

**Village of Weston, Wisconsin**  
**OFFICIAL PROCEEDINGS OF THE FINANCE COMMITTEE**  
held on Wednesday, February 24, 2016 at 6:00 pm in the Board Room at the Municipal Center,  
Chairman Berger presiding.

**A. Opening of Session at 6 P.M.**

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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 4 members present.

<u>Member</u>	<u>Present</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	NO
Yaeger, Richard	YES

Village Staff in attendance: Guild, Stroik, and Trittin.

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

**B. General Comments from the public.**

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**C. Presentations.**

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**D. Consent Agenda Items for Consideration**

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5. Approval of Previous Minutes from January 27, 2016.  
*Motion by Yaeger, second by Bender to approve previous minutes.*

Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	NOT VOTING
Yaeger, Richard	YES

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

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6. Discussion and recommendation of 2015-2019 Financial Audit Services Request for Proposals for the Village of Weston.

Schenck gave a proposal for 2016-2019, but could not provide a proposal for 2015 due to a partner of the firm being the spouse of the previous Deputy Finance Director, Jessica Trautman, who was with the Village for 8 months of the 2015 fiscal year. Ermeling voiced concern over completing a single year audit when the goal was to get a new provider. Guild said that we could negotiate with our current provider to complete the 2015 audit and then send out a new RFP later this year. Berger inquired on whether the Schenck audit included the single audit fee. Stroik responded that Schenck said their price was all inclusive. Guild stated that he would double check. Stroik stated that when looking at the Financial Audit Services RFP Summary too much weight should not be placed on the number of counties, villages, or cities, as they were not very comparable between firms. Yaeger voiced concerns about the distance of firms from the Village. Yaeger also said price was comparable among firms, but was surprised that Clifton Larson did not come in close to their prior proposals. Guild stated that he was surprised as well. Yaeger said that Clifton, Schenck, Hawkins, and KerberRose have all been strong in governmental auditing. Guild was wondering if we could ask that they exclude Trautman's husband for the 2015 audit and utilize Schenck's services, as price is very competitive. Yaeger stated that independence is a potential issue, but Guild's suggestion to exclude Trautman for 2015 may allow the firm to maintain independence. Yaeger said he has mixed feelings about negotiating with Clifton Larson for one year and then going with a different bid for future years, as he is not sure

whether that was in the specifications. Guild stated that it was not in the specifications, but based on discussion with the Finance Committee he thought it may be a possibility. Guild said one option is to stay with Clifton for a year and see whether they would be willing to negotiate. Then we could look at another contract at a later time and see how prices hold. Another option would be to negotiate directly with Schenck to see if it would be possible to exclude Trautman in order to have Schenck complete the 2015-2019 audits. Yaeger mentioned that we would need to get a new price figure if Schenck were to complete the 2015 audit as well. Bender stated that if we were to bring someone in from another office from Schenck it is likely the price would rise. Bender also stated that it would be difficult to avoid the loss of independence if we went with Schenck. Ermeling mentioned that we could just negotiate this year's contract with Clifton. Ermeling then asked if we would have to send out a new RFP for next year. Guild responded that we would need to send out a new RFP and we would have a one year contract with our current provider. Guild mentioned that we could still go with another firm and asked Stroik if she had any experience with any of the firms we were considering. Stroik stated that she had some experience with Wipfli. Bender said that Wipfli did an audit for them at the Healthcare Center a long time ago. Guild raised the question of whether Sukup being on the Finance Committee would cause any issues. Bender and Ermeling stated that she may be able to just abstain from voting on any issues pertaining to the audit if Wipfli were to be the Village's chosen audit firm. Bender asked what last year's audit price was. Stroik stated that it was \$24,600. Bender said that we could try to negotiate with Clifton for a one year audit and then redo the RFP after this year's audit is complete. Bender stated that with any new firm the Village will have to train them and if we are going to spend the time to train them, we may as well have the audit contract for a longer period of time. Ermeling suggested that we could do a new 5 year RFP this fall and negotiate with Clifton this year. Berger questioned whether the Village was satisfied with Clifton's services. Guild stated that he is not as happy with the presentation of the audit, as far as comprehension of non-finance people. Guild stated that there have been no issues with presentation for banks and other borrowing agencies. Yaeger stated that all of the firms are reputable. Bender stated that submitting for CAFR has been successful with the current audit firm, so reports must be being presented in a reasonable manner. Berger agreed with Yaeger that all of the firms are reputable and based on price Schenck looks the best. Ermeling would like to see what Clifton would be willing to negotiate for and then to send out a new RFP after the audit. Bender said that when the CAFR is submitted, the Village should be sending out a new RFP.

*Motion by Ermeling, second by Bender, to negotiate with Clifton for 2015 and go out on 5 year bid as soon as CAFR is submitted. The RFP needs go out in July of 2016.*

Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	NOT VOTING
Yaeger, Richard	YES

**7. Discussion and recommendation of January 2016 Budget Status Reports from Village Staff.**

Jacob's flight was delayed, making him unable to attend this meeting. Guild asked if there were any questions and stated that we can delve more into the numbers at next month's meeting. Bender stated that since the report is only for 1 month, you cannot tell much.

