



VILLAGE OF WEBSTER

BUDGET WORKSHOP MEETING MINUTES

Wednesday, October 16, 2024 @ 4:00 p.m.

Webster Village Office

7461 Main Street West, Webster, WI

- I. **CALL TO ORDER** – Village President, Ed Dedman called the meeting to order at 4:02 p.m.
- II. **PRESENT** – Village President, Ed Dedman; Trustees, Kelsey Gustafson; Tim Maloney; Jeff Roberts and Charlie Weis. Others: Auditor, Jonathan Sherwood – CliftonLarsonAllen; Public Works Operator, Dylan Lippert; Police Chief, Stephenie Wedin and Clerk-Treasurer, Debra Doriott-Kuhnly. Absent: Trustees, Aaron Sears and Matt Stuart
- III. **PUBLIC NOTICE OF AGENDA** – Motion to approve the agenda as presented made by Trustee, Roberts; seconded by Trustee, Maloney. **Motion carried 5-0.**
- IV. **2025 BUDGET DISCUSSION** - Village President, Dedman gave the floor to Auditor, Jonathan Sherwood. Jonathan stated that all the known revenue and expense line items have been updated and are shown in the initial column on the budget spreadsheet. He then walked through the Municipal Levy Limit Worksheet with the board. Personal Property aid is now deducted on the Levy Limit Worksheet but is replaced as State Aid (part of Shared Revenue.) For the workshop, the board will start with #10- Allowable Levy amount. He pointed out that #3 is general obligation debt, not just general fund, so it includes water and sewer. Although water and sewer funds pay for their debt; ultimately, it's general obligation and paid for by the taxpayers. Can use \$37, 016 on line #3. He discussed the four General Obligation Debt and suggests seriously considering the next capital project be funded by State Trust Fund Loan to maintain the levy. Net New Construction is 1.943%.

Jonathan reminded the board that if there is an increase in the expense line, this will decrease the amount for capital replacement. He explained the columns of the budget spreadsheet.

The board reviewed the budgeted Revenue accounts. Jonathan pointed out the State Aids have already been updated based on information received from DOR and DOT. There are a couple establishments that have not yet paid liquor and beer licenses. There is a significant reduction in Fines & Forfeitures/Municipal Court revenue received YTD in 2024; yet the Chief has been the only Police presence. Discussed reimbursement of police liaison from the school. This revenue line item will be removed from the 2025 budget and remove one F.T. officer's wages from expenses. Nice increase in RV Dump Revenue and Building Permit Fees Revenue.

Next, the expenditures were discussed. Increases in Employee Wages, Benefits and Retirements have been updated. As a reminder, Public Works Employees and Clerk/Treasurer wages, benefits, etc and specific expenses are split between the appropriate line-item accounts in general, water and sewer funds; and the budget worksheet are those only for the general fund. Property/Liability have been updated. The increase in Legal Fees was doubled in the budget. Gustafson asked why the Other General Government increased significantly vs budgeting. Jonathan explained some of the charges impacting this account and cost center should be reviewed. Discussed the overall budget when one line or department may be over budget, but another line or department is under budget. Weis asked about training expenses for new recruits. The wage is paid under PD expenses and state aid reimburses (under state aid- law enforcement revenue.) Reduced Full Time Officer Salary & FICA, Retirement and

Insurance by \$60,553 representing a reduction from 2 to 1 officer. Jonathan explained that clothing allowance is for extra/discretionary items and the police department expense line should be used when outfitting a new officer. The police bike rodeo expense and revenue have been removed due to the Chamber taking over the event. Kuhnly brought up the fire inspections expenses increased from \$139 in 2023 to \$2037 in 2024 (for only 1st of 2 inspections.) Weis and Maloney (speaking on behalf of the Fire Department) said we need to increase the budget as the Fire Department now contracts this service out. Discussed billing the businesses so village would create a revenue account. Discussion took place on financing a new squad vs capital replacement. Public Works wages are allotted in the appropriate line expenses have been updated. Jonathan asked if need to increase street repair expenses for 2024. Gustafson asked if the County should be billing separately for village, water and sewer funds. Jonathan suggested Public Works allocate where charges should be expended. Weis asked where the credit for solar energy shows. Jonathan said the electric expenses are reduced. Kuhnly will work on getting the board a report on the solar energy credits.

