

CITY OF PRESCOTT
MEETING NOTICE
FINANCE COMMITTEE
MONDAY, OCTOBER 25, 2021
5:00 PM
MUNICIPAL BUILDING
800 BORNER ST
PRESCOTT, WI 54021

1. Call to Order
2. Roll Call
3. Approve minutes for October 6, 2021
4. Review proposed 2022 budget
5. Other Business
6. Adjourn

NOTICE
ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS
AVAILABLE THROUGH THE PARKING LOT ENTRANCE. ALL THOSE
WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544)
IF ASSISTANCE IS REQUIRED.

City's website: www.prescottwi.org

CITY OF PRESCOTT, WISCONSIN

OCTOBER 6, 2021 FINANCE COMMITTEE MINUTES

Pursuant to due call and notice thereof, a meeting of the Finance Committee was held Thursday, October 6, 2021 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call:

Mayor Hovel called the meeting to order at 5:00 p.m. Members present were Tom Oss, Dar Hintz, Rob Daugherty, Pat Knox and Maureen Otwell in person. Bailey Ruona appeared online. Treasurer/Deputy Clerk Beth Lansing and City Administrator Matt Wolf and City Clerk Jayne Brand represented staff.

Fire Chief Tom Lytle presented the Fire & EMS budget. The budget is proposed as a zero percent increase. The escrow for fire equipment has been reduced by \$17,700 due to revenues being down. Up coming needs

The Freedom Park budget was reduced by the one time uses which were in the 2021 budget in the amount of \$32,770. The budget proposed is a zero percent increase.

TIF 4 & 5 budgets were reviewed. TIF 4 has included the riverfront expenses. TIF 5 is paying back the general budget so \$166,00 will be moved from TIF 5 to general budget.

The Library is asking for \$20,000 to go from a part-time library programmer to a fulltime library programmer. Some of these funds would be used for health insurance. Mayor Hovel reminded the Finance Committee if the funds were not used they would go back into the fund balance for the Library.

Parks and Street Superintendent presented the parks budget. A parks upkeep escrow was set up in the 2022 budget in the amount of \$50,000. It was suggested we really work on getting lifeguards this year for the beach.

Public Works budget has no major changes for 2022.

Water and sewer budgets have no major changes for 2022. There will not be a rate increase for either budget.

Stormwater will need an increase. There are current fund balances but as the Elm Street project moves forward the city would need to borrow for the stormwater.

Capital items discussed for public works are road repairs in the amount of \$106,000, Police parking lot \$15,000, two zero turn lawn mowers for the cemetery in the amount of \$7,000, tennis court fence in the amount of \$8,000, Freedom park sidewalk and parking lot \$8,000, boat launch fishing dock \$125,000, finish parking lots downtown \$11,000.

Police Chief Eric Michaels presented the police department budget. There are some increases basically for wages. Capital equipment would be a new police vehicle in the amount of \$43,000, garage doors replaced for \$17,000, police radios for \$27,000 and an investigator car for \$40,000. There was discussion on the K9 Unit. Fundraising money has been received by the city. The funds for the K9 Officer are not in the 2022 budget.

City Administrator Matt Wolf presented the administration budget. This budget includes a new Planner position. Capital and one time items for administration include compensation comparison study for

\$3,500, technology upgrade to conference room for \$10,000, security cameras for city hall and police buildings.

Debt service, court, general fund revenues and capital project budgets were all reviewed.

The committee consensus is to include all one time requests and capital projects into the 2022 budget. Library, Planner and K9 Officer would also be included in the 2022 budget.

The final budget hearing will be held at the November 22, 2021 council meeting. If an additional finance meeting is needed it will be scheduled for October 18th and/or October 25, 2021.

Daugherty/Hintz motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator

NOTICE OF PUBLIC BUDGET HEARING FOR CITY OF PRESCOTT, WISCONSIN

Notice is hereby given that on Monday, November 22, 2021, at 6:00 p.m. in the Municipal Building, 800 Borner Street North, a Public Hearing on the Proposed 2022 Budget of Prescott will be held. The proposed budget, in detail, is available for inspection at City Hall Offices from 8:00 a.m. to 4:30 p.m., Monday to Friday, except holidays. The following is a summary of the proposed 2022 budget.

