VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

FINANCE COMMITTEE

Wednesday, April 27, 2016 **6:30 P.M.** **McFarland Municipal Center**
Conference Room A

1. **Call to Order.**
2. **Presentation of 2015 municipal financial statements and audit results. (Baker Tilly Virchow Krause)**
3. **Review and possible action of draft minutes from the January 17, 2016 meeting.**
4. **Review current labor allocation for various positions.**
5. **Utilization of debt proceeds and/or park impact fees to fund the construction of the Lewis Park Shelter.**
6. **Schedule next meeting date and determine possible agenda items.**
7. **Adjournment.**

NOTES: 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.
2) A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered by said Village Board members nor shall any action be taken by said Village Board members at this meeting.
3) 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 1st day of April, 2016 at 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 Highway 51.

VILLAGE OF MCFARLAND

Draft-FINANCE COMMITTEE

JANUARY 17, 2016

1. **Call to Order.**
   Chairperson Mary Pat Lytle called the January 17, 2016 meeting of the Finance Committee to order at 6:30 p.m. in Conference Room A of the McFarland Municipal Center.
   Members present: Trustees Mary Pat Lytle and Thomas Mooney; citizen members Rod Clark, Cliff Strelow, Derik Bingner, and Trish Howen.
   Members absent: Bob Severance and John Daugherty.
   Staff present: Administrator Eric Rindfleisch, and Sr. Accountant/Budget Manager Kelsy Boyd.

2. **Review and possible approval of the draft minutes of the October 28, 2015 meeting**
   Motion by Lytle and second by Mooney to approve the draft minutes as amended.

3. **Review and possible recommendation on creating a special fund for employee retirements.**
   The issue of creating an employee retirement special revenue fund, and committing funds for employee retirements was discussed. It was explained that by creating this fund the accounting for employee retirements would be "smoothed out" over the years. Not having to recognize a retirement payout all in the year of the retirement will assist the Village in staying within the Expenditure Restraint limit.
   Motion by Lytle and second by Strelow to recommend to the Village Board the creation of the special fund for employee retirement costs.

4. **Review of Labor Allocations.** The allocation of labor costs among the Village Departments was discussed. It has been felt that labor, especially Administrative labor, is allocated too heavily to both the utilities and the TIFs. The Committee felt that they needed more information regarding these allocations, i.e., perhaps the drivers of the costs, before they could address this issue.

5. **Discussion of possible fundraising for a Community Center.** It was thought that the Committee would be an appropriate body to pursue how a proposed Community Center could be funded. Several members on the Committee felt that they did not have enough information to pursue this issue. Therefore the issued was dropped.

6. **Adjournment.**
   Motion by Strelow second by xx, and carried 6-0 to adjourn the meeting at x:xx p.m.

Respectfully submitted,
Kelsy L Boyd
Finance Director

Labor Allocation

Title	GF	TIF3	TIF4	Storm-water	Solid Waste	Sewer Utility	Water Utility	Total
Adminstrator	50.00%	5.00%	5.00%	12.00%	2.50%	12.00%	13.50%	100.00%
Deputy Clerk	57.00%	1.50%	1.50%	10.00%	5.00%	10.00%	15.00%	100.00%
Clerk II	77.50%	2.50%	2.50%	5.00%	2.50%	5.00%	5.00%	100.00%
Village Clerk	62.50%	2.50%	2.50%	10.00%	2.50%	10.00%	10.00%	100.00%
EMS/Clerk II	80.00%			5.00%	5.00%	5.00%	5.00%	100.00%
Finance Director	52.00%	2.50%	2.50%	12.50%	3.00%	12.50%	15.00%	100.00%
Inspector	75.00%	0.00%	0.00%	25.00%				100.00%
Comm Dev Director	72.00%	12.50%	12.50%	3.00%				100.00%
Clerk	85.00%	5.00%	5.00%	5.00%				100.00%
Board Members	65.50%	6.00%	6.00%	7.50%	5.00%	5.00%	5.00%	100.00%
PW Director	35.00%	2.50%	2.50%	16.00%	7.50%	16.00%	20.50%	100.00%
Asst PW Director	66.00%	2.00%	2.00%	7.50%	2.50%	7.50%	12.50%	100.00%

