

1 **FINANCE COMMITTEE MEETING MINUTES**

2 **Monday, July 13, 2026, Immediately following the adjournment of the**
3 **Joint Meeting of the Finance Committee and Village Board**
4 **Approved**
5

6 **1. Call to Order**

7 The Finance Committee Meeting was called to order on Monday July 13, 2026, at 12:21 PM at the Sister
8 Bay Liberty Grove Fire Station, 2258 Mill Road, Sister Bay, WI.
9

10 **2. Roll Call**

11 Present: Chairperson Brigid White, Terry Kelly, Louise Howson, and Mike Laszkiewicz. Andy Woerfel
12 excused.
13

14 Others: Administrator Ben Andrews, Administrative Assistant Sarah Bertges, Financial Specialist/Treasurer
15 Vlad Gannik
16

17 **3. Approve Agenda**

18 *Motion to approve the agenda was made by Kelly and seconded by Laszkiewicz. Motion carried — all ayes.*
19

20 **4. Approve Meeting Minutes**

21 a. June 8, 2026; Regular Meeting

22 *Motion to approve the June 8, 2026 regular meeting minutes as presented was made by Kelly and*
23 *seconded by Laszkiewicz. Motion carried — all ayes.*
24

25 **5. Discussion/Action Items**

26 **a. Budgeting Software Discussion**

27 Andrews presented an update on the ClearGov budgeting software proposal, including a revised January
28 1, 2027 contract. Staff reported that a live Caselle API integration would cost an additional \$1,200
29 annually, while ClearGov advised that most clients use a manual import/export process at no added cost.
30

31 The committee discussed implementation timing, subscription fees, and the respective roles of Caselle
32 and ClearGov. Andrews indicated he would lead implementation, with the software expected to be fully
33 utilized for the 2028 budget process.
34

35 *Motion to recommend to the Village Board approval of the ClearGov budgeting software agreement with*
36 *a January 1, 2027 implementation start date, under the contract terms as presented, was made by*
37 *Laszkiewicz and seconded by Kelly. Motion carried — all ayes.*
38

39 **b. TIF Assistance Policy**

40 Andrews reviewed revisions to the TIF Assistance Policy, including requiring a letter of credit, reducing the
41 application deposit to \$1,000, and establishing a discretionary \$5,000 professional services escrow. The
42 committee confirmed the application review process and requested Village Attorney review the "but for"
43 test language before Board consideration.
44

45 *Motion to accept the TIF Assistance Policy as presented and forward it to legal counsel for review prior to*
46 *Village Board adoption was made by Kelly and seconded by Laszkiewicz. Motion carried — all ayes.*

Action Item: Andrews to transmit the TIF Assistance Policy to Village Attorney for review, with specific attention to the enforceability of the "but for" test language.

c. 2027 CIP: Preliminary Review and Discussion

Andrews presented the draft 2027–2031 Capital Improvement Plan (CIP), noting it reflects department requests without prioritization. Several 2026 projects were deferred to 2027.

The committee discussed the Village's capacity to complete the proposed capital projects, the timing of bond financing, and several individual project listings. Staff indicated the CIP would be refined during the 2027 budget process.

The committee requested future reviews include capital reserve balances for deferred projects and a discussion of the Village's emergency capital reserve. Staff also reported ongoing work on the Highway 57 utility extension and marina financing.

Action Items:

- Staff to prepare a single-page 2027 CIP summary by fund for distribution at the next meeting.
- Staff to prepare a capital reserve schedule identifying funds levied by project and current allocation status.
- A rainy day reserve assessment to be placed on a future Finance Committee agenda.
- Andrews to follow up with RVL on the service area review for the Highway 57 utility extension and report back.

6. Staff Reports

Andrews introduced the Staff Reports agenda item as a standing placeholder for future use, noting that quarterly financial reporting — both operational and capital — could be presented under this item in future meetings if the committee wishes to formalize that practice.

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

a. Propane for Village Facility

Andrews noted that the propane bidding process is ongoing. No further action taken.

b. 2027 Budget: Preliminary Review and Discussion

Gannik confirmed that a budget document is being prepared with 2025 audited actuals, 2026 quarter 1 and quarter 2 figures, the approved 2026 budget, and a preliminary 2027 draft — broken down by department and expense category. This detailed review is anticipated for the August meeting.

c. 2027 CIP: Preliminary Review and Discussion

Carried forward. See Item 5c above.

8. Next Meetings

a. July 27, 2026; 10:00 AM

The next Finance Committee meeting is confirmed for July 27, 2026 at 10:00 AM.

b. August Meeting

Following a discussion of member availability, the committee scheduled the August Finance Committee meeting for Monday, August 31, 2026 at 9:00 AM.

9. Adjourn

Motion to adjourn at 1:49 p.m. was made by Laszkiewicz and seconded by Kelly. Motion carried — all ayes

- 1 *Minutes submitted by Julie Thyssen, Village Clerk*