



**VILLAGE OF WAUSAUKEE  
FINANCE & PURCHASING COMMITTEE MEETING**

*(Committee members: \*Ray Gordon, Randy Schmidt, and Joleen Christ)*

**WEDNESDAY, OCTOBER 26<sup>th</sup>, 2016**

**WAUSAUKEE VILLAGE HALL**

**428 HARRISON AVENUE**

**4:00 PM**

**MINUTES**

1. Call to Order – Chair Ray Gordon called the meeting to order at 4:10 pm. Committee members in attendance were Randy Schmidt and Joleen Christ. Also present were Clerk Sara Pullen and Ron Christ.
2. Approval of Agenda – Schmidt made a motion seconded by Christ to approve the agenda as printed. Motion carried.
3. Discussion – 2017 Budget Workshop – Pullen presented the Committee with a working budget for review. Several revisions were made including:
  - a. Add \$1,800 in ‘Capital Purchases: Office Equipment’ for the purchase of a new laptop and a folding machine.
  - b. Increase ‘Holiday Expenses’ in the Village class to \$3,000; \$2,000 specifically for fireworks which is up from \$1,250 over the last several years. The Committee stated that the Town should be asked to increase their donation from \$1,250 to \$2,000 due to the increased cost of fireworks.
  - c. Increase the repairs and maintenance budget in the Village class to \$7,000 to repair both bathrooms, including the flooring, and paint the interior of the Village Hall.
  - d. Increase the repairs and maintenance budget in the Public Works class to \$20,000; this increase includes funds to paint the exterior of the brick storage shed west of the Village Hall.
  - e. Add \$13,133.53 to ‘Capital Purchases: Streets to finish Faxton and Polk.
  - f. Increase the economic development budget to \$23,000 which includes \$15,000 for grant administration costs, \$3,000 for the façade grant program, and \$5,000 for possible additional engineering costs associated with the highway project.

The Committee will make the following recommendations to the Board:

- a. Do not accept the change order as presented by Stantec for \$5,000; their services may be reevaluated in the spring.
  - b. The 2017 budget as presented in Exhibit A.
4. Adjourn – Christ made a motion seconded by Schmidt to adjourn the meeting at 6:15 pm. Motion carried.

Submitted by (SP)

