

FINANCE COMMITTEE

**Wednesday, September 25,
2019**

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes of the meeting held on June 26, 2019.
 - b. Discussion and action regarding the minutes of the meeting held on July 8, 2019.
4. BUSINESS.
 - a. Presentation and overview of draft 2020 Budget as submitted to the Village Board.
 - b. Discussion regarding ongoing fiscal policy development.
 - c. Discussion and presentation regarding a new monthly financial summary.
5. SCHEDULE NEXT MEETING DATE.
 - a. Wednesday, October 16, 2019 at 6:30 pm.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Finance Committee Minutes

Wednesday, June 26, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Chairperson Lytle called the regular meeting of the Finance Committee to order at 6:30 PM in Conference Room A.

Members present: Rod Clark, Mary Pat Lytle, Chuck Mulcahy, Clifford Strelow, Eric Kryzenske, and Jon Michels.

Members not present: Curtis Calnin.

Staff Present: Village Administrator Matt Schuenke and Accountant/Deputy Treasurer Jennifer Haried.

Others Present: Carol Wirth from Wisconsin Public Finance Professionals.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

a. Discussion and action regarding the minutes of the meeting held on May 22, 2019.

Motion by Clifford Strelow, second by Rod Clark, to approve the minutes of the meeting held on May 22, 2019. Motion carries 6 - 0 - 0 by acclamation.

4. BUSINESS.

a. Discussion and action to make a recommendation to the Village Board regarding the plan for borrowing in order to fund the 2019 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.

Motion by Village Trustee Mary Pat Lytle, second by Rod Clark, to recommend approval to the Village Board regarding the plan for borrowing in order to fund the 2019 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals using the Public Sale Methodology. Motion carries 6 - 0 - 0 by acclamation.

c. Discussion and recommendation to the Village Board on refinancing the State Trust Fund Loan for the debt service related to tax increment district number 5.

Motion by Village Trustee Mary Pat Lytle, second by Clifford Strelow, to recommend approval to the Village Board on refinancing the State Trust Fund Loan for the debt service related to tax increment district number 5. Motion carries 6 - 0 - 0 by acclamation.

- b. Discussion and action to make a recommendation to the Village Board regarding updates and revisions to Chapter 5 Debt Management Policy of the Fiscal Policy Manual.

Motion by Chuck Mulcahy, second by Rod Clark, to recommend approval to the Village Board regarding updates and revisions to Chapter 5 Debt Management Policy of the Fiscal Policy Manual with the changes noted. Motion carries 6 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, July 24, 2019 at 6:30 pm.

6. ADJOURNMENT.

Motion by Clifford Strelow, second by Chuck Mulcahy, to adjourn at 7:59pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Jennifer Haried
Accountant/Deputy Treasurer

VILLAGE OF MCFARLAND
Finance Committee Minutes

Monday, July 8, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Mary Pat Lytle called the special meeting of the Finance Committee to order at 6:30 PM in Conference Room A at the McFarland Municipal Center.

Members present: Rod Clark, Mary Pat Lytle, Clifford Strelow, and Eric Kryzenske.

Members not present: Chuck Mulcahy, Curtis Calnin, and Jon Michels.

Staff Present: Village Administrator Matt Schuenke and Financial Advisor Carol Wirth.

2. PUBLIC APPEARANCES.

None.

3. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding the plan for borrowing in order to fund the 2019 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.*

Following discussion, a motion was made by Strelow, seconded by Clark, and unanimously carried by the Finance Committee to recommend approval of the plan for borrowing in order to fund the 2019 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Finance Professionals with the revised level format for repayment.

4. ADJOURNMENT.

A motion was made by Strelow, seconded by Kryzenske, and unanimously carried by the Finance Committee to adjourn the meeting at 6:48 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Matthew G. Schuenke
Village Administrator



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Wednesday, September 25, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation and overview of draft 2020 Budget as submitted to the Village Board.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Staff Submittal of the draft 2020 Budget is now complete and transmitted to the Village Board for review and consideration. The Finance Committee will conduct its review of this document at its October meeting, this is simply an introduction.

All funds are included for review at this time. The total Operating Budget for next year is proposed at \$9,024,500 which is just over a 10% increase from the previous year for all funds with some inclusion of tax levy support. Total cost for debt service has risen with recent borrowings to \$1,707,500 or an approximate 6% increase from 2019.

The tax levy to support the operating budget is proposed to increase by 4.58% or \$278,750 to a level of \$6,370,500 for the coming year. The tax rate, however, will result in a significant decrease for the second year in a row falling from \$6.77 the previous year to \$6.49 projected for next year. This is attributed to the significant growth the Village has experienced which allows the levy to be spread over more value helping to decrease the actual rate. The median home value in 2018 was \$264,200 and in 2019 this rose to \$275,000. Someone with a home of that value would expect to pay about 0.14% LESS in their Village taxes or about \$2.43 less compared to the previous year.

These numbers are provided as a brief summary for initial perspective and are only reflective of how the budget is presented at this point in the process. As the hand off now goes from Staff to the Board, these numbers will change throughout the review as we work towards the final approval.

FINANCIAL/BUDGET IMPACT:

The Annual Budget sets the spending plan and authority for the Village within the next calendar year. As such, the financial impact this document has is significant and will be reviewed by the



Village Board over the course of the next several weeks.

A complete copy of the budget can be found through the link below on the Village website. This includes a table of contents with links and bookmarks to sections that you want to review. It also has its own set of page numbers to keep track of the whole document rather than by fund as its presented in the binder.

