FINANCE COMMITTEE MEETING
AGENDA

MONDAY, AUGUST 25, 2025 – 3:00 PM

SISTER BAY LIBERTY GROVE FIRE STATION, LARGE MEETING ROOM – 2258 MILL ROAD

To access the meeting electronically, click:
https://zoom.us/j/4439901723?pwd=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.1&omn=95043328542
Meeting ID: 443 990 1723 Passcode: 304078
To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#
Deviations from the agenda order shown may occur
For additional meeting information visit: www.sisterbaywi.gov, click 'Agendas and Minutes'

AGENDA

1. Call to Order & Roll Call (Zoom Participants Mute Devices)
2. Approve Agenda
3. Approve Meeting Minutes: August 15, 2025
4. Comments, Correspondence and Concerns from the Public
5. Discussion/Action Items
   a) Capital Improvement Plan
   b) Administration Building Appraisal
6. Next Meeting
   a) Discuss Public Hearing Schedule
7. Adjourn

Public Notice

Questions regarding the nature of the agenda items or more detail on the items listed can be directed to Vlad Gannik, Finance Director, at Vlad.Gannik@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. 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 or accommodation at no cost to the individual. 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 Sister Bay Village Administration Office at 854-4118; (FAX) 854-9637; or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review online and at the Village Administration Building during operating hours (8 a.m. to 4 p.m. Mondays – Thursdays, 8 a.m. to noon on Fridays).

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Posted Date/Signature ______________________

FINANCE COMMITTEE MEETING MINUTES

Friday, August 15, 2025
(Approval Pending)

1. **Call to Order**

The August 15, 2025 meeting of the Finance Committee was called to order by Chairperson Denise Bhirdo at 11:00 A.M.

2. Roll Call

Present: Chairperson Denise Bhirdo and members Louise Howson, Mike Laszkiewicz and Andy Woerfel
Absent: Member Brigid White
Staff: Finance Director/Treasurer Vlad Gannik; Parks Director Erik Linczmaier (present for a portion of item 6.a. only)
Other: Adam Ruechel of Baird (via Zoom)

3. Approval of the Agenda

Motion by Howson, seconded by Laszkiewicz, to approve the agenda as presented. Motion carried – all ayes.

4. Approve Meeting Minutes: July 28, 2025

Chair Bhirdo requested several amendments to the July 28, 2025 meeting minutes:

- On page 2, she questioned the accuracy of a statement attributed to Mike Laszkiewicz that "financial experts" had advised raising taxes, noting that financial advisors typically do not tell municipalities whether to raise taxes.
- On page 3, she questioned whether Baird had specifically advised increasing taxes because of anticipated negative impacts from the TIDs. Laszkiewicz indicated this was from a quote at a board meeting but was open to adjusting the language.
- On page 4, Bhirdo requested clarification regarding the statement about funds being transferred to balance the budget, suggesting it should specify "from the general fund reserves."

A discussion ensued between Laszkiewicz and Gannik regarding the audit report's figures, with Laszkiewicz noting that the auditor's report showed the village ended the year with a positive variance to budget. Gannik explained how different accounting figures were reconciled.

- On page 6, line 22, there was clarification that board members have village-provided computers, while citizen members do not.

Motion by Laszkiewicz, seconded by Howson, to approve the minutes as amended. Motion carried – all ayes.

5. Comments, Correspondence and Concerns from the Public

There were no public comments.

6. Discussion/Action Items

b. Wheeler Report

The committee reviewed the Wheeler Report subscription service on page 88 of the packet. Howson suggested the need to establish a process for reviewing the subscription content efficiently. She noted that multiple committee chairs might need to review the information and questioned whether a process should be put in place to ensure the proper people are reviewing it. She acknowledged it would be difficult to keep up with all the issues as they are published. Bhirdo suggested possibly discussing this process at the board level. The committee discussed the proposed $1,600 annual subscription expense.

Motion by Laszkiewicz, seconded by Howson, to recommend to the Village Board approval of the Wheeler Report subscription. Motion carried – all ayes.

c. Consumer Price Index Update

The Administrator had included the committee's requested CPI information in the meeting packet. Howson noted that the Consumer Price Index update supported the anticipated 3% step increase that had been previously discussed. She indicated that while the numbers weren't as positive as one might hope, they aligned with previous projections of approximately 2.7%. She mentioned that the Producer Price Index had come out that day and wasn't as favorable, but it wouldn't affect these figures. No changes were made to the previously reviewed and tentatively approved COLA included in the draft operating budget.

a. Review Draft Budget

Bhirdo praised the quality of the budget preparation work done by Gannik with Ruechel. Laszkiewicz agreed, noting that the strategy to target the village budget at $2.4 million made sense and appeared achievable based on current run rates.

