

Town of Verona
Financial Sustainability Minutes
Town of Verona Hall, 335 N. Nine Mound Rd, Verona, WI
11/17/2016

Present: Laura Dreger, John Senseman, and Julie Bass-DeVries (arrived at 2:42 PM)

Absent: Bob Rego

Also Present: John Wright- Clerk/Treasurer and Amanda Arnold- Planner/Administrator

Chair Dreger called the meeting to order at 2:38 PM

Approval of Agenda-

Senseman moved to approve the agenda, as presented; 2nd Dreger. Motion carried.

Approval Minutes from Regular Meeting on October 26, 2016-

Senseman moved to approve the October 26, 2016 minutes as presented; 2nd Dreger. Motion carried.

Update on Building Progress and Funding-

Administrator/Planner Arnold reported that the project will be substantially complete by December 19, 2016. The occupancy date is expected to be January 9, 2017. There was a brief review of the bills to date that have been paid from the reserves and November and December bills that will be paid from the same. Arnold noted that payment of retainage to J.P. Cullen in January of 2017 will be a greater challenge. There was a brief discussion regarding ongoing discussions with Capitol Bank. Arnold reported that the town has signed with a broker for a six month term to represent the property located at 335 N. Nine Mound Road; the property is listed at \$364,900. Bass-Devries noted that closing on a sale can be delayed by contingencies and that the Town should be prepared for those possible delays. Senseman wondered if the contractors would consider extended terms to allow time to close on the sale of the Town's current site even if interest must be paid as part of the agreement. Chair Dreger suggested the possibility of shifting funds from capital budget lines to serve as a bridge as these projects will not be pursued until the Spring of 2017.

Review Updates to Draft 2017 Town and Utility District Budgets-

Wright reviewed the updates he added to the 2017 Proposed Budget document that is organized in a narrative format. He reported that he inserted the condensed 2017 budget table, inserted the name of employees, completed written descriptions for each budget heading, and created and inserted bar charts for detailed expenses. Wright is still awaiting the School Levy Tax Credit so that he can update the table and pie chart in the letter from the Town Chair.

Wright reviewed the 2017 budget for the Utility District updated with the increase approved by the Madison Metropolitan Sewerage District (MMSD) Board on November 9, 2016. Wright presented the letter that was hand delivered on November 11, 2016 by the Town Patrolman and Wright to all addresses served by the Utility District. The letter included proposed increases in the increments of \$60, \$80, and \$100 as well as the bar chart from the survey of Utility rates conducted and published by MSA Professional Services. Wright reported that the Replacement Fund that is prepopulated as \$150,000 in the CMAR is for the replacement of short-term equipment such as pumps for lift stations. Although the Town does not operate the lift station on Fitchrona Road and thereby has no need to maintain a replacement fund, it was the advice of individuals Wright contacted at the DNR and MMSD to maintain a reserve balance to cover emergency repairs.

A reserve balance of \$80,000 was considered a realistic goal and likely to cover any emergency repairs that may be required in the future. Wright has yet to create a five-year repair schedule and calculate whether a reserve fund of \$80,000 could be achieved in one, two, or three years if one of the three increases to the base is approved by the Utility District Commission is approved after the Public Hearing to be held on November 22, 2016. Senseman noted that the final column of the budget worksheet assuming an \$80 increase to the base was confusing; it looks like the amount is the monthly increase

rather than the monthly amount assuming the increase. Senseman suggested leaving it off in future publications.

Set Agenda for December 1, 2016 meeting-

A special meeting will be held on Thursday, December 1, 2016 at 2:30 PM; the suggested agenda will include:

Call to Order, Approval of Agenda

- Approve minutes from November 17, 2016 regular meeting
- Review of Detailed Budget
- Discussion with Possible Action Regarding Contributions/Membership for Badger Prairie Needs Network and the Upper Sugar River Watershed Association
- Discussion with Possible Action Regarding a Possible Budget Amendment versus Possible Borrowing
- Adjourn

Adjourn-

Senseman moved to adjourn; 2nd Dreger. The meeting was adjourned at 3:37 PM.

Approved: December 1, 2016

Prepared by: John Wright with Amanda Arnold review