

Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE FINANCE COMMITTEE
held on Wednesday, January 27, 2016 at 6:00 pm in the Board Room at the Municipal Center
Chairman Berger presiding.

A. Opening of Session at 6 P.M.

1. Finance Committee meeting called to order by FC Chairman Berger.
2. Clerk (or recording secretary/deputy clerk) will take attendance and/or roll call.
Roll call indicated 5 members present.

<u>Member</u>	<u>Present</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

Village Staff in attendance: Guild, Jacobs, and Trittin. Trustee White was also in the audience.

3. Requests for silencing of cellphones and other electronic devices.
4. Acknowledgement of visitors, if any.

B. General Comments from the public.

C. Presentations.

D. Consent Agenda Items for Consideration.

5. Approval of Previous Minutes from November 16, 2015.
Motion by Ermeling, second by Bender to approve previous minutes.

Yes Votes: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

E. Business Items for consideration, discussion, and action.

6. 2014 Comprehensive Annual Financial Report Award (CAFR) from GFOA.

Information on how the CAFR review and the award process works can be found in the meeting packet. This is the 12th year the Village has received the Certificate of Achievement for Excellence in Financial Reporting Award from GFOA. The Village received a proficient grade in all categories, except the Fiduciary Fund Financial Statements category, because it was not applicable. Yaeger asked Jacobs about the 2014 audit extension. Jacobs said that several events caused the delay of the completion of the 2014 financial statements audit, but that the Village should not have to file for an extension this year, as there is a firm deadline on the audit RFP. Bender congratulated Jacobs and his staff on the award.

Motion to acknowledge award by Ermeling, second by Yaeger.

Yes Votes: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES

Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

7. Approve recommendation from Finance Director for 2016 Weights & Measures Fees Schedule.

Village Board approved the creation of the new Weights & Measures Ordinance at the second Board Meeting in November 2015, with the stipulation that the schedule of fees would then be presented back to Finance Committee, and a recommendation given to the Village Board. Page 37 of the meeting agenda packet has the invoice from the State for the 2014-2015 period of time. Jacobs said we should receive a similar invoice for the period of June 1, 2015-June 30, 2016 in early spring. The permit licensing period will begin July 1, 2016 and go through June 30, 2017. Permits would be sent out in spring and be for the next 12 months going forward; however, the Village will not actually get the bill from the State until almost the full year has been completed. This item is being presented as a proposal of how to distribute and allocate the state inspection costs between the different monitored devices at each business location. The goal is to not overbill businesses which have these devices. Page 42 of the agenda packet has the listing of the devices that the state monitored for the 12-month period of time that ended June 30, 2015. Jacobs stated that the listing of businesses with equipment that the State monitors will change every year. Jacobs asked for comments and/or suggestions. Yaeger asked Jacobs what the billing date would be. Jacobs stated that everything would need to go to the Village Board by the first or second meeting in June, so all paperwork would need to be into the Clerk's Office by the relevant date to have the permits issued. Bender said that fees seem adequate and that fees should be paid prior to the period that they are for. Ermeling asked how the Village would keep up with the coming and going of businesses. Jacobs said that he would need to work with the State to get a system figured out.

Motion by Bender to present fee schedule to the Board of Trustees, second by Sukup.

Yes Votes: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

8. Consideration of 2015-2019 Financial Auditing Services Request for Proposals document for the Village of Weston.

Jacobs stated that we have received an audit engagement letter for both the SAFER and EMPD 2015 financial audits. Jacobs stated that he thought this was a good time for an RFP for the Village's audit. Jacobs suggested a 5-year contract. Bender stated that he would be fine with it. Jacobs stated that he has requested that proposals be returned to the Village by Wednesday, February 17, 2016, in order to give time for Jacobs, Guild, and the Finance Department staff a chance to look at them. Jacobs stated that the Village has had the same accounting firm for almost 20 years and openly indicated this in the RFP. The RFP also states that the contract does not include the SAFER or EMPD audits. Additionally, the RFP indicates that the contract is for a full CAFR document, as the Village would like to submit their CAFR for the Comprehensive Annual Financial Report Award from GFOA. Jacobs continued to walk through some details of the RFP document. Some Village statistics in the packet still need to be updated, and will be updated prior to the RFP being sent out. Yaeger indicated that Village may want to request a copy of the audit firm's most recent peer review, which occurs every three years. Yaeger also said Village may want to see the firm's proof of malpractice insurance. Jacobs mentioned that a few years ago, the Village had the top 3 firms come in and do a presentation. The requirement of a presentation was not included in this RFP, but Jacobs inquired on whether the committee wanted to include that stipulation. Sukup said she would like to wait and see what prices come in at before deciding whether a formal presentation and interview process was deemed necessary.

Motion by Sukup to send out RFP with changes suggested by Yaeger, second by Bender.

Changes: Firm must submit most recent peer review and firm must provide proof of malpractice insurance.

Yes Votes: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES

Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

9. Consideration of 2016 Weston Centennial Homecoming Organization Scholarship at DC Everest Senior High School.

Jacobs stated that there is not enough money to present a scholarship at this time as interest rates have not climbed quickly enough to accumulate enough funds, since the Spring 2015 scholarship award.

Motion by Bender to not present a scholarship for the 2016 graduation year, second by Yaeger.

Yes Votes: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

F. Reports.

10. Deputy Finance Director / Treasurer

Deputy Finance Director has not started yet, so there is no report at this time.

11. Finance Director / Treasurer

Jacobs reported that Guild has required that department heads give a monthly report to each committee and to Village Board members. The first monthly Finance Department report will go out in February 2016. The Finance Committee will get a report next month. Tax season will be done February 5, 2016, as the state requires a 5-day grace period for tax payments (after the January 31st payment deadline). The Village is working on restructuring roughly \$22 million dollars in Community Development Authority (CDA) debt in 2016. The Finance Committee will hear more about this in the second and third quarters. The Finance Department is also working with the Department of Public Works on a water rate study. Ehlers has been hired to help the Village with the analysis and submission for the PSC request for increasing the Village’s rates for the water utility. Jacobs also reviewed the 2016 Finance Committee meeting date calendar, which had been distributed.

12. Administrator

- a) Guild acknowledged the hiring of Donna Stroik as Deputy Finance Director, with appointments as a Deputy Treasurer and Deputy Clerk of the Village of Weston. Guild said that Stroik would be joining the Village on February 10, 2016.
- b) Guild acknowledged the hiring of Jenna Trittin as Administrative Specialist – Finance Department. Guild told the committee that Sara Budnick left Village employment. After discussion with Department Directors, the monies for the vacant Budnick position have been fully allocated to the Finance Department.
- c) No other recruitment updates were given.

G. Remarks from Committee; discuss items to be included for next Finance Committee Agenda.

H. Set next meeting date for Wednesday, February 24, 2016.

I. Announcements.

- Guild announced the Village’s 20th Anniversary Celebration, which will be held on Friday, March 11th, 2016 at Dale’s Weston Lanes. Guild invited all committee members to attend and informed them that they also could bring a guest to the event.
 - Announcement is highlighted in blue on the calendar included in the agenda packet.

J. Adjourn.

Berger adjourned the Finance Committee meeting at 6:58 P.M.

Scott Berger, Chairman
 John Jacobs, Finance Director/Treasurer
 Jenna Trittin, Recording Secretary