With the adjustments made from the line items discussed, the available funds for Capital Replacement are \$62,956 and will keep the levy flat. Capital Replacement 'wish list' is as follows. **Public Works:** 14' Utility Trailer \$3350, Paint Sprayer \$11,000, Rebuild Kit for Sewer Pump Jeter \$300(Sewer Fund), Sandblast & Paint Dump Box on 1 Ton (need estimate), ¾ Ton 4x4 Utility Truck \$48,000-\$53,000, Portable Generator \$600-\$800 and Welder \$800-\$1000. **Police Department:** New SUV Squad. State Trust Fund Loan will be obtained for these items (lump them all together for loan) vs using Capital Replacement Fund. The \$62,956 will be earmarked for Street Construction not Capital Replacement.

*Although not part of the General Fund Budget, the board asked Jonathon about Sewer and Water Funds. Jonathon shared that the 2023 audit reports show the Sewer Fund operational loss of \$51,724 (includes depreciation of \$49,933 so essentially a loss of \$1,800). With Sewer and Water Funds, will want to build in a rate of return of 7-10% and build up a 20% reserve. Dylan shared that the village should budget \$20,000 for chemicals to treat sewer ponds. **The Village should increase the sewer rates by at least \$15,000.** The water rates will increase per the PSC after their final decision on rate case.*

Total Proposed Revenues for 2025 Budget are as follows:

- General Property Taxes \$367,308
- Other Taxes \$16,000
- Intergovernmental Grants/Aids \$299,361
- Licenses and Permits \$7,610
- Fines and Forfeitures \$12,000
- Public Charges for Services \$3,630
- Miscellaneous \$23,110

Total 2025 Revenues: \$729,019 for a -7.23% change from 2024.

Total Proposed Expenditures for 2025 Budget are as follows:

- General Government \$178,909
- Public Safety \$289,342
- Public Works \$137,373
- Health and Human Services \$2,800
- Library Levy \$42,147
- Culture, Recreation and Education \$39,602
- Conservation and Development \$11,750
- Debt Service \$27,096

Total 2025 Expenditures: \$729,019 for a -7.23% change from 2024.

Capital Replacement Fund:

The Capital Replacement Fund will be allocated \$0 additional dollars for 2025. The total Capital Replacement Fund beginning balance for 2025 is \$49,140. A loan will be obtained for Public Works and Police Department vehicle replacements and other items discussed earlier. Earmarking of the 2025 Capital Replacement Fund will be done by the board later.

Street Construction Fund (Capital Projects Fund):

There is \$62,956 new allocated dollars for 2025. The Street Construction Fund beginning balance for 2025 is \$88,222.

Overall, the 2025 budget reflects a 7.23% reduction.

The General Fund Tax Levy will be \$367,308. The Total Property Tax Levy will be \$430,264 (*general fund \$367,308 + \$0 capital replacement fund + \$62,956 street construction fund*).

The estimated Village Tax Rate Calculations: The 2024 Tax Roll (for 2025) will see a 0% property tax levy increase. An increase of 1.72% increase in the assessed mill rate. Estimated Village Tax on \$75,000 assessment will see an increase of \$19.50 and on a \$100,000 assessment an increase of \$26.00.

- V. **ADJOURNMENT.** Motion was made by Trustee, Roberts to adjourn the Budget Workshop Meeting at 5:50 p.m., seconded by Trustee, Weis. **Motion carried 5-0.**

Respectfully submitted,

Debra Doriott-Kuhnly

Debra Doriott-Kuhnly, Clerk-Treasurer

October 16, 2024

***These minutes are subject to approval at next month's Regular Meeting.