

Village Of Brooklyn

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Finance Committee Minutes January 5th, 2011

The Finance Committee meeting was called to order at 6:40pm by Trustee Van Den Eng. Committee members in attendance were Trustee Dean Van Den Eng, Village President Nadine Walsten and Trustee Dorothy Frandy. Also in attendance was Clerk/Treasurer Carol Strause.

The chair of the committee has been vacant since Tim Belter's resignation from the Board in November 2010. Trustee Dorothy Frandy was appointed to the Finance committee at the Dec 13th 2010 Board meeting. There was discussion as to who should chair the committee. **Motion:** Frandy/Walsten to appoint Van Den Eng chairperson of the Finance committee. Motion carried.

Motion: Van Den Eng/Frandy to approve minutes of 12/08/2010. Motion carried.

With Trustee Frandy being new to the committee, Village President Walsten conducted an orientation of the Finance committee's role and the responsibilities of its members. Resolution 2006-14, which spells out the specific responsibilities and duties of the committee, was reviewed.

There was discussion as to whether Kevin Mullin from Hutchinson Shockey Erley & Co. should be invited to attend an upcoming Board meeting so that he could present his proposal on restructuring the Village's sewer debt to prevent future sewer rate increases. Van Den Eng will contact Kevin to work out a date.

The 2007 BAN was discussed. Clerk Strause presented a spreadsheet with updated balances and expenditures. Van Den Eng will compile a list of outstanding projects that are under consideration to present at the January 10th Board meeting. The committee would like to get the Board's direction on what projects should be completed and recommends that any unspent money be used to pay down the principal on the outstanding loan.

The Recreation LGIP account #10 was discussed. The current balance of the account is \$23,813.12. Clerk Strause stated that some previous expenditures such as playground equipment for the parks should have perhaps been funded from this account; however, those expenses appear to have been funded from other accounts. Clerk Strause will do some more research on the fund and report to the committee at the next meeting.

The Cintas Uniform contract was discussed. The committee had previously questioned the amount of an invoice from Cintas at the 12/8/10 meeting. Trustee Van Den Eng e-mailed Public Works Director Robert Anderson on 12/9/10 and asked if the Village had a contract with Cintas and if so, when would the contract be up for renewal. On 12/10/10 Anderson replied that there was a contract but did not give a renewal date. There was no follow-up from Anderson as his employment with the Village was terminated on 12/16/10. Clerk Strause was able to secure a copy of the contract from Cintas on 1/4/11 and the committee was shocked to discover that Anderson had signed a five year contract with Cintas on 11/24/10 without consulting or getting approval from any committee. The Village Attorney, Michael Christopher was consulted when the contract was received and he stated that the contract is not legally binding since the Board did not approve it. This issue will be discussed at the next Board meeting as it appears to be an infraction of the Village bidding policy.

Financial balance sheets were reviewed with the committee noting the severe deficit in the sewer fund. That is a key reason why the committee would like to explore refinancing the sewer debt with Hutchinson Shockey Erley & Co.

Year-to-date budgets were reviewed. Clerk Strause stated that additional entries need to be made between accounts and 2010 invoices paid in January need to be posted before the final 2010 budget worksheet is complete.

Attorney and engineering fees were reviewed. Additional attorney fees are expected related to the termination of Robert Anderson, but have not yet been received.

Payroll overtime was reviewed. Since Comp Time can not be carried over from one year to the next and there was extra overtime for plowing snow, overtime totals were substantial.

The monthly invoice worksheet was reviewed. Only two open invoices remain.

Monthly bills were reviewed and will be presented to the Board.

Motion: Van Den Eng/Frandy to adjourn at 8:07pm. Motion carried.