2022 Preliminary

GENERAL FUND

	2021 Budget	2021 Proposed Budget	2022 Proposed Budget	% Change from 2020 Budget	Increase/ (Decrease)
REVENUES					
Property Taxes	\$ 1,358,074	\$ 1,358,074	\$ 1,411,736	3.95%	\$ 53,662
Taxes (other than Property)	\$ 133,300	\$ 133,300	\$ 137,800	3.27%	\$ 4,500
Special Assessments	\$ 30,847	\$ 30,847	\$ 20,688	-49.11%	\$ (10,159)
Intergovernmental Revenue	\$ 709,883	\$ 709,883	\$ 691,376	-2.68%	\$ (18,507)
Reserves Used	\$ 50,000	\$ 50,000	\$ 50,000	0.00%	\$ -
Licenses and Permits	\$ 29,300	\$ 29,300	\$ 32,300	9.29%	\$ 3,000
Fines and Forfeitures (Court)	\$ 85,000	\$ 85,000	\$ 85,000	0.00%	\$ -
Public Charge for Service	\$ 429,850	\$ 429,850	\$ 442,050	2.76%	\$ 12,200
Miscellaneous Revenues	\$ 74,188	\$ 74,188	\$ 229,178	67.63%	\$ 154,990
TOTAL REVENUES	\$2,900,442	\$ 2,900,442	\$ 3,100,129	6.44%	\$ 199,687

	2021 Budget	2021 Proposed Budget	2022 Proposed Budget	% Change from 2020 Budget	Increase/ (Decrease)
EXPENDITURES					
General Government	\$ 435,194	\$ 435,194	\$ 551,003	26.81%	\$ 115,808
Municipal Court	\$ 44,739	\$ 44,739	\$ 45,451	1.59%	\$ 712
Public Safety	\$ 1,135,842	\$ 1,135,842	\$ 1,252,260	10.25%	\$ 116,418
Public Works	\$ 762,878	\$ 762,878	\$ 713,577	-6.46%	\$ (49,300)
Health and Human Services	\$ 8,000	\$ 8,000	\$ 8,000	0.00%	\$ -
Culture, Recreation & Education	\$ 182,122	\$ 182,122	\$ 174,386	-4.25%	\$ (7,735)
Conservation & Development	\$ 305	\$ 305	\$ 305	0.00%	\$ -
Contingency Fund	\$ 35,500	\$ 35,500	\$ 50,000	40.85%	\$ 14,500
Other Financing Uses	\$ 60,320	\$ 60,320	\$ 70,000	16.05%	\$ 9,680
Fire & EMS Services	\$ 235,543	\$ 235,543	\$ 235,147	-0.17%	\$ (396)
TOTAL EXPENDITURES	\$ 2,900,442	\$ 2,900,442	\$ 3,100,129	6.44%	\$ 199,686

	BUDGETED REVENUES	BUDGETED EXPENSES	EST. FUND BALANCE 12/31/21	EST. FUND BALANCE 12/31/22	2021 Tax	2022 Proposed Tax	% Change	Increase/ Decrease
ALL FUNDS								
GENERAL	\$3,028,450	\$3,028,450	\$2,789,851	\$2,789,851	\$1,358,074	\$1,411,736	3.95%	\$53,662
CAPITAL PROJECTS	\$328,070	\$328,070	\$249,413	\$249,413	\$149,476	\$328,070	118.14%	\$178,594
IMPACT FEES	\$0	\$0	\$10,768	\$0	\$0	\$0		
FREEDOM PARK	\$26,598	\$26,598	\$0	\$0	\$59,345	\$26,598	-55.18%	-\$32,747
CABLE TV	\$57,200	\$57,200	\$68,592	\$68,592				
LIBRARY	\$208,982	\$208,982	\$76,463	\$76,463	\$ 180,749	\$ 208,982	15.62%	\$28,233
WATER	\$654,982	\$637,032	\$289,393	\$307,343				
SEWER	\$1,002,771	\$788,698	\$1,111,237	\$1,181,749				
STORM WATER	\$179,609	\$161,705	\$10,358	\$38,262				
TIF DISTRICT 4	\$419,490	\$389,230	\$647,783	\$678,043				
TIF DISTRICT 5	\$1,077,147	\$934,685	\$76,405	\$218,867				
DEBT SERVICE	\$393,479	\$434,579	\$84,655	\$48,925	\$430,731	\$393,479	-8.65%	-\$37,253
TOTAL	\$7,374,778	\$6,983,228	\$5,414,918	\$5,657,507	\$2,178,375	\$2,366,864	8.653%	\$188,489

