

Town of Verona Financial Sustainability Committee Minutes
September 24, 2020
Zoom meeting

Committee members present: Tom Mathies (chair), John Senseman, Doug Wolf, Laura Dreger,
Committee members absent: Julie Bass-Devries

Also present: Town Administrator/Planner Sarah Gaskell, Town Clerk/Treasurer Teresa Withee

Chair Tom Mathies called the meeting to order at 10:02 AM.

1. Agenda approved without objection.
2. Introductions - none
3. Minutes from August 20, 2020 approved without objection.
4. Discussion of Purchasing Policy
 - Mathies stated that the purpose of the policy is to document why a particular vendor was chosen and if a purchase is brought to the town board they will have all of the information as to why a purchase was made and what vendors were reviewed.
 - Wolf asked if section stating number of quotes according to town administrator should this say no quote required. Mathies stated that this will be left up to the administrator's judgement.
 - Dreger questioned how documentation would be done for a phone quote for 501 to 1,000. Mathies stated that staff would document. Gaskell stated she always requests a follow up email. She stated that anything over 500 could be treated the same and eliminate "phone".
 - Gaskell stated that some of the sole source vendors that have been used this year were due to the fact that we are 99% sure we will have this reimbursed. Budget will be tighter next year and more staff time to research for a better price will be time well spent.
 - Mathies asked about how to electronically store quotes. Gaskell and Withee will work on a good process for this.
 - Policy amended to include just two categories.
5. Updates on the 2020 Budget, spending and revenue
 - Withee stated that overall, we are still under budget for the year. Public Works director has been given his current budget to actual amounts to review and is working on expanding categories for next year to give a better understanding of where the budget is being spent.
 - Withee stated she will be working on processes to make receipting revenue more efficient.
 - Mathies asked about the revenue line for fines and also county aid bridges. Gaskell and Withee will look into this. Gaskell will review emails from John Wright.
 - Wolf asked about intergovernmental revenue. Withee stated that it still needs to be recorded. He also asked about garbage/recycling fees. Gaskell stated we will look into this as well. Withee stated that this will be added as revenue from special assessments.
 - Wolf asked about road construction expenses. Gaskell stated that this has been expended. Gaskell stated that we will ask them to invoice us regularly rather than once

per year. Mathies asked if propane has been pre-purchased. Gaskell said that we have locked in a price for this year and have one delivery so far.

- Gaskell stated she had a meeting with our building inspector, and he stated we should consider raising our fees. They have not been updated since 2015 and asked what the process is for changing. Mathies stated that this goes to finance committee and then town board. Gaskell would like to review all fees. This will go on the agenda for next meeting. Senseman stated this information will be in previous minutes.
- Dreger stated we are down on residential building permits. Gaskell stated that this number is inaccurate and will be updated into the new software. If anything, we are probably above in this category. Hoping in the next few weeks to get all building permit information up to date.

6. Discussion of 2021 Budget

- Withee stated that this is a rough draft. Gaskell asked if this committee puts the budget together for review of town board. Mathies states staff puts together draft budget and then goes to committee and they make suggestions to board for consideration. Gaskell stated that they were invited to meet jointly with town board. Gaskell said we will need to schedule this committee for 3 weeks from now to meet before budget workshop. Committee will need to meet on October 15, 2020 at 10 AM. Review draft budget and review fee increases.
- Mathies asked if we will have 5-year preliminary budget projections. Gaskell said that our focus will be on a one year and we will look at 5 year, this will be difficult due to the coronavirus. Mathies said towns association stated state funding is looking better than they thought previously. Small % increase in state aid may not be 10% as originally estimated.
- Withee stated that she has an email to the county treasurer to see what he suggests will be a reasonable amount to reduce from next years budget.
- Gaskell stated that the timeline November 24 is thanksgiving week. Mathies stated that the date was set last year. Gaskell said this was set for the 17th. Mathies said he doesn't know if this committee needs to meet in November.

7. Schedule Next Meeting and Agenda Items –

- Senseman asked what status is with meals on wheels is. Gaskell said she emailed Stephanie who is the director for City of Verona. Our fees are almost up to \$50,000 a year and she has not received any information from Belleville as to what they are providing. Fees are purely based on census numbers. Gaskell is still researching and also determining contract timeline. City of Verona also offers transportation to residents. Dreger asked is City of Verona is willing to participate with town. Gaskell said they are willing to collaborate with the town. Gaskell said she has not received data regarding meals on wheels. Senseman delivers for the meals on wheels and he said he doesn't believe there are very many people who are receiving this service. Only 5-7 and a few have stopped. Gaskell wants to make sure the service level stays the same or if we can offer residents more services.

8. Meeting adjourned at 10:47 AM.

Prepared by Teresa Withee, Clerk; Sarah Gaskell, Administrator

Approved: October 15, 2020