Laszkiewicz commended the work done with state input to better understand the TID implications on the aggregate budget. He questioned how the current budget might impact the 2027 budget year but felt the village reserves would be in good standing if the budget is executed as planned.

Gannik emphasized the importance of being cautious with assessor information after previous significant errors. When asked if he was satisfied with the state's responses regarding the significant changes in TIDs due to the assessor's correction. Gannik confirmed that the explanation matched what Ruechel, and Amber from CLA, had concluded in December 2024/January 2025.

Laszkiewicz made several suggestions to improve future budget presentations:

- For account changes that are substantial, he suggested using bridge chart summaries to easily identify variances and their causes.
- He noted unusual negative numbers in the debt service fund that could benefit from explanatory notations.
- He inquired about the CIP reserve fund audit that Gannik had previously mentioned.

Gannik explained that they had found the previous Finance Director's spreadsheet detailing the reserve account amounts but still needed to align it with auditor reports and the village's books. Ruechel mentioned they had hired a new CPA who would help with the reconciliation process, starting by reviewing records from 2021 forward.

Laszkiewicz inquired about debt service figures, and Ruechel explained how TID funds were now being used to offset debt service, allowing room tax revenue to be redirected to the capital fund. This led to a broader discussion about debt management and the implications of reallocating funds from the broadband bond if that became necessary.

Bhirdo asked if there were any changes or comments about the draft budget. Committee members offered no revisions. Chair Bhirdo expressed surprise that the committee seemed satisfied with a proposed $0.20 per $1,000 valuation reduction in the mill rate, which would save approximately $100 on taxes for a $500,000 home. She had expected the committee to push for larger reductions after the previous year's 10.8% tax increase.

Bhirdo proposed reducing the budget from $3.19 million to $3.1 million, suggesting:

- Moving the $150,000 Village Hall engineering project from 2026 to 2027
- Working with Eric from Parks to adjust various items in his budget
- Creating a contingency fund as discussed by the Parks Committee

She explained the challenge of reducing the levy further due to state limitations on levy increases in future years, noting that municipalities are only allowed to raise their levy by the amount of net new construction or through debt service.

The committee agreed with Bhirdo's proposal to reduce the budget further. Ruechel explained the implications of reducing the levy, noting that it would limit future options as the village would only be able to increase its levy through net new construction, debt, or referendum.

7. Administrators Report: Propane

The committee discussed the administrator's report regarding propane services. Andy Woerfel reported that he had received quotes from different suppliers with significant price variations. He noted that Gasco had quoted $1.45 per gallon while Ferrell was currently at $1.90, with the Co-op spot price at $1.71. The committee discussed tank ownership versus leasing and the pricing implications. Woerfel volunteered to reach out to suppliers to get consolidated quotes for all village buildings and tanks, working with Gannik to gather the necessary information about the village's propane usage.

8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee

No specific matters were identified for future agendas.

9. Next Meeting

The committee scheduled their next meeting for Monday, August 25, 2025, at 3:00 PM. The focus will be on the Capital Improvement Plan, with additional discussion of the 2026 budget, as needed.

10. Adjourn

Motion by Howson, seconded by Laszkiewicz, to adjourn the meeting at 12:31 PM. Motion carried – all ayes.

Minutes by Sarah Bertges, Administrative Assistant

Staff Report – CIP

Date: August 25, 2025

Board/Committee: Finance Committee

Author: Vlad Gannik, Finance Director/Treasurer

The following is the link to the CIP. If this link does not open for you, contact the Administration Office so a pdf can be emailed to you.

https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:af07f486-4f55-42f3-b4a7-6b29638f5a04

Staff Report – Property Appraisal

Date: August 25, 2025

Board/Committee: Finance Committee

Author: Julie Schmelzer, Village Administrator

At the August Village Board meeting Trustee White proposed the Village secure appraisals on some of their properties. The Board also discussed the possibility that the current administration building might have to be razed for the pending 'Triangle' road project. Although we probably do not want to proceed with appraisals on all our properties (because values change), it does make sense to determine the value on those properties we are currently discussing razing, renting or selling. Does the committee authorize expending funds to determine the value of the current administration building property? The appraisal likely would not exceed $2000.

I have not included the boathouse in the above because the value will change significantly in 2026, pending proposed renovations.