Millrate example for 2022 Levy

Taxing Jurisdictions	Certified LEVY Amt	Assessed Value	Mill Rate
Local	\$2,757,784.16	\$371,998,700	0.007413424

Property Tax Example home value of \$230,000
 2020 millrate .007199113 * \$230,000 = \$1655.80
 2021 proposed millrate .007413424 * \$230,000 = \$1705.08

We are proposing a \$0.21 increase which would result in a \$49.28 increase in property taxes for a home owner with a home value of \$230,000

These are the preliminary budgets I have for the County and School. I do not have the tech schools preliminary budget and I will not have the school district credit

Pierce County Preliminary Budget
 \$ 19,662,740.00 County Levy
 0.091319204 Our portion
 \$ 1,795,585.77
 Estimated 0.17 decrease in total Millrate

School District Preliminary Budget
 \$ 9,755,485.00 School Levy
 0.3855 Our Portion
 \$ 3,760,739.47
 Estimated 0.20 decrease in total millrate

2021 Municipal Levy Limit Worksheet

Year 2021	County PIERCE	Account No. 1268	Report Type
Comm. Code 47271	Municipality CITY OF PISCOTA		

Section A: Determination of 2021 Payable 2022 Allowable Levy Limit

1	2020 payable 2021 actual levy plus 2021 personal property aid (25,687.28)	\$2,204,059
2	Exclude prior year levy for unreimbursed expenses related to an emergency	\$0
3	Exclude 2020 levy for new general obligation debt authorized after July 1, 2005	\$0
4	2020 payable 2021 adjusted actual county levy (Line 1 minus Lines 2 and 3)	\$2,204,059
5	0.00% growth, plus terminated TID (1.971 %), plus TID subtraction (0 %) applied to 2020 adjusted actual levy	\$2,247,501
6	Net new construction (0.625 %), plus terminated TID (1.971 %), plus TID subtraction (0 %) applied to 2020 adjusted actual levy	\$2,261,277
7	Greater of Line 5 or Line 6	\$2,261,277
8	2021 levy limit before adjustments less 2022 personal property aid (\$31,689.85)	\$2,229,587
9	Total adjustments (from Sec. D, Line U)	137,277 \$0
10	2021 Payable 2022 Allowable Levy (sum of Lines 8 and 9)	2316,864 \$2,229,587
11	Higher levy approved by special resolution at a special meeting of Town electors	

Section B: Adjustment for Previous Year's Unused Levy (Sec. 66.0602(3)(i), Wis. Stats.)

1	Previous year's allowable levy	\$2,257,791
2	Previous year's actual levy	\$2,178,372
3	Previous year's unused levy (Line 1 minus Line 2)	\$79,419
4	Previous year's actual levy \$2,178,372 x 0.015	\$32,676
5	Allowable Increase (lesser of Lines 3 or 4)	\$32,676

Section C: Adjustment for Prior Years Unused Levy Carryforward (Sec. 66.0602(3)(m), Wis. Stats.)

1	2020 unused percentage	0.591%
2	2019 unused percentage	0.000%
3	2018 unused percentage	0.000%
4	2017 unused percentage	0.000%
5	2016 unused percentage	0.006%
6	Total unused percentage (sum of Lines 1-5)	0.597%
7	Previous year's actual levy due to valuation factor	\$2,204,059
8	Allowable Increase (Line 6 multiplied by Line 7)	\$13,158

