

Village of Brooklyn

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Finance Committee Minutes May 9th 2012

The Finance Committee meeting was called to order at 6:32 pm. Committee members in attendance were Dean Van Den Eng, Nadine Walsten and Jessica Hawkey. Also in attendance was Clerk/Treasurer Carol Strause.

Motion: Van Den Eng/Walsten to approve minutes of 04/04/2012. Motion carried unanimously with Hawkey abstaining.

There was discussion as to who should chair the committee. **Motion:** Walsten/Hawkey to elect Van Den Eng chair of the committee. Motion carried unanimously with Van Den Eng abstaining.

The committee noted that Municipal Clerks Appreciation Week was April 29th through May 5th. The committee expressed its appreciation for the fine job that Clerk/Treasurer Carol Strause and Deputy Clerk/Treasurer Kim Brewer do each and every day.

Clerk Strause presented material explaining the activities related to the Master Academy class at UWGB that Deputy Clerk Brewer wants to attend July 23-26 in Green Bay. There is money budgeted for continuing education and Brewer is attempting to have part of the cost covered by a scholarship. **Motion:** Van Den Eng/Hawkey to approve Brewer attending the Master Academy class at UWGB with funds from the continuing education account. Motion carried unanimously.

The committee reviewed a list of items and photos of things leftover from moving the Clerk's Office from the Community building to the new Village Hall. The consensus was that most items were of little value but that some income could be realized. **Motion:** Van Den Eng/Hawkey to have extra items sold at a Surplus Auction. Motion carried unanimously.

Clerk Strause asked the committee to approve funds for overnight accommodations when she and Brewer attend the annual WMCA conference in Middleton in August. Even though the event is close by, clerks from neighboring municipalities help setup and the days become very long. If the Village reimbursed Strause and Brewer for travel instead of overnight accommodations, the savings would be small and it would add extra hours of travel. **Motion:** Hawkey/Walsten to approve paying for overnight accommodations on August 22nd and 23rd. Motion carried unanimously.

Clerk Strause updated the committee on the move of the Clerk's Office to Union Bank & Trust building. Overall the move went well and there are just a few things to follow-up on. Strause will be contacting Charter regarding getting a busy signal when both lines are in use rather than sending the call to voicemail. Also, floor vents are on order and should be installed shortly. A sign for the Clerk's Office is in the works. Otherwise the new office space is very pleasant and much appreciated. Strause reviewed a partial list of expenses related to the move and should have a final tally for next month's meeting.

The funding formula for the Oregon Senior Center was discussed. President Walsten gave a recap on a meeting that she attended at the Senior Center on April 24th. Currently funding is based exclusively on the population of each municipality within the Oregon School district. It is believed that the Village would benefit by having the funding formula take into account the actual usage of the Senior Center in addition to population. There was not a fulltime case manager for Brooklyn residents in part of 2010 and all of 2011. A fulltime case manager has been available so far in 2012. Usage data is being collected so that the Village has a better understanding of how our residents are being served. This data will be factored into the 2013 budget process.

Clerk Strause updated the committee on current loan balances and the refinancing of CWF#4 (2008 WWTP BAN). All of the refinancing activities related to the 2007 BAN, Water Revenue Bond and CWF#4 (2008 WWTP BAN) were finalized by May 1st. Due to lower interest rates, the Village is savings a substantial amount on debt service.

The committee reviewed a 2013 budget timeline that was prepared by Strause.
Motion: Van Den Eng/Walsten to approve the budget timeline as presented.

The 2011 and 2012 budgets were reviewed.

Financial balance sheets were reviewed. Strause reported that all deposits were collateralized properly.

Engineering fees were reviewed. There were no new Attorney fees.

Payroll overtime and comp time were reviewed.

The monthly invoice worksheet was reviewed.

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

Motion: Van Den Eng/Walsten to adjourn at 7:40 pm. Motion carried unanimously.