

Town of Verona
Financial Sustainability Committee Minutes
Town of Verona Community Room, 7669 County Highway PD, Verona, WI
4/26/2018

Present: Laura Dreger, Douglas Wolf, John Senseman, and Julie Bass-DeVries (arrived at 2:55 PM)

Absent: Bob Rego

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

Call to Order, Approval of Agenda – Laura Dreger called the meeting to order at 2:50 PM. Senseman moved to approve the agenda; 2nd by Wolf. Motion carried.

Approve Minutes from March 22, 2018 – Motion by Senseman; 2nd by Dreger. Motion carried.

Continue to Discuss Second Strategic Planning Meeting – Administrator-Planner Arnold briefly reviewed the Vision Statement and seven Guiding Principles determined at the second strategic planning meeting. She noted that the bulleted items represent ideas/means for achieving the guiding principle; they are not in a prioritized order. Member Senseman noted that the landing page for the Town of Verona website did not have information about the 2018 Annual Meeting under the title bar Town Community News and that the Town website is not user-friendly. Member Wolf recommended that the bullet points be organized by those items that are ongoing in nature and those that are one-shot. Arnold noted that adoption of a Code of Ethics has been adopted by the Board and incorporated into Chapter 1 which was one of the listed goals. There followed a brief discussion regarding the relationship of assessed real property values compared to fair market values; it is likely that residential assessed values will be approximately 91% of fair market values for 2018. This disparity can affect the Net New Construction number that allows for the allowable increase in the Annual Levy. The group agreed to add a discussion and action item to the next agenda with a possible recommendation to the Town Board to approve an Interim Market Update in the 2019 budget; without objection.

Update on Five-Year Financial Management Plan – Arnold explained that QuickBooks can incorporate an Annual Budget, but is not designed as a tool to forecast future financial trends. Members each were given a copy of the 2017 Town of Verona Financial Statements with Independent Auditor's Report prepared by Johnson Block. Senseman stated he liked the summary presented at the 2018 Annual Town Meeting; Arnold or Wright will make sure the members receive a copy of this by email. Arnold observed that whereas revenues have been generally flat over the period from 2013 to 2017, expenditures have been non-linear due to construction costs for the new Town hall and Public Works buildings. Senseman thought information about land and value lost to annexation would be important when determining a five-year plan; Wright agreed to present information at the next meeting, without objection. Those in attendance briefly reviewed a current budget-to-actual report prepared by Arnold. She reported that interest income exceeded the budgeted figure due to changes in the manner that Arnold and Wright draw upon those funds. Paver sales have been flat this year to date, but a total for last year's sale was noted. Rental income to date totals \$2,472 although \$1,500 was the budgeted income amount. Arnold stated that the rental fees are being reviewed and proposed amendments will be presented to the Town Board so that staff time for management of rentals is adequately covered. Costs associated with landscaping in front of the Town hall will initially be \$2,000 of the \$5,000 budgeted; however, a recent estimate for the proposed work to be done will be nearer to \$10,000. Likewise, the \$7,000 budget for the Town Plan Commission will need to be amended for costs for CARPC and Vierbicher Associates to complete the update to the Town of Verona Comprehensive Plan. Arnold further noted that the Town Board will need to amend the 2018 budget to bring in an additional \$50,000 from reserves to pay for the purchase of a new Case/IH tractor/loader/sweeper. In the future, overtime expenses will be separated from regular time. There followed a brief discussion regarding 2019 capital and operating expenses for FitchRona EMS. Member Wolf agreed to make some projections if he was provided with budget spreadsheets and likely future income and costs; without objection.

Review Costs of Proposed Town Hall Improvements

Patio furnishings – No cost estimates are available at this time.

Plantings in front of the Town Hall – There is no specific tie at this time between paver sales and Town Hall rental to offset landscaping costs. Arnold noted that a local landscaping association has agreed to make this their annual community project at 50% of their normal cost; they will begin planting this coming fall.

Discuss 2018 Annual Town Meeting of the Qualified Electorate Held on April 17, 2018 – It was noted that the Town Chair salary will be increased from \$6,000 to \$7,500 per year, effective April 16, 2019. Although hiring a Weed Commissioner was discussed, it was ultimately decided by the residents in attendance at the Annual Meeting to wait until the Town develops a plan to address noxious weeds before taking any action on the matter at next year's meeting. Senseman was more in favor of educating the public about how to recognize and responsibly controlling weeds rather than devoting resources to levy penalties.

Schedule Next Meeting and Agenda Items – the next meeting will be held on June 14, 2018 at 9:00

AM. Items on the agenda will include:

Call to Order, Approval of Agenda

Approve Minutes from April 26, 2018

Update on Five-Year Financial Management Plan

Review Past and Probable Future Annexations

Discuss Interim Market Update with a Possible Recommendation to the Town Board

Review Costs of Town Hall Improvements

Schedule Next Meeting and Agenda Items

Adjourn

Adjourn – Motion by Wolf; 2nd by Senseman. Motion carried at 4:31 PM.

Approved: June 14, 2018

Prepared by: John Wright with Review by Amanda Arnold