This can be viewed at:

<https://www.mcfarland.wi.us/budget>

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion only.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Wednesday, September 25, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding ongoing fiscal policy development.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The following is a list of our fiscal policies and the dates in which they were last updated:

- Chapter 1 - Accounting and Audit Policy - February 13, 2012
- Chapter 2 - Budget Development Policy - August 27, 2012
- ***Chapter 3 - Debt Management Policy - July 3, 2019***
- Chapter 4 - Fund Balance Policy - February 25, 2015
- ***Chapter 5 - Investment Policy - June 25, 2018***
- Chapter 6 - Policy on Capitalization of Fixed Assets - February 13, 2012
- Chapter 7 - Policy on Expenditure of Parks Capital Projects Fund Revenues - June 10, 2013
- Chapter 8 - Policy on Interfund Advances - August 27, 2012
- Chapter 9 - Procedure on Collection of Delinquent Personal Property Taxes - May 29, 2012
- ***Chapter 10 - Purchasing Policies and Procedures - December 10, 2018***
- Chapter 11 - Revenue Policy - October 10, 2011
- Chapter 12 - Vehicle Replacement Policy - September 14, 2015

The items highlighted in bold and italics are policies we have updated generally within the last year. All of these policies are available for viewing on our website at www.mcfarland.wi.us/financecomm. Our objective is to discuss which direction we would like to go with our next review and update project.

FINANCIAL/BUDGET IMPACT:

The policies guide our fiscal authority but their creation is largely a discussion of the Committee and work by Staff which has a very minimal cost.

VILLAGE PLAN REFERENCE:



None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Wednesday, September 25, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and presentation regarding a new monthly financial summary.

PREVIOUS ACTION:

The Finance Committee last discussed this item at its meeting on June 26th.

ISSUE SUMMARY:

At our last regular meeting we reviewed this template and there were some questions about revising the format. Staff is working on these revisions and will present for discussion those items in the meeting. We would like to begin using this at least internally to help better track month to month expenses.

FINANCIAL/BUDGET IMPACT:

There is no additional cost to create this summary. Its simply based on the actual data collected and shared through out the year as we currently do on a month to month basis. This is created as a tool to help be transparent and better track our revenues and expenses as we progress through the year.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion, no action required.

ATTACHMENTS:

1. 2019 Financial Summary 05162019 mgs

2019 Budget

Financial Progress Report

General Fund - 100



Revenues		Actual by Month												Total	Approved		%
Acct #	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D	Budget	Variance	Variance
41000	Taxes	0	46	3,626,624	145									3,626,815	3,998,250	(371,436)	90.71%
43000	Intergovernmental Revenues	0	282	0	104,731									105,013	604,250	(499,237)	17.38%
44000	Licenses and Permits	15,784	26,529	26,055	49,823									118,190	339,500	(221,310)	34.81%
45000	Fines, Forfeits, and Penalties	10,301	9,217	11,523	10,931									41,972	89,000	(47,028)	47.16%
46000	Public Charges for Services	23,906	24,969	22,419	24,107									95,401	313,750	(218,349)	30.41%
47000	Intergovernmental Charges for Services	5,830	5,827	92,665	19,579									123,902	326,750	(202,848)	37.92%
48000	Miscellaneous Revenues	9,327	9,527	9,577	0									28,430	183,000	(154,571)	15.54%
49000	Other Financing Sources	0	0	0	0									0	77,500	(77,500)	0.00%
Monthly Actual Total		65,149	76,396	3,788,862	209,315	0	0	0	0	0	0	0	0	4,139,722	5,932,000	(1,792,278)	69.79%

Months Completed 4
Total Months 12
Percentage Completed 33.33%

Expenses		Actual by Month												Total	Approved		%
Acct #	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D	Budget	Variance	Variance
51100	Village Board	1,151	5,662	3,570	7,677									18,060	71,000	(52,940)	25.44%
51200	Municipal Court	4,942	4,447	5,915	4,757									20,061	60,250	(40,189)	33.30%
51300	Legal	0	8,600	16,983	1,871									27,454	96,000	(68,546)	28.60%
51410	Village Administrator	3,356	13,468	2,600	5,636									25,059	75,750	(50,691)	33.08%
51420	Administration	66,443	2,961	24,149	33,670									127,223	271,500	(144,277)	46.86%
51440	Elections	0	2	869	2,695									3,566	8,000	(4,434)	44.57%
51450	Information Technology	3,492	4,669	1,737	2,023									11,921	48,750	(36,829)	24.45%
51530	Village Assessor	32,361	0	0	0									32,361	40,500	(8,139)	79.90%
51540	Insurance Administration	126,984	146	146	101									127,376	116,250	11,126	109.57%
51600	Facility Management	3,091	14,200	10,778	5,565									33,634	82,000	(48,366)	41.02%
52100	Police Department	130,017	151,941	212,250	147,138									641,345	2,094,250	(1,452,905)	30.62%
52200	Fire and Rescue Departments	64,242	69,637	82,037	67,478									283,394	1,286,500	(1,003,106)	22.03%
52400	Community Development	11,656	13,348	22,773	18,499									66,276	212,750	(146,474)	31.15%
52500	Emergency Management	583	514	637	503									2,238	9,250	(7,012)	24.19%
53000	Public Works	72,857	82,385	68,152	79,548									302,942	861,000	(558,058)	35.18%
54600	Senior Outreach	12,204	16,752	23,178	18,270									70,404	241,750	(171,346)	29.12%
55200	Parks	6,713	4,321	10,019	15,243									36,296	356,500	(320,204)	10.18%
59200	Transfers to Other Funds	0	0	0	0									0	0	0	0.00%
Monthly Actual Total		540,090	393,051	485,794	410,674	0	0	0	0	0	0	0	0	1,829,608	5,932,000	(4,102,392)	30.84%