

Village of Brooklyn

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Finance Committee Minutes October 9th 2013

The Finance Committee meeting was called to order at 5:07 pm by McNaughton. Committee members in attendance were John McNaughton and Nadine Walsten. Clerk Strause was present and Chief Barger. Laura Clark-Hansen was absent.

Approve committee minutes of 09/05/2013. Motion Walsten second McNaughton. Approved unanimously.

Clerk/Treasurer report.

- Levy limit update. Clerk Strause attended a levy limit workshop. Fees can affect the levy and the recommendation is to increase the levy limit to its maximum as it has not been raised for some 3 years or more.
- General obligation report was reviewed.
- The fire district budget is anticipated to have a 29% increase as the Fire Department is not a taxing district.

2013 budget review:

Public Works:

- Surplus generators remain on Wisconsin Surplus website.
- Capital projects and general fund budgets need final board review.
- Sewer rates may need a 2015 increase.
- Budget is ready for board to review.

Public Safety:

Chief Barger responded to the committees inquiries from the 09/05/2013 meeting.

- Point #1 - Additional records clerk and hours. Chief Barger revised requesting a 16 hour pay period to 14 hours. He stated he had no redundancy for the clerk position and the call volume has increased. The RMS system is a more complicated system.
- Point #2 – Additional Part-time Officer and hours. Currently staffing is the Chief at $\frac{3}{4}$ time, 1 full time officer and 3 part time officers. Part time work 4 days per month with 4 to 7 days available. The Chief stated that Officer Burns is seeking full time work. Part time staffing is weekends only. Chief stated in 2009 the part time staff was 6 to 7 officers and he needs a larger pool to cover shifts.
- Point #3 – Squad Maintenance. The additional maintenance cost relates to having 2 squads (new plus the old squad). Barger wants to increase the maintenance budget to build a surplus. The new squad has a lesser factory warranty as it is a police

- Point #4 - General expenses. Rifle suppressor as well as new computer equipment was moved to capital outlay.
- Point #5 - Police Uniform Equipment. : Request is for an increase of \$800 for a bullet resistant vest for officer Engelhart. The vests need to be replaced based on age. Federal assistance has dried up. A detailed list of uniform and equipment costs was supplied by Chief Barger. The total is approximately \$2500 per officer.
- Point#6 - Police fuel. Increase \$300 to accommodate more patrol miles by added staff.
- Point#7 - Police Telephone. Chief expressed the budgeted amount for 2013 should have been increased. The increase ties into the I-Pad which is costlier. The Chief feels real time access to email and attachments with result in timelier responses. The committee feels that any additional communications equipment and its anticipated costs need board approval.
- Point #8 - Squad Outlay. \$4000 a year needs to be set aside annually for future equipment replacement costs.
- Point#9 – Chief Barger stated he is not familiar with this figure or understand the narrative so he could not provide an explanation. The discussion centered around his request for \$5151 for new computers, \$850 for the rifle suppressor, a new radio for the squad (the old one would go into squad 2) and a new data terminal for the new squad with the old one to be used in squad 2. All the old equipment was accounted for.

Officer Engelhart is now full time at 40 hours per week.

2014 budget timeline: Clerk Strause anticipates 2 additional Village Board meetings will be required to finalize the budget. October 21st and 23rd may work.

2014 Clerk's budget:

- Budget is ready for Board to review.

Land lease for cropping land in Business Complex

Committee reviewed a proposed Land Lease Contract with the George family to be proposed to the Board. A suggested price of \$100 per acre based on 7.5 acres was discussed. A question rose pertaining to the reimbursement clause in the contract. President Walsten to discuss with the George family and respond.

Loan for Business Complex – TID#2 and Pay request #1 Business Complex – Krause Excavating, Inc. (Chair combined agenda items for the ease of completing the minutes)

Clerk Strause identified 3 options for the TID#2 financing. The committee is recommending a \$550,000 10 year loan as opposed to a 5 year loan. Union Bank and Trust Company offered a 2.53% rate; the Board of Commissioners of Public Lands had a current interest rate of 3.25% and Middleton Community Bank proposed 2.89% for a 10 year loan. A payment to the contractor of \$ 87,850.22 is due and funds will be needed by October 18th, 2013.

Motion: Walsten: To recommend to the board to apply with Union Bank and Trust for a \$550,000 10 year loan at the 2.53% rate and send to the Board for approval. Second McNaughton. unanimous approval on the voice vote.

In addition, Clerk Strause is to call the CDBG and ask if the grant is paid out in full or in installments as pay requests are received. Hopefully the latter is true and the Village can receive payments as the work progresses.

Financial balance sheets and collateralization were reviewed. Deposits at Union Bank & Trust Company and Brooklyn Community Bank are adequately collateralized.

Engineering and Attorney fees were reviewed.

The monthly payroll overtime worksheet was reviewed.

The monthly invoice worksheet was reviewed.

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

Motion: McNaughton/Walsten to adjourn at 8:28 PM. Motion carried unanimously.