Section D: Adjustments to Allowable Levy Limit

		Additions	Subtractions
A	Increase for unused levy from previous year (from Sec. B, Line 5)	32,676	
B	Decrease in 2022 debt service levy as compared to 2021 debt service levy for debt authorized prior to July 1, 2005		
C	Increase in 2022 debt service levy as compared to 2021 debt service levy for debt authorized prior to July 1, 2005		
D	Increase for town, village, or city's share of refunded or rescinded taxes certified under sec. 74.41(5), Wis. Stats.		
E	Debt service levy for general obligation debt authorized after July 1, 2005	104,601	
F	Increase in 2021 payable 2022 levy approved by a referendum.		
G	Amount levied in 2021 to pay unreimbursed expenses related to an emergency		
H	Increase/decrease in costs associated with an Intergovernmental cooperation agreement		
I	Adjustment to 2021 payable 2022 levy for increase in charges assessed by a joint fire department or a joint emergency medical services district		
J	Adjustment to 2021 payable 2022 levy for transfer of services during 2021 to other governmental units		
K	Adjustment to 2021 payable 2022 for transfer of services during 2021 from other governmental units		
L	Adjustment to 2021 payable 2022 levy for annexation of land during 2021 by a city or village (towns only)		
M	Adjustment to 2021 payable 2022 levy for annexation of land during 2021 from a town (villages or cities only)		
N	Lease payment for lease revenue bond issued before July 1, 2005		
O	Levy for shortfall of debt service on revenue bond issued under sec. 66.0621, Wis. Stats., or special assessment B bond issued under sec. 66.0713(4), Wis. Stats.		
P	Increase in levy for shortfall in general fund due to loss of revenue from the sale of water or other commodity to a manufacturer that has discontinued operations		
Q	Adjustment to 2021 payable 2022 levy for the adoption of a new fee or fee increase for covered services partly or wholly funded by levy in 2013		
R	Increase for unused levy carryforward from prior years (from Sec. C, Line 8)		
S	Increase in levy for each occupancy permit issued in 2020 for qualifying new single-family residential dwelling units		
T	Increase in levy due to a reduced utility aid payment for a decommissioned or closed plant		
U	Total Adjustments (sum of Lines A-T)	137,277	\$0

Attachments

You must provide DOR with the documents listed below.

1. Attachments - If your town approved a higher levy by special resolution

Board resolution proposing to exceed the allowable levy limit:

Notice of special town meeting:

Signed resolution of electors approving to exceed the allowable levy limit (with voting results):

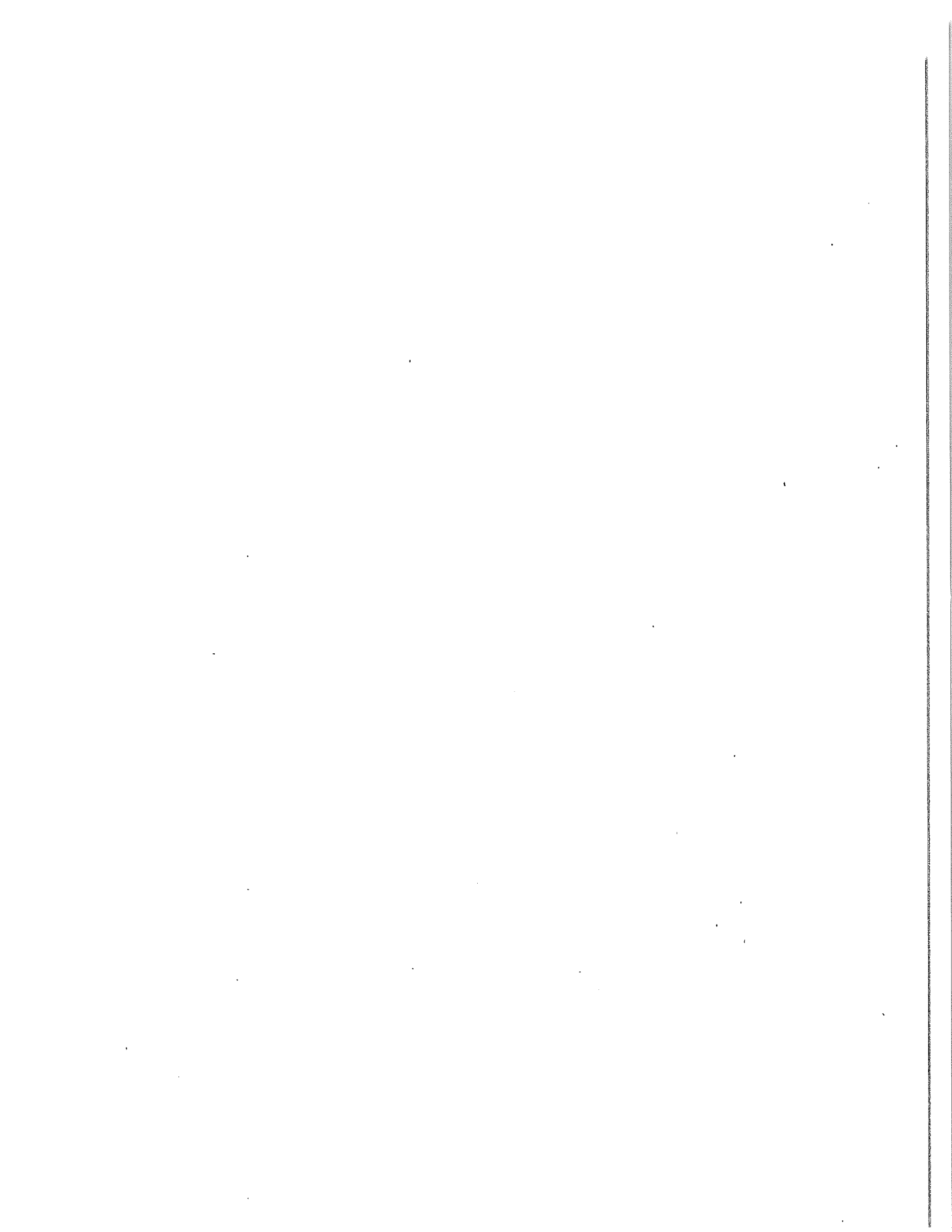
2. Attachments - If your municipality passed a referendum

