Waterville Estates Village District

Budget Advisory Committee Minutes – January 17, 2022

The meeting was called to order at 15:08 hours on January 17, 2022. Staff present were John Scruton, and Judy Kinney. Committee members present were Mark Canfield, Ned McElroy and Gerry Panuczak. Rob Diefenbach and Denise Bujalski. Guests present were Andrea Canfield.

Mr. McElroy motioned to accept the January 3, 2022 minutes as written. Ms. Bujalski seconded the motion. All members present voted affirmative.

Ms. Kinney led the discussion regarding the proposed budget. Ms. Kinney stated that there would be a few additional modifications including making the Custodial Supervisor position full-time. Mr. McElroy stated that in alignment with the RMA, 80% of the Community Center electricity, and 45% of propane are recreation related, and should be moved from the general fund to the recreation fund. Mr. Panuczak stated that the proposed budget needs to track with the language of the RMA and ASA in the appropriating costs between the general fund and recreation fund. Mr. Panuczak pointed out that the two funding mechanisms available through the RMA and ASA are costs associated with recreation directly included in the Culture and Recreation budget, and administrative services supplied to WEA billed directly on a monthly basis. Mr. Canfield stated that with regard to presentation of the budget, a report should highlight all line items that have changed more than 10% and more than $5,000. Mr. Scruton shared a presentation format that he used at another municipality that we might use for this purpose. There was general agreement among committee members.

Mr. Scruton shared the capital budget recommendation. Projects that are necessary are 1) purchase of a Ford F550 plow ($120,000), 2) Ski tower corrosion mitigation ($30,000), 3) HVAC upgrade ($100,000), 4) Community Center Drainage ($20,000), 5) Security Camera upgrade ($14,000), 6) Spa replacement ($20,000), 7) Sand storage shed ($30,000), 8) Outbuilding maintenance ($14,000), 9) New computer ($?), 10) Sunset tank replacement ($500,000), and 11) New well ($90,000). It was agreed to delay the Sunset tank and new wells to 2023. Mr. Scruton shared that the Water Asset Plan would be completed with existing grant monies, and that the Water Master Plan should be done using additional grant monies ($50,000). Mr. Scruton described items removed from capital plan to include pool covers, and pool floor upgrade. Mr. Panuczak stated that the capital plan should be presented to WEA as input for their determination of CIF expenditures for 2022.

Mr. Canfield asked that committee members take budget sections and create the corresponding report section of greater than 10% and greater than $5,000 for our next meeting. Mr. Diefenbach – General Government, Mr. Panuczak – Highway, Mr. McElroy – Culture and Recreation, Ms. Bujalski – Water, and Mr. Canfield – Capital.

Mr. Diefenbach reviewed the 2021 actuals to budget. Highlights included Rec Fund ($180,000), General Government $88,000, and Water flat.

Ms. Kinney would incorporate changes into a revised draft budget, and committee members will be asked to vote on budget finalization at the next meeting.

The next meeting will be on January 24, 2022 at 15:00 hours.

The meeting was concluded at 17:15 hours on January 17, 2022.

Respectfully Submitted

Gerry Panuczak