

1 **FINANCE COMMITTEE MEETING MINUTES**

2 **Monday, May 21, 2026, 1:00 PM**

3 **Approved as amended**

4
5 **1. Call to Order**

6 The Finance Committee Meeting was called to order on Monday May 21, 2026, at 1:00 PM at the Sister
7 Bay Liberty Grove Fire Station, 2258 Mill Road, Sister Bay, WI.

8
9 **2. Roll Call**

10 Present: Chairperson Brigid White, Terry Kelly, Andy Woerfel, and Louise Howson. Committee member
11 Mike Laszkiewicz was noted as joining shortly.

12
13 Others: Administrator Ben Andrews, Village Clerk Julie Thyssen, Financial Specialist/Treasurer Vlad Gannik

14
15 **3. Approve Agenda**

16 *Motion to approve the agenda was made and seconded by Howson and Kelly. Motion carried — all ayes.*

17
18 **4. Approve Meeting Minutes**

19 **a) April 13, 2026**

20 White identified two corrections on page 3 of April 13, 2026 minutes: on line 20, a blank field was to read
21 "Laszkiewicz and Bhirdo," and on line 44, "Fisher" was to be corrected to "Bhirdo." No other corrections
22 were noted.

23
24 *Motion to approve April 13, 2026, Finance Committee meeting minutes as amended was made by White*
25 *and seconded by Kelly. Motion carried — all ayes.*

26
27 **5. Comments, Correspondence, and Concerns from the Public 1:44**

28 No public comments or correspondence were included in the meeting packet. A letter from Tim Halbrook
29 of Ava Hope Court, requesting \$400,000 in Tax Incremental Financing funds for unanticipated backfill
30 work, had been routed to the Village Board packet rather than the Finance Committee packet. The
31 committee acknowledged receipt of the letter and noted its relevance to ongoing TIF policy discussions,
32 observing that the project may fall within the half-mile boundary of the existing TIF district.

33
34 **6. Discussion/Action Items**

35 **a) Municipal Reimbursement Fund; 2026 Allocations**

36 Dedicated revenue and expenditure accounts have been established for future fund tracking. The
37 committee agreed to treat 2025 funds as fully expended and approved use of the 2026 allocation of
38 \$42,058.71 for designated projects, with up to \$5,000 borrowed from the 2027 allocation if needed.

39
40 *Motion to approve the 2026 Municipal Reimbursement Fund projects using the 2026 allocation, with any*
41 *overage up to \$5,000 to be borrowed from the 2027 Municipal Reimbursement Fund, was made by White*
42 *and seconded by Kelly. Motion carried — all ayes.*

43
44 **b) Municipal Operating Budget and COLA Directive**

45 The committee directed departments to prepare 2027 budgets with a 0% increase over 2026 budgeted
46 expenditures, while considering actual spending where significantly lower. COLA options will be reviewed
47 by the Personnel Committee before further consideration.

1
2 *Motion to direct staff to target a 0% increase in all non-enterprise fund expenditures for the 2027 budget,*
3 *based on last year's budget figures and in consultation with the Village Administrator, was made by White*
4 *and seconded by Laszkiewicz. Motion carried 4-1 — Howson opposed.*

5
6 *Motion to approve consideration of a COLA for eligible employees consistent with historical practice and*
7 *based on Bureau of Labor Statistics data, to be reviewed through the Personnel Committee prior to*
8 *adoption, was made by Howson and seconded by Kelly. Motion carried — all ayes.*

- 9
10 **Action Items:**
11 • Andrews and Gannik to prepare 2027 budget worksheets incorporating the 0% directive, with
12 department-level guidance to reference actual prior-year spend where significantly lower than
13 budget.
14 • Personnel Committee to review COLA options with supporting cost analysis prior to returning to
15 the Finance Committee.

16
17 **c) Proposal: Budgeting Software 39:05**
18 Staff presented information on Caselle and ClearGov budgeting software. The committee expressed
19 interest in improving the budgeting process but requested additional information, including references,
20 demonstrations, pricing options, and long-term system integration possibilities. The committee reached
21 consensus to gather additional information before taking action.

- 22
23 **Action Items:**
24 • Andrews to contact peer municipalities currently using ClearGov — including Shawano and others
25 on the vendor reference list — to obtain feedback on ease of use, transition experience, annual
26 subscription history, and any gaps in functionality.
27 • Andrews to request from ClearGov a demo presentation for a future Finance Committee meeting.
28 • Andrews to explore multi-year contract pricing options, including the possibility of a fixed or
29 capped annual subscription rate.
30 • Andrews to investigate whether a long-term pathway exists to consolidate accounting and
31 budgeting functions onto a single platform.

32
33 **d) Tax Incremental Financing Policy**
34 The committee reviewed revisions to the draft TIF Policy, including eligibility criteria, reimbursement
35 procedures, and performance guarantees. Discussion focused on assistance limits, application deposits,
36 and district utilization. Final action was deferred pending a presentation from Baird.

- 37
38 **Action Items:**
39 • Andrews to finalize TIF Policy draft incorporating: (1) required letter of credit language in the
40 performance guarantee section; (2) selection of one maximum assistance benchmark from
41 Section 6(c); (3) revised initial deposit structure with tiered or percentage-based fee.
42 • Andrews to coordinate scheduling of a Baird TIF overview presentation for the June Finance
43 Committee meeting, open to Village Board members as well.

44
45 **e) Request for Additional Funding for Green Tier Bag Procurement Project 4:21:23**
46 The committee declined the full \$3,500 request and authorized up to \$2,500 from unreserved funds to
47 support the project. Authorization granted to the Village Administrator.

48

1 **7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee 8:50:01**

2 The following items were identified for placement on the June Finance Committee agenda:

- 3 • Preliminary review and discussion of the 2027 Capital Improvement Plan (CIP)
- 4 • Preliminary review and discussion of the 2027 operating budget
- 5 • TIF overview presentation by Baird (Village Board members to be invited)
- 6 • Update on budgeting software, including vendor demo and peer municipality feedback
- 7 • 2025 year-end to actual budget comparison (audited financials)
- 8

9 Andrews confirmed that the 2025 audit is expected to be completed and presented to the Village Board

10 at the June board meeting, with the audit team anticipated to present at that time.

11

12 **8. Next Meeting**

13 The next Finance Committee meeting was scheduled for Monday, June 8, 2026, at 10:00 AM.

14

15 **9. Adjourn**

16 *Motion to adjourn was made by Kelly and seconded by Laszkiewicz. Motion carried — all ayes.*

17 The meeting adjourned at 3:38 p.m.

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19 *Minutes by Julie Thyssen, Village Clerk*