*Motion to place on file by Yaeger, second by Bender.*

Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	NOT VOTING
Yaeger, Richard	YES

## **F. Reports.**

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### **8. Deputy Finance Director / Treasurer**

No report at this time

### **9. Finance Director / Treasurer**

#### a) State Assembly Bill (AB 515) – Restoring \$3 million to the Recycling Grant Program in 2016

Guild stated this bill will restore money to the recycling grant program. The money that the Village lost in this year's budget will then get added into our recycling fund, which the Village uses for capital equipment replacements. Based on the fund balance and the planned income that we were going to dedicate to capital equipment, we were going to see things get difficult in 2018. Due to having a Fleet Replacement Schedule in place, the Village was able to see that something needed to be done. Wodalski was able to get a \$75,000 grant for the street lighting replacement. This allows us to have more money towards fleet replacement.

#### b) State Assembly Bill (AB 843) – Chargeback of Property Tax Refunds to All Other Taxing

Jurisdictions, not just which the Local Municipality is Required to Pay by Itself

Guild stated that when someone gets a refund or something adjusted on their taxes, the local government has to pay the whole thing as opposed to the percentage being split between all 4 taxing jurisdictions (technical, county, school, and municipality).

### **10. Administrator**

Village met with WI DNR on 2/24/16. The DNR is an important bureaucratic hurdle to proceed with development of the southeast quadrant, which is the Neighborhood Master Plan that the Village is looking at for the 320 acres immediately adjacent to the southeast corner of Camp Phillips and State Highway 29. The Village is working with an engineering firm to put together a concept plan and the Village has secured a relationship with a development company out of Madison. Guild stated that he has seen the first draft of the financial proforma of what they think it will take to put this project together. The plan is to have Neighborhood Master Plan done in June. Then in July the Camp Phillips Corridor Plan will be adjusted. The Camp Phillips Corridor Plan is from Weston Avenue to Ross Avenue along the Camp Phillips corridor. Once the two planning documents have been put together, in August we will update and have a rewritten TIF 1 Project Plan. Once the new plan has been adopted and submitted to the state, we can take our updated financials and project plan and we can go on the market to refinance our TIF debt along with the additional debt the Village will take on for this project. The goal is to begin the project in 2017. Additionally, the Village has secured 3 options on property on the eastern side of TIF 1, immediately south of the business park along State Highway 29. The Village has the option to purchase the 80 acres of the Prohaska Tree Farm, the driving range of the Crane Meadows Golf Course, and the 40 acres of the Mashuda property (adjacent to Progress Way). The Board of Trustees has authorized the borrowing of 1.7 million dollars to implement the purchasing options over the course of the next several months. The Prohaska Tree Farm purchase is time sensitive as the option to purchase expires on March 15. The Village has a third of the price covered under Marathon County's Environmental Impact Fund, as a grant, so the Village would like to go ahead with the purchase of the Prohaska Tree Farm. The rest of the purchasing will take place later this year, subject to the approval of the Board of Trustees. Village staff have been talking with the board about how half of the property in the TIF district is undeveloped, which adds up to thousands of acres of unused land. It is difficult to get people down towards County Highway J. The Village has talked with the board on trying to create some kind of economic driver to get more people coming to the east end of the Village. The Village has been exploring the possibility of a combination of public and privately owned sports and recreation facilities. The Village is looking at partnering with the Central Wisconsin Off-Road Cycling Coalition to create mountain biking, off-road cycling, walking paths, and other things through this Prohaska Tree Farm area. The Village has several privately owned recreation facilities in the area already. The Village has also been looking into creating some baseball and softball diamonds within a centrally located complex. Partnerships for this project are being investigated. If these plans for the Prohaska Tree Farm fall through, plan b is to develop it into part of the industrial park, and plan c is to put the property back on the market. The Village is working locally with Intercity on a financing package. It would be a 3 year financing plan with low principal payments in year 1 & year 2, with a balloon payment in year 3 that is callable in time. The hope is that in 2019 when our debt drops off, we take all of our debt from these projects and wrap it into a larger package. Ermeling asked if the Village is going to shop around for other finance options. Guild said he does plan to look around and see what other banks have to offer. Yaeger asked if any of the options are contingent on others. Guild stated that all 3 are separate purchasing options. Berger said an International Mountain Bicycling Association Ride Center would draw many people, as there are only a small number of them in the world. Guild responded that the future of our investments lies in tourism. There will be more on these developments at next month's meeting.

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

## **H. Set next meeting date for Wednesday, March 30<sup>th</sup>, 2016.**

- Per Administrator Guild, the next meeting date will actually be March 23<sup>rd</sup>, 2016 due to Spring Break falling on the week of the 30<sup>th</sup>. An e-mail was sent to all Finance Committee members regarding this change on 03/02/16.

**I. Announcements.**

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- Save the date: 20th Anniversary Celebration – Friday, March 11th, 2016 @ Dale's Weston Lanes.
  - RSVPs are being worked on; however, until an online link can be created RSVPs can be e-mailed to Renee.

**J. Adjourn.**

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Berger adjourned the Finance Committee meeting at 7:00 P.M.

Scott Berger, Chairman  
Donna Stroik, Deputy Finance Director/Treasurer  
Jenna Trittin, Recording Secretary