Copy of the ballot:

Voting results:

3. Other additional attachments

4. Residential permit documentation



Report Criteria:
 Print FUND Titles
 Total by FUND
 Print SOURCE Titles
 Total by SOURCE
 Print COST Titles
 Total by DEPARTMENT
 All Segments Tested for Total Breaks
 Uses Overlapping Account Option
 Account Account Number (3 Characters) = 201

Account No	Account Description	2019-19 Actual	2020-20 Actual	01/21-01/22 Cur YTD Actual	2021-21 Budget	2022-22 Budget	Change from 2021 Budget	Notes
CAPITAL PROJECTS FUND (201)								
SOURCE: 41								
201-41-110-0-00	PROPERTY TAXES	227,769.00	262,830.00	149,473.01	149,473.00	326,070.00	176,597.00	
Total SOURCE: 41:		227,769.00	262,830.00	149,473.01	149,473.00	326,070.00	176,597.00	
INTERGOVERNMENTAL REVENUES								
201-43-100-0-00	ENERGY INCENTIVES	.00	.00	.00	.00	.00	.00	
201-43-100-0-05	GRANTS	.00	410,897.82	.00	.00	.00	.00	
Total INTERGOVERNMENTAL REVENUES:		.00	410,897.82	.00	.00	.00	.00	
MISC. REVENUE								
201-48-100-0-00	CAP. PROJECTS INTEREST INCOME	4,919.08	2,739.29	481.99	.00	.00	.00	
201-48-500-0-00	PARKS DONATIONS	.00	.00	.00	.00	.00	.00	
Total MISC. REVENUE:		4,919.08	2,739.29	481.99	.00	.00	.00	
OTHER FINANCING SOURCES								
201-49-120-0-00	DEBT PROCEEDS	.00	764,936.00	.00	.00	.00	.00	
201-49-200-0-00	TRANSFER IN	205,110.34	.00	.00	.00	.00	.00	
201-49-220-0-00	CAPITAL TRANSFER OTHER FUNDS	.00	.00	.00	.00	.00	.00	
201-49-230-0-00	RESERVES USED	.00	.00	.00	.00	.00	.00	
201-49-400-0-00	SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	
Total OTHER FINANCING SOURCES:		205,110.34	764,936.00	.00	.00	.00	.00	

Account No	Account Description	2019-19 Actual	2020-20 Actual	01/21-01/22 Cur YTD Actual	2021-21 Budget	2022-22 Budget	Change from 2021 Budget	Notes
PLANNING								
201-52-100-1-00	POLICE EQUIPMENT	.00	.00	.00	.00	58,000.00	58,000.00	
	Total POLICE ADMINISTRATION:	.00	.00	.00	.00	58,000.00	58,000.00	
PROJECTS								
201-53-300-3-00	PUBLIC WORKS EQUIPMENT	208,513.00	65,786.22	75,164.00	12,164.00	.00	12,164.00-	
	Total DEPARTMENT: 300:	208,513.00	65,786.22	75,164.00	12,164.00	.00	12,164.00-	
201-55-200-1-00	PARK EXPENSES	145.38	21,576.15	12,394.96	.00	7,000.00	7,000.00	
	Total DEPARTMENT: 200:	145.38	21,576.15	12,394.96	.00	7,000.00	7,000.00	
STREET PROJECTS								
201-56-100-1-00	STREETS PULVERIZE/PAVE	.00	43,760.00	87,680.00	87,309.00	106,000.00	18,691.00	
	Total PEARL STREET:	.00	43,760.00	87,680.00	87,309.00	106,000.00	18,691.00	
201-56-101-1-00	LAKE ST	55,484.22	558,838.69	12,383.65	.00	.00	.00	
	Total HILTON STREET:	55,484.22	558,838.69	12,383.65	.00	.00	.00	
201-56-102-1-00	HENRY, JAMES & HAMPSHIRE	.00	.00	.00	.00	.00	.00	
	Total ELLEN STREET:	.00	.00	.00	.00	.00	.00	
201-56-106-1-06	COURT & LAURA ST.	.00	.00	.00	.00	.00	.00	
	Total CANTON/NORTH ACRES PROJECT:	.00	.00	.00	.00	.00	.00	
201-56-108-2-00	ALBERT ST.	423,226.46	.00	30.00-	.00	.00	.00	
201-56-108-3-00	Orange & Kinnickinic St	.00	.00	.00	.00	36,070.00	36,070.00	
	Total WALNUT STREET :	423,226.46	.00	30.00-	.00	36,070.00	36,070.00	
OTHER PROJECTS								
201-57-210-1-00	POLICE VEHICLES	2,330.86	38,930.96	.00	.00	83,000.00	83,000.00	

