

Town of Verona
Financial Sustainability Committee Minutes
Town of Verona Community Room, 7669 County Highway PD, Verona, WI
8/30/2018

Present: Laura Dreger, Douglas Wolf, and John Senseman

Absent: Julie Bass-DeVries

Also Present: Amanda Arnold – Planner-Administrator

Call to Order, Approval of Agenda – Laura Dreger called the meeting to order at 2:00 p.m. Amanda Arnold requested that item number 9, a review of costs associated with the Town Hall, be amended to include a discussion of a budget amendment to increase the budget line for the Town Hall, the Plan Commission, and salt and sand supplies. Senseman moved to approve the agenda as amended; 2nd by Wolf. Motion carried.

Approve Minutes from July 19, 2018 – Motion by Senseman; 2nd by Wolf. Motion carried.

Review Income and Expenses for Sheriff Patrols and Municipal Court – Amanda reviewed the costs of deputy wages, court administration, and legal counsel. She then reviewed the revenue generated by citations. The annual net cost to the Town over the last four years is approximately \$26,700. John Senseman felt this is a cost that that Town cannot afford. Laura Dreger reminded the group that joining the municipal court was in response to wanting to have more strength in enforcement and subsequently several ordinances have been updated to include citation provisions. Amanda also explained that if the Town is bound to be in the municipal court, then the service of the deputies is needed at least until the court dissolves when the Town of Madison ceases to exist. Amanda offered to bring back more information on the agreement related to the municipal court and the number of ordinances that could result in citations. There was also a brief conversation about the option of deputizing a local official.

Review Age Demographics and Eligibility for Senior Services – Amanda explained that she didn't have the demographics handy, but John Wright had emailed them earlier. She went on to explain that she felt more comfortable having the committee get information directly from the senior center director, who is scheduled to give a presentation at the October 2nd Board meeting. However, Amanda did have new costs. Next year's contribution for case management, nutrition, and operational services will be \$21,370. In 2018 the costs were \$14,000. Amanda also presented the contribution amounts of Belleville, Montrose, and Exeter, and explained that in five years, Town of Verona costs are expected to reach approximately \$44,000. There was a discussion about the potential to contract with the City of Verona and pros and cons of that. Amanda offered to ask the Verona City Administrator if that is even a possibility.

Analysis of Clerk/Treasurer Time Running the Utility District – Amanda presented the amount of money reimbursed annually from the sewer district fund to the general fund. She also presented the value of staff time spent, insurance, audit services, and supplies. It was decided that \$5000 (\$3000 for staff time and supplies, \$1000 for insurance, and \$1000 for audit services) was more appropriate than the past contributions, which were \$4,142 the last several years.)

Preliminary Analysis of Staff Time – Amanda explained that staff is still trying to come up with a good system for tracking current hours. The initial system that Amanda created became too cumbersome and time consuming.

Review of Public Works Overtime and On-Call Employees – Amanda presented a spreadsheet of all hours spent on public works efforts in 2017. The group gave Amanda suggestions for how to use this information when making the case for a new public works position.

Update on Five-Year Financial Management Plan – Amanda handed out the five year plan, but focused on some changes to the 2019 numbers. A shortfall still exists. John Senseman presented an article about

the City of Middleton's finances and a "wheel tax" was discussed. The concept of raising the levy for a year or two until more revenue is generated was also discussed. Laura offered to get more information on the wheel tax and Amanda said she'd talk with John Wright about the rules for raising the levy.

Review of Updated Cost of Town Hall Improvements and Discussion of a Budget Amendment – Amanda explained that in the 2018 budget approximately \$38,000 was held to put in reserves or use for unexpected costs. She went on to explain that three budget categories were at their limit and needed more resources. More money is needed to cover landscaping for the Town Hall, consultant services for the comprehensive plan, and an early purchase of salt. Amanda suggested moving \$18,000 from the reserves and dispersing it into these accounts. The group was comfortable with that suggestion being made to the Board.

Schedule Next Meeting and Agenda Items – the next meeting will be held on Thursday, September 20, 2018 at 2:30 PM. Items on the agenda will include:

- Call to Order, Approval of Agenda
- Approve Minutes from August 30, 2018
- Discussion of the obligations to the municipal court
- Potential to partner with the City of Verona
- Wheel tax
- Potential levy increases
- Schedule Next Meeting and Agenda Items
- Adjourn

Adjourn – Motion by Wolf; 2nd by Senseman. Motion carried at 3:20 p.m.

Approved: September 20, 2018 Prepared by: Amanda Arnold as reviewed by John Wright