

**Village Board Special Meeting Minutes**  
January 29<sup>th</sup>, 2024

- 1) Call to Order and Roll Call. – *President Laux called the meeting to order at 5:31 pm with roll call:*

***Present:***

*Bob Benz  
Amy Brandt  
Tony Genisot  
Tom Herrmann  
Joyce Laux  
Kathy Salo  
Jesee Troestler*

***Absent:***

*None  
**Others Present:**  
Nick Halbach, Clerk-Treasurer  
Sadie Slotke, Deputy Clerk (virtual)  
Bryan Grunewald, CLA*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Benz seconded. Motion carried without dissent.***
- 4) Approval of Minutes: None.
- 5) Registered Citizen Comments on Agenda Items.
- 6) Presentation: FY2022 Audit Draft Report (Bryan Grunewald, Clifton Larsen Allen).

*Bryan Grunewald of CLA walked the board through a PowerPoint presentation to accompany the draft audit report for fiscal year 2022. He noted the draft has gone through CLA’s quality control procedures, and would be ready for final report after authorization of the management letter. Grunewald added the Village is responsible for preparation of financial statements and internal controls, while CLA considers internal controls, but does not issue a formal opinion on them. In response to a question from Trustee Genisot, Grunewald noted they communicate any efficiency or internal control reviews to clients, but does not include formal opinions in the audit report. He added the audit report is “clean,” meaning the report is complete and accurate to the best of their ability.*

*Grunewald noted the Village had four reports on internal controls on their 2022 audit report. Segregation of duties and preparation of the financial report Grunewald noted are very common for small municipalities with limited resources from a staffing perspective. General Ledger reconciliations and adjustments to financial records Grunewald noted are items that the Village can improve on and eventually remove from the report on internal controls. He noted CLA has typically provided dozens of adjusting entries to finalize the financial records for the year. Grunewald also noted the Village has made changes to their processes for bank reconciliations which should help satisfy that particular report of internal controls.*

*In responding to a question from Clerk-Treasurer Halbach, Grunewald noted ARPA funds received in 2021 and 2022 are actually reported as unearned revenue until the funds are expenses*

*towards an allowed project, which Halbach noted is scheduled to take place in 2024. Grunewald noted the Village used \$432,000 of fund balance in 2022 when only \$267,000 was budgeted to be used, which caused a decrease down to 42% of fund balance percentage of expenditures, compared to 84% last year. He added that percentage is still well above the Village's 25% minimum policy. Trustee Benz shared his concern for the large decrease in 2022, and expressed his desire to get an accurate number of where the Village currently is as soon as possible.*

*Grunewald and Halbach noted when CLA performs their final field work at the end of February and beginning of March, they can provide Halbach with most adjustments to have a relatively accurate year end number for 2023. Grunewald added CLA has gathered preliminary info from Halbach with the goal of filing the state mandated reports in May and presenting to the Village Board in the end of May or early June.*

*Grunewald noted water operating revenues have remained relatively consistent as the equity decrease by \$67,000 in 2022, but the Village's working capital continued its upward trend. Whereas for the sewer, Grunewald noted the net position of equity decreased by \$112,000 while the working capital increased again. He noted depreciation heavily impacts the equity of both revenue funds as in theory, the Village is not replacing assets as quickly as they are depreciating.*

*Grunewald noted the main changes for 2022 and 2023 are new GASB reporting standards regarding leases and subscription based IT agreements. He advised the board to digest the reports, and filter any feedback through President Laux. Grunewald suggested going forward with the Village's current staffing situation to have Halbach reach out with any day-to-day type questions, and have Laux contact him with any high level questions from the board. He added the final report for the 2022 audit will be presented for approval at the next Village Board meeting.*

- 7) Report of Village Officers.
  - a. Village President.
  - b. Fox Cities Area Room Tax Commissioner.
  - c. Clerk/Treasurer.
- 8) Engineer and/or Utility Operator.
- 9) Administrator.
- 10) Old Business: None.
- 11) New Business: None.
- 12) Complaints & Compliments:
- 13) Correspondences:
- 14) Action Items.

- 15) *Closed Session (Approximately 6:00 pm): (Personnel discussion)* Per Wis. Stats. §19.85(1)(c), the Village Board may move to a Closed Session when considering employment, promotion, compensation, or performance evaluation data of any public employee(s) over which the governmental body has jurisdiction or exercises responsibility.

***Benz moved to enter closed session at 6:26 pm. Salo seconded. Motion carried without dissent.***

- 16) *Open Session:* The Board may take action on any item listed in Closed Session.

***Herrmann moved to enter open session at 8:00 pm. Salo seconded. Motion carried without dissent.***

- 17) Adjournment.

***Herrmann moved to adjourn at 8:01 pm. Troestler seconded. Motion carried without dissent.***

*Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.*