

SPECIAL VILLAGE BOARD

Thursday, October 13, 2016

3:00 P.M.

McFarland Municipal Center
Conference Room A

AMENDED AGENDA

1. CALL TO ORDER.
2. ATTENDANCE ROLL CALL.
3. BUSINESS.
 - a. Discussion and possible action on proceeding with the issuance of \$1,710,000 general obligation bonds as a negotiated sale as recommended by the Finance Committee.
 - b. Discussion and review of the 2017 Budget including the following sections:
 - a. Changes Since Last Distribution
 - b. Debt Service Fund
 - c. Police
 - d. Fire/EMS
 - e. Public Works
 - f. Parks
 - g. Solid Waste Fund
 - h. Emergency Management
 - i. Elections
 - j. Financial Administration
 - k. Assessor
 - l. Information Technology
 - m. Insurance Administration
4. ADJOURNMENT.

- NOTES:**
- 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.
 - 2) More specific information about agenda items may be obtained by calling 838-3153.

This agenda was posted, or caused to be posted, by my hand on the 7th day of October, 2016 the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and McFarland State Bank, 5990 Hwy 51.

Cassandra Suettinger, Clerk/Deputy Treasurer



Memorandum

To: Village Board of Trustees
 From: Matthew G. Schuenke, Village Administrator *MS*
 Date: October 11, 2016
 Re: **2017 Budget Review Schedule - REVISED**

Please note the following dates scheduled to review the 2017 Budget:

Day	Date	Time	Meeting	Description	Action
Mon	Sep 26	7:00 pm	Village Board	Budget transmittal & intro from Staff to the Board	Begin Review Process
Mon	Oct 10	7:00 pm	Village Board	Begin detail review of budget (Meeting #1)	Presentation and discussion only.
Thu	Oct 13	3:00 pm	Village Board	Meeting #2	Presentation and discussion only.
Tues	Oct 18	6:00 pm	Public Utilities Committee	Utility Budget Review	Presentation and discussion only.
Mon	Oct 24	7:00 pm	Village Board	Meeting #3	Presentation and discussion only.
Wed	Oct 26	6:30 pm	Finance Committee	General Fund and Capital Program Review	Presentation and discussion only.
Mon	Oct 31	4:30 pm	Staff Submittal	Deadline for Budget Changes from Trustees	Submit change sheet to Administrator.
Thu	Nov 10	7:00 pm	Village Board	Final Budget Review (Meeting #4)	Trustee Requests, Comm. Changes, Final Discussion.
Mon	Nov 14	7:00 pm	Village Board	Meeting #5 – Optional.	Further discussion as needed.
Mon	Nov 28	7:00 pm	Village Board	Public Hearing and Final Review	Adopt 2017 Budget

Each meeting will typically begin with an update of any changes that have happened and their effect on the budget since the last meeting. The review process will begin each meeting with any budget from the previous meeting that is still incomplete. Each meeting will have an agenda that will generally outline the review objectives for the evening.

~~**October 10** – Village Board, Legal, Administration, Facilities, and Cable Fund.~~

October 13 – Debt Service Fund, Police, Fire/EMS, Public Works, Parks, Solid Waste Fund, Emergency Management, Municipal Court, Elections, Financial Administration, Assessor, Information Technology, and Insurance Administration.

October 24 – Senior Outreach, Community Development, Library, Capital Projects Fund, Parks Fund, Utilities Fund, Stormwater Utility Fund, TIF #3 Fund, and TIF #4 Fund.

October 31 – The Village Board will have received a presentation of all funds within the proposed 2017 Budget following its meeting on October 24th. Any changes to the budget Trustees would like the Village Board to consider have to be provided by the end of day on Monday, October 31st. The format for the change sheet was distributed to the board on October 10th and should be submitted to the Village Administrator. These changes will be compiled and provided to the board as part of their final review on November 10th. This date extends the deadline for this task that was set in the planning memo and better aligns it within the review schedule.

November 10 – Revisions from Committee, requests from Trustees, and all remaining outstanding issues.

November 28 – Village Board will hold the Public Hearing and take final action to adopt the 2017 Budget for all funds.

****Village Board may change schedule based on their availability or workload as directed. This schedule is suggested in order to meet timelines to complete the review process and may be changed as needed.****