FYI
Kelly

POLICY ON EXPENDITURE OF PARKS CAPITAL PROJECTS FUND REVENUES

POLICY PURPOSE

The purpose of this policy is to provide flexible budgetary guidelines to the Parks & Recreation Committee and/or the Natural Resources Committee and the Village Board for the expenditure of segregated revenues collected in the Parks Capital Projects Fund. The intent of the policy is to ensure that these funds, which are collected from two types of fees and can be used only on eligible park expenditures as summarized below, are expended in a legal, cost-effective manner that will further the development of park and recreation opportunities.

POLICY IMPLEMENTATION OBJECTIVES

A. TYPES OF FEES

1. Fee in Lieu of Parkland Dedication

   a. Section 56-176 of the McFarland Municipal Code requires developers to dedicate one acre of land for park purposes for every 15 new residential dwelling units they create, or pay a fee in lieu of dedicating land. The general intent is that these fees would be used to create or improve parks that are in geographic proximity to the new development and will benefit those residents, or that they will be used to improve a community park in a manner that would benefit all Village residents. The decision to accept land dedication or fees, or some combination thereof, is made by the Village. The current amount of the fee in lieu is $4,115 per dwelling unit. The fees are collected at the time of initial subdivision platting, or when each sequential phase of a larger subdivision is developed. Fees in lieu may be used to acquire or develop park lands, to construct or install park improvements, or to service debt incurred for those purposes.

2. Park Improvement Impact Fee

   a. Section 8-464 of the McFarland Municipal Code requires payment of a Park Improvement Impact Fee at the time a building permit is issued for construction of a new residential dwelling. The current amount of the fee is $731.47 for single family homes and $443.93 per unit for two-family or multi-family structures. The revenue generated from the fee is directed to three specific types of purposes: parks capital improvements (85.4%); trail

improvements (4.8%); and debt service on the portion of the public works facility used for park-related purposes (9.8%). These fees may not be used toward land acquisition costs, but may be used to develop parklands, to construct or install park improvements, or to service debt incurred for those purposes.

B. RECOMMENDED USES

1. Acquisition of small tracts of park land where the Village share of the purchase price is under $500,000.

2. Basic site development, construction of playing fields, landscaping, purchase and installation of equipment, and construction of new facilities in new or existing parks in accordance with an approved park master plan, where the annual cost of a project phase is less than $250,000.

C. USES THAT ARE PROHIBITED OR NOT RECOMMENDED

1. Acquisition of larger or more valuable tracts of park land where the local share of the purchase price is greater than $500,000.

2. Routine operating and maintenance expenses.

3. Major maintenance expenses.

4. Replacement of existing facilities or equipment unless the new facility provides a significant upgrade in recreational opportunities or amenities compared to the facility it replaces.

5. Reconstruction of existing playing fields, unless the reconstruction would permit a significantly different or more varied type of use.

D. COMBINATION PROJECTS

It may be appropriate in certain circumstances to fund the project expenses described above from a combination of sources, including partial funding from the Parks Capital Projects Fund. It is also permissible to phase improvement projects over a multi-year period to spread out the short term impact on the Parks Capital Projects Fund.

Adopted 06-10-13

Park Fund - 2016 Forecast

	Date	Description	Activity	Fund Balance
Actual	12/31/2014	Ending Balance - Audited	$ 55,198	$ 55,198
Actual		Impact Fees Collected	13,149	
Actual		Impact Fees Collected	10,145	
Actual		Impact Fees Collected	91,179	
Actual		Impact Fees Collected	(4,200)	
Actual	12/31/2015	Ending Balance - Audited		165,471
Actual	1/31/2016	Impact Fees Collected	173,304	
Budget	5/31/2016	Impact Fees Spent-Lewis Park Shelter	(250,000)	
Budget	7/31/2016	Impact Fees Spent-Park Equipment	(10,000)	
Budget	12/31/2016	Impact Fees Collected	10,925	
Budget	12/31/2016	Ending Balance - Unaudited		89,700