

1. Call to Order

Trustee Wishau called the meeting to order at 4:00 p.m.

Committee Members: Trustee Wishau, and Trustee Martin. Also present was Trustee Stillman, Trustee Wanggaard, Trustee Prott and President Dobbs.

Absent: None

Department Managers: Village Administrator Tom Christensen, HR Director/Asst. Administrator Toni Muise, Planning Director Peter Wagner, Finance Director Kathy Kasper, Clerk Karie Pope, Police Chief Chris Botsch and Attorney Tyler Helsel.

2. Approval of Minutes

Motion by Trustee Martin to approve the minutes dated April 20, 2020. Seconded by Trustee Wishau. Motion carried unanimously.

3. Expenditure Containment Due to Economic Shutdown and Process to Review/Approve Expenditures

Kasper explained the expenditure containment due to economic shutdown and process to review/approve expenditures. It was anticipated that the call volume for the Fire Department would decrease but has in fact increased. There is a potential 33% shortfall in municipal court fines because the Police Department is not issuing as many tickets. The Deputy Chief position will remain vacant for most of the year resulting in savings of \$80,000. There are additional positions that will remain vacant as well resulting in an estimated \$87,000 savings.

The Finance Department has had a vacant position for almost a year that is being filled temporarily as a part-time position, saving \$50,000. One of the Engineer Techs will be taking over work that is usually contracted out to Foth which will save \$25,000. Other miscellaneous items for cost saving includes the elimination of the welcome sign, and reduction on education and training. One budgeted item that will exceed this year's budget is election postage. Ultimately, the Village is about \$60,000 towards the positive.

Trustee Wishau questioned if the estimated court fines were off, and speculated the reduction could be almost 50% opposed to 33%, and wondered if we should seek out \$50,000 to \$100,000 in savings so we don't end up in with a higher than expected shortfall at the end of the year. He suggested holding off on some asphalt projects. Kasper stated that even if there is a 50% decrease in revenues, it would amount to a \$30,000 and wouldn't be necessary to cut out the maintenance in our capital assets.

President Dobbs speculated that we would save on asphalt projects with the cost of oil dropping. Trustee Wanggaard disagreed because asphalt is a byproduct of making gas and with us using less gas it may result in an increase. Trustee Prott stated that the County's asphalt bids came in lower than last year. Caledonia could piggyback with Racine County's bid. Kasper will follow up with Trustee Prott.

Staff understands what the Village is up against and wants to remain as solvent as possible. Every department will be paying close attention to what the revenue brings in versus the expenditures going out. The Finance Committee will meet on a more frequent basis for updates.

4. Review List of Surplus Property Scheduled for Disposal

Trustee Wishau requested a better plan for reviewing surplus property scheduled for disposal. Christensen is working with department heads to compile the list and does not anticipate a need to dispose of property for a couple of months. Around mid-June, a potential list will be presented to the Finance Committee prior to any disposal of property.

5. Maintenance of Asset Lists for Accounting/Audit Purposes - Village and Utility District

There was discussion regarding responsibilities of maintaining maintenance asset lists. The auditors had previously updated the Utility District lists and is now being transitioned to our Financial Utility Accountant, Michele Jones. Kasper is working with Jones to put together the asset list and will have something prepared in a couple of weeks for presentation to the Finance Committee. Kathy has already prepared lists for the non-utility side of the Village.

6. Adjournment

Motion by Trustee Martin to adjourn. Seconded by President Dobbs. Motion carried unanimously. Meeting adjourned at 4:19 p.m.

Respectfully submitted,

Joslyn Hoeffert
Deputy Village Clerk