

VILLAGE OF WRIGHTSTOWN

Finance and Personnel - Quarterly Meeting

A meeting of the Village of Wrightstown Finance and Personnel Committee was held at the Village Hall, 352 High St, on Thursday, September 24, 2020 in the Clerk's Office and was called to order at 2:00 p.m.

Present –Trustee Sue Byers, Trustee Keith Wendlandt, Administrator Travis Coenen and Clerk/Treasurer Michelle Seidl

Review of 2021 Clerk Treasurer Budget Numbers

- Salary and Wage lines (vacation, holiday, sick, funeral, personal days) reflect a 2% increase for 2021
- Wisconsin Retirement Rates for 2021 will be the same as the 2020 rates for General Employees
- Increase cost of \$1,181.11 for employee Health Insurance premiums due to increase through ETF
- Clerk Treasurer/Employee Life line 100-14-51420-154-000 will have no budget figure for 2021 since all costs are now applied to line 100-14-51540-511-000
- \$300 decrease in Postage costs since most meeting packets are now being provided digitally
- \$530 increase in Membership Dues for 2021 due to membership increase through the League of Wisconsin Municipalities and Clerk/Treasurer & Deputy Clerk/Treasurer's required WMCA, MTAW and IIMC memberships
- \$500 added to 2021 budget to purchase shirts for Clerk/Treasurer staff with new Village logo
- \$1,184 increase in Printing/Publication costs due to increase in Municipal Code updates, bid proposals, rezone requests and TID amendments
- Reduction of \$1,565 in Poll Worker Services since we are anticipating only a Spring Primary in February 2021 and a Spring Election in April of 2021
- Increase of \$1,400 for Audit Services to cover Bond Agent Paying Fees for new borrowings
- Assessment Supplies are charged under Assessor Services 100-14-51530-216-000 so this figure will be \$0 for 2021
- \$4,454.38 increase in Property & Liability Insurance for 2021
 - Village Parks have been added to the policy to correct a prior error found during a 2020 audit
 - Number of Village owned properties have increased
 - Standard rate increase
- Employee Life Insurance rates are increasing as our staff ages. For 2021. The increase is \$208
- Village Hall Technical Assistance figure increased by \$4,000 since our 2020 costs through September 30th are \$21,749.00. However, this includes the new Barracuda server backup and a new laptop
- \$2100.00 added to Network Infrastructure line since annual expenditures since 2017 have averaged \$2,116.56
- Miscellaneous Operating line reduced by \$1,000 since annual average has been just over \$200 since 2017
- Building Inspection Services have been increased from \$89,250 to \$127,500 due to the large amount of development within the Village. However, offsetting revenues have also been increased proportionately. Building Inspection Postage, Building Inspection Printing and Building Inspection Permits have also been increased for this same reason
- \$85,000 was budgeted for 2020 for Regional Planning/Engineering due to large amount of development occurring in the Village. However, actual expenses are much lower than anticipated since majority of growth is happening in the Tax Incremental Districts. Budget for 2021 is \$40,000
- \$0 budgeted for 2021 for Regional Planning/Contracted Services Other since Bike & Ped Plan project is now complete
- Economic Development/Professional Services line reduced by \$2,960 since there are no projected projects for 2021, as there were in 2018 and 2019. \$6,960.00 budgeted in 2020 and to date, only \$3,651.00 has been spent
- Only \$36,500 has been added to Economic Development/Marketing line so far, for the Kayak Wisconsin project. Per the advice of Jon Cameron, the Village's goal is to not budget funds, using TID

or Utility Debt Service Payments, that were borrowed against the General Obligation capacity, for day to day operating expenses

- \$1075 increase in Election Postage as we are anticipating continued higher absentee ballot requests
- Reduction of \$1,830 in Election Mileage & Lodging and Printing of Notices since there should only be a February Primary and Spring Election in 2021
- For \$2021, only \$2,000 will be budgeted for Elections Miscellaneous Operating Supplies, which is a reduction of \$5,640 from 2020. This is because our 2020 budget included costs for a large election cycle. We also amended this line in 2020, for the purchase of 2 additional Express Vote Ballot Marking Devices, utilizing funds budgeted in error under debt service

Review of 2021 Village Board of Trustees Budget Numbers

- \$10,000 has been added to Village Board, Attorney Services for 2021. In past years, this budgeted item was under Municipal Court/Attorney Services but due to Wisc. Stats, this is not allowed since the ordinances are Village law

Meeting adjourned at 3:15 p.m.

Michelle Seidl

Clerk/Treasurer