CAAB	Basic Cost Accounting	RENT	\$ 0.00
1	COVER-SPCA	Protective Dust Cover - SendPro C Auto	PURCHASE	\$ 48.00

1	ME1A	Meter Equipment - C Series	PURCHASE	\$ 302.67
1	MP81	C Series Integrated Scale	PURCHASE	\$ 0.00
1	PAB1	C Series Premium App Bundle	PURCHASE	\$ 0.00
1	PTJ1	SendPro Online-PitneyShip	RENT	\$ 0.00
1	PTJA	SPO-PitneyShip Basic 1 User	RENT	\$ 0.00
1	PTJN	Single User Access	RENT	\$ 0.00
1	PTK1	Web Browser Integration	RENT	\$ 0.00
1	PTK2	SendPro C Series Shipping Integration	RENT	\$ 0.00
1	SJS2	Softguard For SendPro C500	RENT	\$ 0.00
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Auto)	SLA	\$ 333.60
1	ZH24	Manual Weight Entry	PURCHASE	\$ 0.00
1	ZH29	HZ03 95 LPM Speed	PURCHASE	\$ 0.00
1	ZHC5	SendPro C500 Base System Identifier	PURCHASE	\$ 0.00
1	ZHD5	USPS Rates with Metered Letter	PURCHASE	\$ 0.00
1	ZHD7	E Conf Services for Metered LTR. BDL	RENT	\$ 0.00
1	ZHWL	5lb/3kg Weighing Option for MP81	PURCHASE	\$ 445.20

<b>Purchase Total**</b>	\$ 3,229.87
<b>Monthly Total**</b>	\$ 45.25
<b>Annual Total**</b>	\$ 333.60

*\*\*Plus applicable taxes which will be applied at the time of billing.*

## Your Payment Plan

Quarterly Billing Total**		Annual Billing Total**	
Type	Fees	Type	Fees
Meter Services	\$ 135.75	Equipment Maintenance	\$ 333.60

### Tax Exempt

- ( ) Tax Exempt Certificate Attached  
( ) Tax Exempt Certificate Not Required  
(X) Purchase Power® transaction fees included  
( ) Purchase Power® transaction fees extra

<b>Shipping and Handling</b>	\$ 0.00
------------------------------	---------

Initial Term : 12 Months

*\*\*Plus applicable taxes which will be applied at the time of billing.*