

Town of Verona
Financial Sustainability Minutes
Town of Verona Hall, 7669 County Highway PD, Verona, WI
6/15/2017

Present: Laura Dreger, John Senseman, Bob Rego (arrived 8:08 AM), Julie Bass-Devries, Douglas Wolf
Also Present: Amanda Arnold - Planner/Administrator, John Wright – Clerk Treasurer

Call to Order, Approval of Agenda – Laura Dreger called the meeting to order at 8:01 AM. Senseman moved to approve the agenda; 2nd by Bass-Devries. Motion carried.

Approve Minutes from May 11, 2017 – Motion by Senseman; 2nd by Bass-Devries. Motion carried.

Discuss Five-Year Review of Expenses and Revenues – Amanda Arnold noted that 2016 pay 2017 partial-year data is not included on the report she prepared based upon information she and Wright gathered. Arnold noted the organization of the report is based upon the Annual Municipal Financial Report (Form C) filed by Johnson Block after each annual audit. Although the report was produced to show general trends, Arnold noted that capital outlays in the past few years for land purchase and construction are not part of a longer-duration pattern. Furthermore, the Town opted out of the Verona Fire District as a co-owner; as such, the Town no longer directly pays capital costs associated with the purchase of new fire apparatus and peripherals. There was a brief review of what expenses are included within each general heading. It was noted that Town finances are divided into revenue and expense categories which can make the net costs or benefits difficult to immediately recognize. Without objection, the group would like to review the current fee schedule at the next regular meeting. Member Rego noted that the 7% increase to annual expenses trend mentioned at the May meeting was based upon research conducted by Rego and former Administrator Rose Johnson. Once extraordinary expenses were subtracted, the general increases to consumables such as salt, paving, and fuel were increasing annually at a rate of 7% at the time of the study. The group would like to review the contract for liquid propane to see whether a contract could realize future savings for the Town. There was brief discussion regarding two part-time public works assistants and the impact when they retire upon staffing. Wright reviewed the likely \$13,000 increase to the 2018 local levy due to Net New Construction and how that number is calculated.

Discuss Potential Upcoming Demands on the Budget – Arnold reviewed a preliminary forecast of expense items for each of the next five years; she noted that her contract expires in 2018, not 2019. Major costs for both the Town of Verona and the Utility District were included in the matrix. There was a brief review of the current status of the sale of the 335 N. Nine Mound property. Wright gave a report on the scope of a Phase II study requested by the most recent bidder and the Wisconsin DNR reaction to the scope of the proposal (Hydrogeologist Wojner). Arnold suggested that the next update to this future expense spreadsheet include when Board positions are installed; Wright noted that the Third and Fourth Supervisors are elected in even years whereas the Town Chair and First and Second Supervisors are elected in odd years.

Structure and Timing for Production of 2018 Budget – Amanda handed out the audit and summary given to the board.

Schedule Next Meeting and Agenda Items – the next meeting will be held on August 3, 2017 at 8:00 AM. Items on the agenda will include
Call to Order, Approval of Agenda
Approve Minutes from June 15, 2017
Draft 2018 Budget
Review of Fees
Trending of Expenses, Minus Extraordinary Items
Schedule Next Meeting and Agenda Items

Adjourn

Adjourn – Motion by Rego; 2nd by Wolf. Motion carried at 9:12 AM.

Approved: August 3, 2017

Prepared by: John Wright with Amanda Arnold Review