**Village of Wausaukee**  
**Profit & Loss Budget Overview**  
 January through December 2017

	<u>Village</u>	<u>Parks</u>	<u>Public Safety</u>	<u>Public Works</u>	<u>TOTAL</u>
	<u>Jan - Dec 17</u>	<u>Jan - Dec 17</u>	<u>Jan - Dec 17</u>	<u>Jan - Dec 17</u>	<u>Jan - Dec 17</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>INTERGOV. CHARGES FOR SERVICES</b>					
2% Fire Dues			1,000.00		1,000.00
<b>Total INTERGOV. CHARGES FOR SERVI...</b>			1,000.00		1,000.00
<b>INTERGOVERNMENTAL REVENUE</b>					
Lieu of Taxes State Conserv. Land	225.00				225.00
State Aid Exempt Computers	2,300.00				2,300.00
State Hwy Aid	29,036.27				29,036.27
State Hwy Aid - MSIPLT	10,000.00				10,000.00
State Municipal Service Aid	1,440.00				1,440.00
State Recycling Aid	1,450.00				1,450.00
State Shared Revenue	136,841.00				136,841.00
<b>Total INTERGOVERNMENTAL REVENUE</b>	181,292.27				181,292.27
<b>INVESTMENT INCOME</b>	1,500.00				1,500.00
<b>LICENSE &amp; PERMITS</b>	4,500.00		110.00		4,610.00
<b>MISCELLANEOUS REVENUES</b>					
Non-Operating Income	450.00				450.00
Rental Income	27,580.00				27,580.00
<b>Total MISCELLANEOUS REVENUES</b>	28,030.00				28,030.00
<b>PUBLIC CHARGES FOR SERVICES</b>					
Animal Control			80.00		80.00
Dump Station Fee		1,100.00			1,100.00
Municipal Service Program				950.00	950.00
Park Fees		9,000.00			9,000.00
Publication	90.00				90.00
Title Fees	150.00				150.00
<b>Total PUBLIC CHARGES FOR SERVICES</b>	240.00	10,100.00	80.00	950.00	11,370.00
<b>TAXES</b>					
General Property	250,146.00				250,146.00
Taxes from Exempt Housing	13,400.00				13,400.00
<b>Total TAXES</b>	263,546.00				263,546.00
<b>OTHER FINANCING SOURCES/USES</b>					
Transfer from Utility	86,855.84				86,855.84
<b>Total OTHER FINANCING SOURCES/USES</b>	86,855.84				86,855.84
<b>Total Income</b>	565,964.11	10,100.00	1,190.00	950.00	578,204.11
<b>Gross Profit</b>	565,964.11	10,100.00	1,190.00	950.00	578,204.11
<b>Expense</b>					
<b>COMMUNITY ENRICHMENT SERVICES</b>					
Park Improvements		3,000.00			3,000.00
Contract - Library	3,300.00				3,300.00
Donations	350.00				350.00
Holiday Expenses	3,000.00			1,250.00	4,250.00
Repairs & Maintenance		2,000.00			2,000.00
Sales Tax - Evergreen Park		550.00			550.00
Supplies		1,000.00			1,000.00
<b>Total COMMUNITY ENRICHMENT SERVI...</b>	6,650.00	6,550.00		1,250.00	14,450.00
<b>CONSERVATION &amp; DEVELOPMENT</b>					
Economic Development	23,000.00				23,000.00
<b>Total CONSERVATION &amp; DEVELOPMENT</b>	23,000.00				23,000.00
<b>DEBT SERVICE</b>					
Debt Service - Principal	86,855.84				86,855.84
<b>Total DEBT SERVICE</b>	86,855.84				86,855.84

