

# Village of Brooklyn

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## Finance Committee Minutes July 9<sup>th</sup> 2014

The Finance Committee meeting was called to order at 5:05 P.M. by McNaughton. Committee members in attendance were John McNaughton, Pat Hawkey and Nadine Walsten. Clerk Strause was present.

**Motion** Hawkey second McNaughton to approve the committee minutes of 06/04/2014. Approved unanimously.

### Clerk/Treasurer report

Clerk Strause presented the final 2013 Budget report. No anomalies were apparent. A question was raised about the Village's reserve fund. Clerk Strause to provide.

### CIP review

Trustee and Department Head spreadsheet was reviewed.

A discussion was had whether or not the results were too varied based on high cost items vs low cost items which could be budgeted for and completed. Chair McNaughton suggested that 5 years was too short of a time period for certain items like replacing the Village offices (including PD) and/or deciding what to do with the Community Building and that infrastructure items are critical to complete.

McNaughton compiled the results based on high ticket items vs low ticket items. High cost items listed 1 through 5 with 1 being the highest priority.

### High Cost

- 1 – Hotel St downtown resurface
- 2 – S. Kerch St/Hilltop reconstruction and Bowman/First Sts ADA sidewalks and curbs tied
- 3 – Full time Public Works Labor
- 4 – 2 Alley lots property purchase
- 5 – Market Street reconstruction

### Low Cost

9 items were rated 1 and 2 so they are listed as follows:

- 1 – Community Building: Insulation & ceiling PD, exterior lighting, Hotel St-ADA hardware on door, Public Works: Utilities meter program completed, part-time or LTE.
- 2 – Community Building: redo front entry ramp/stairs, interior 7 locksets replace with lever ADA, Legion Park: eat shack roof, storage building roof.

#### Purchasing policy review

Policy was reviewed and it is clear that any non-budgeted purchase over \$500 must have prior Village Board approval. The policy is part of the employee handbook and Hawkey suggested that each Village employee needs to sign their handbook in acknowledgement of all policies and procedures. Clerk Strause to consider.

Review/Recommendation for Public Works to purchase computers not to exceed \$5800 and the Clerk's Office to purchase computers not to exceed \$2,000

**Motion:** Walsten second Hawkey to recommend to the board to approve the above recommendation and that this purchase may be above budget. Approved unanimously.

Approval for credit account to be set up at Brooklyn's new Dollar General

**Motion:** Walsten second McNaughton not to approve the credit account.

The finance committee will further discuss open credit accounts at the August meeting.

#### Review/Recommendation Municipal Court Agreement with Belleville/Intergovernmental Cost sharing agreement

Teresa Pelton presented the Intergovernmental Cost Sharing Agreement with cost figures included.

She will attend and present to the Board at the 07/14/2014 meeting.

To summarize lots of information:

The Village Board needs to pass a resolution prior to October 2014 advising appropriate parties of the intention of the Village to enter into this agreement. This is necessary regarding the November 2014 filing date for a Judge election.

The cost is \$3190 annually plus wages/fringe benefits and office costs for copies and paper.

This agreement will be in force until May 1, 2016 when a final agreement will be presented.

Teresa presented additional variable costs which include:

- Costs for lengthy and complex trials
- Computer IT issues (services provided by Landtech)
- Office supplies
- Maintenance costs for buildings
- Office Equipment replacements. Teresa advised most equipment is very new

Hawkey asked if other options were discussed in the past such as eliminating the court all together. Walsten replied in the affirmative and this agreement seems to be the best option.

Clerk Strause to investigate exactly who District 5 needs to inform of the Villages intention to enter into this agreement to stop the Judge election.

Clerk Strause will also provide the Board with a list of cost comparisons for the 07/14/2014 meeting.

**Motion:** Hawkey second McNaughton to forward this agreement to the Board to recommend the Village Attorney to review the agreement. Approved unanimously.

Monthly financial balance sheets and collateralization were reviewed. The Village is fully collateralized.

Summary of attorney and engineering fees was reviewed. Strand presented the May billing for \$3376.96. Hawkey questioned the billing related to the Sewer rate use charges and whether or not a contract was in place. Strause to advise.

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 July 14<sup>th</sup>, 2014 meeting.

**Motion:** Hawkey second Walsten to adjourn (time was not noted). Motion carried unanimously.