



FINANCE COMMITTEE MEETING

Monday, June 11, 2018, 5:00 PM

Village Hall, 123 N. River St.

For additional information, visit www.waterfordwi.org

1

Call to Order

Pledge to the Flag

Roll Call

Comments and Correspondence

Public Appearances

Reading and Approval of Minutes

New Business

1. Review of Finance Department Status – software, staff
2. Review proposal for Lift Station #4 pump; consider appropriate motion for action

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-421-4457 or at zjackson@waterfordwi.org. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Village Staff at 262-534-7912, or by writing to the Village Administrator at the Village Administration Building, 123 N. River St, Waterford WI, 53185 Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 123 N. River St, Waterford WI 53185 during operating hours. (8 a.m. – 5 p.m. weekdays).



Finance Committee

February 12, 2018

Meeting Minutes - Unapproved

For additional information, visit www.waterfordwi.org

2

1 Members Present: Andrew Ewert, Don Houston, Troy McReynolds, Rebecca Bell,

2 Excused: Collen Weber

3 Additional attendees: Zeke Jackson, Barbara Messick, Eric Rozina, Tom Nehring,

4

5 Meeting was called to order at 5:00 pm

6

7 Reading and Approval of Minutes for 01/08/18. Houston motion to approve, second by Bell. Motion
8 carried.

9

10 Review of monthly budget to actual report. Houston and Jackson will review line item with Treasurer.
11 Town Waterford proposed budget for police services was for part time officer, but hired a full time
12 officer and Village then required to pay benefits which was not in Village budget.

13

14 DPW purchase requisition for pick-up Truck. Several quotes collected with Raymond Auto in Illinois
15 providing the lowest quote. Discussion was held on interest in supporting local businesses. Bergles did
16 approach Lynch about matching the Raymond quote without success. McReynolds motioned to return
17 to Lynch and seek a competitive match. Houston second. Motion carried.

18

19 Motion was made by Bell to pay the amount of \$57,288 to Wanasek Corp for final payment of River
20 East project in the amount of \$57,288. Second by Houston. Motion carried.

21

22 Meetings will be moved to every other month. Monthly results will be emailed.

23

24 Bell moved to pay prepaids of \$148, 855.47 and unpaids of \$104,348.25 for total of \$253,203.72.
25 Second by McReynolds.

26

27 Motion to adjourn by Houston, second by McReynolds. Motion carries. Meeting adjourned at 6:10 pm

28

29 Respectfully submitted by

30 Barbara Messick, PIO

31

Finance Committee
April 9, 2018 Meeting Minutes - Unapproved

Members Present: Andy Ewer, Don Houston, Troy McReynolds, Rebecca Bell, Colleen Weber

Excused:

Additional attendees: Zeke Jackson, Barbara Messick, Michelle Vandehey, Colleen Schauer, Tricia Cox, Samantha Vogel, Rick Huening, and Associated Bank Reps Michael Sessa, John Duffy, and Patrick Fry.

Meeting was called to order by Chair Ewert at 5:00 pm

McReynolds motioned to approve February 12, 2018 minutes, second by Bell. Motion carried.

Associated Bank representatives provided an update on their portfolio management. Associated Trust Company, investment management firm, a separate entity from the bank. Have fiduciary powers to manage money. Conservative management philosophy. Focused more on treasury, municipal bonds and less on corporate investments. Have a template to lay over investments to insure portfolio compliance per 66.9693 Investment of Public Funds. Motion by Bell to make a recommend to the board that the Village not to reinvest any bonds that come due, but keep in cash until further review. Second by Houston. Motion carried.

Administrator provided an update on staff efforts in regards to accounting procedures. Challenges with utility and determined to overcome that issue and move forward with an adjusting entry. Also challenges of outdated software and IT, diverse systems working together, outdated, inefficient processes that have many points for errors, no redundancy or check points. Accounts payables are now routed to department heads to code according to budget, and then sent to Wayne Whitaker working remotely for ledger entries and Michelle cuts staff. Problems with positive pay requirement of bank – positive pay causes bounced checks if one check number is off, all following checks are not cashable.

Recommends moving forward with accounting software (Quickbooks, Clerkbooks) that works for the staff that we have. Ewert said we need to fix this and that we need to invest money for the IT and services that we need to get this in order. Need to address this now, we need Jackson working on higher level areas of development. Jackson has other recommendations for the future but wants to start with this and get this in order before adding new layers of efficiency.

Also looking at direct entry model through Paychex to eliminate several layers of data entry for payroll.

Regarding tax payment season, we are investigating a contract with the county to take over 1st installment payments rather than at Village Hall. There have been some issues with the large number of counter payments, also the challenges to staff to collect the payments at the same time that utility payments and other permits.

47 Weber motioned to approve funds to upgrade in accounting software which is critical to the
48 next step not to exceed \$40,000. Second by Bell. Discussion noted that IT/software was
49 budgeted at \$50,000. Weber amended her motion to \$50,000. Bell seconded the amendment.
50 Motion carried. Ewert noted that this should be outside what's in the budget, but additional IT
51 needs should be addressed.

52

53 Jackson asked for clarification that this means go forward with Quickbooks Clerkbooks
54 purchase.

55

56 Review of 2018 budget to actual report. This item is tabled

57

58 Review of major spending requests and upcoming capital needs. Jackson requested freeze on
59 capital fund items until accurate review of finances is available. Ewert said that firehouse
60 sleeping quarters should move forward because we've not been in compliance with sprinkler
61 system for some time. Jackson said we could borrow for this item. Further discussion on this
62 item is tabled.

63

64 Motion to adjourn by Weber; second by McReynolds. Motion carries. Meeting adjourned at
65 6:30 pm

66

67 Respectfully submitted by

68 Barbara Messick, PIO

69

PROPOSAL

**L.W. ALLEN, INC.**

4633 Tompkins Drive - Madison, WI 53716

A Full Service Distributor
608.222.8622

Phone

Fax 608.222.9414

PUMPS – CONTROLS – REPAIR CENTER

Village of Waterford DPW

PROPOSAL ID: 122018RB

Attn: Rick

REFERENCE: FM Self-prime Dry Pit Pump

LOCATION: Lift Station

BID DATE: March 19, 2018

<u>FREIGHT IS F.O.B. ORIGIN</u>	TERMS: NET-30 DAYS PER ATTACHED TERMS AND CONDITIONS
<input type="checkbox"/> ALLOWED <input type="checkbox"/> PREPAID & ADD <input checked="" type="checkbox"/> COLLECT	PRICES DO NOT INCLUDE SALES OR USE TAXES

ITEM	QUAN	DESCRIPTION	TOTAL PRICE
		L.W. Allen is pleased to provide a quotation for the following equipment and services.	
A	1	Furnish One (1) Fairbanks Morse Size 4" Model 5421 SP. Self prime solids handling sewage pumps. This pump is equipped with mechanical seals. This pump will be equipped with a 7" diameter impeller.	
		Total Investment	\$10,487.00
		Delivery 12 weeks ARO. Not Included: Freight, Installation or start-up.	

ACCEPTED THIS ____ DAY OF _____, 20__

PRICE FIRM FOR 30 DAYS

SUBMITTED THIS:

March 18, 2018

NAME OF PURCHASER

BY: _____

L.W. ALLEN, INC.-BY:

NAME & TITLE

Rick Bartelt