## Village of Wausaukee Profit & Loss Budget Overview January through December 2017

	Village	Parks	Public Safety	Public Works	TOTAL
	Jan - Dec 17	Jan - Dec 17	Jan - Dec 17	Jan - Dec 17	Jan - Dec 17
<b>GENERAL GOVERNMENT</b>					
Advertising & Notices Expenses	2,000.00			150.00	2,150.00
Assessor Expense	4,740.00				4,740.00
Audit Fees	4,050.00				4,050.00
Contract Services	1,400.00				1,400.00
Dues & Association Fees	450.00				450.00
Education & Training	3,500.00			1,500.00	5,000.00
Election Expenses	600.00				600.00
File Backup	500.00				500.00
Insurance - Crime	100.00				100.00
Insurance - Liability	3,600.00				3,600.00
Insurance - Property	2,300.00				2,300.00
Insurance - Pub. Official Bond	750.00				750.00
Insurance - Workers Comp	3,300.00				3,300.00
Interest Expense	650.00				650.00
Legal Fees	4,000.00				4,000.00
Medical	100.00			250.00	350.00
Miscellaneous Expense					
Direct Deposit	300.00				300.00
Miscellaneous Expense - Other	250.00			300.00	550.00
<b>Total Miscellaneous Expense</b>	<b>550.00</b>			<b>300.00</b>	<b>850.00</b>
Postage, Mailing Service	750.00				750.00
Repairs & Maintenance	7,000.00				7,000.00
Software	900.00				900.00
Supplies	4,000.00			150.00	4,150.00
<b>Total GENERAL GOVERNMENT</b>	<b>45,240.00</b>			<b>2,350.00</b>	<b>47,590.00</b>
<b>HEALTH &amp; HUMAN SERVICES</b>					
Dog license due to county			115.00		115.00
<b>Total HEALTH &amp; HUMAN SERVICES</b>			<b>115.00</b>		<b>115.00</b>
<b>PAYROLL EXPENSES</b>					
Insurance - Employee Medical	5,040.00			5,040.00	10,080.00
FICA & Medicare Expense	5,146.00	543.00	19.00	3,698.00	9,406.00
Retirement Benefits	2,669.00	300.00	17.00	2,688.00	5,674.00
<b>Total PAYROLL EXPENSES</b>	<b>12,855.00</b>	<b>843.00</b>	<b>36.00</b>	<b>11,426.00</b>	<b>25,160.00</b>
<b>PUBLIC SAFETY</b>					
2% Fire Dues Paid to District			1,000.00		1,000.00
Contract Fire Department			29,397.50		29,397.50
Hydrant Rental			66,867.00		66,867.00
Repairs & Maintenance			1,000.00		1,000.00
Rescue Squad Contract			13,590.24		13,590.24
<b>Total PUBLIC SAFETY</b>			<b>111,854.74</b>		<b>111,854.74</b>
<b>PUBLIC WORKS</b>					
Equipment (Incl. Rental/Usage)				600.00	600.00
Garbage Pickup		300.00		31,000.00	31,300.00
Garbage Recycling				13,000.00	13,000.00
Gas for Vehicles & Equipment		600.00		6,000.00	6,600.00
Repairs & Maintenance				20,000.00	20,000.00
Safety Expenses				250.00	250.00
Snow Removal				1,000.00	1,000.00
Supplies				7,500.00	7,500.00
<b>Total PUBLIC WORKS</b>		<b>900.00</b>		<b>79,350.00</b>	<b>80,250.00</b>
<b>UTILITIES</b>					
Electric & Heat	3,000.00	3,000.00	1,300.00	2,100.00	9,400.00
Street Lighting				23,000.00	23,000.00
Water/Sewer Bills	550.00	520.00			1,070.00
Telephone	2,500.00			1,600.00	4,100.00
<b>Total UTILITIES</b>	<b>6,050.00</b>	<b>3,520.00</b>	<b>1,300.00</b>	<b>26,700.00</b>	<b>37,570.00</b>

## Village of Wausaukee Profit & Loss Budget Overview January through December 2017

	Village	Parks	Public Safety	Public Works	TOTAL
	Jan - Dec 17	Jan - Dec 17	Jan - Dec 17	Jan - Dec 17	Jan - Dec 17
<b>WAGES</b>					
Regular Pay	52,242.00	6,130.00	240.00	40,556.00	99,168.00
Holiday Pay	966.00			896.00	1,862.00
Overtime Pay	3,365.00	960.00		6,240.00	10,565.00
PTO Pay	690.00			640.00	1,330.00
Trustees Salary	10,000.00				10,000.00
<b>Total WAGES</b>	<u>67,263.00</u>	<u>7,090.00</u>	<u>240.00</u>	<u>48,332.00</u>	<u>122,925.00</u>
<b>Total Expense</b>	<u>247,913.84</u>	<u>18,903.00</u>	<u>113,545.74</u>	<u>169,408.00</u>	<u>549,770.58</u>
<b>Net Ordinary Income</b>	318,050.27	-8,803.00	-112,355.74	-168,458.00	28,433.53
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
Transfer to Reserves	2,500.00	7,000.00		4,000.00	13,500.00
<b>Capital Purchases</b>					
Streets				13,133.53	13,133.53
Office Equipment	1,800.00				1,800.00
<b>Total Capital Purchases</b>	<u>1,800.00</u>			<u>13,133.53</u>	<u>14,933.53</u>
<b>Total Other Expense</b>	<u>4,300.00</u>	<u>7,000.00</u>		<u>17,133.53</u>	<u>28,433.53</u>
<b>Net Other Income</b>	<u>-4,300.00</u>	<u>-7,000.00</u>		<u>-17,133.53</u>	<u>-28,433.53</u>
<b>Net Income</b>	<u><u>313,750.27</u></u>	<u><u>-15,803.00</u></u>	<u><u>-112,355.74</u></u>	<u><u>-185,591.53</u></u>	<u><u>0.00</u></u>