Account No	Account Description	2019-19 Actual	2020-20 Actual	01/21-01/22 Cur YTD Actual	2021-21 Budget	2022-22 Budget	Change from 2021 Budget	Notes
201-57-210-2-00	RET. WALL/SDWK REPLACE PROGRA	.00	.00	.00	.00	.00	.00	
Total DEPARTMENT: 210:		2,330.86	38,930.96	.00	.00	83,000.00	83,000.00	
201-57-220-2-00	FREEDOM PARK SIDEWALK	.00	.00	.00	.00	8,000.00	8,000.00	
Total DEPARTMENT: 220:		.00	.00	.00	.00	8,000.00	8,000.00	
201-57-490-8-16	OTHER	.00	.00	.00	.00	.00	.00	
201-57-490-8-25	CIVICS SOFTWARE	.00	.00	.00	.00	.00	.00	
201-57-490-8-30	COURT - TIPPS SOFTWARE	.00	.00	.00	.00	.00	.00	
201-57-490-8-31	POLICE-EQUIPMENT	40,944.84	.00	.00	.00	.00	.00	
201-57-490-8-32	BOAT LAUNCH MACHINE	.00	.00	.00	.00	.00	.00	
201-57-490-8-33	2021 TRAILS	.00	.00	6,360.00	50,000.00	.00	50,000.00-	
Total OTHER PROJECTS:		40,944.84	.00	6,360.00	50,000.00	.00	50,000.00-	
GENERAL EXPENSES		16,710.47	.00	.00	.00	.00	.00	
201-58-580-2-00	SERVER	.00	.00	.00	.00	.00	.00	
201-58-580-3-00	ELECTION MACHINES	.00	.00	.00	.00	.00	.00	
Total PROFESSIONAL FEES:		16,710.47	.00	.00	.00	.00	.00	
FINANCING COSTS		.00	.00	.00	.00	.00	.00	
201-59-200-0-00	TRANSFER OUT	.00	.00	.00	.00	.00	.00	
Total TRANSFER OUT:		.00	.00	.00	.00	.00	.00	
BUILDINGS		.00	.00	.00	.00	.00	.00	
201-60-100-1-00	AMBULANCE/ POLICE	.00	.00	.00	.00	.00	.00	
Total AMBULANCE/ POLICE BLDG:		.00	.00	.00	.00	.00	.00	
201-60-200-1-00	CITY HALL	.00	.00	.00	.00	10,000.00	10,000.00	
Total REMODEL CITY HALL:		.00	.00	.00	.00	10,000.00	10,000.00	
201-60-300-1-00	PUBLIC WORKS	15,148.00	.00	.00	.00	.00	.00	

Account No	Account Description	2019-19 Actual	2020-20 Actual	01/21-01/22 Cur YTD Actual	2021-21 Budget	2022-22 Budget	Change from 2021 Budget	Notes
Total PUBLIC WORKS BLDG:		15,148.00	.00	.00	.00	.00	.00	
201-60-400-1-00	SAFETY	18,390.00	.00	.00	.00	18,000.00	18,000.00	
Total DEPARTMENT: 400:		18,390.00	.00	.00	.00	18,000.00	18,000.00	
CAPITAL PROJECTS FUND (201) Revenue Total:		437,798.42	1,441,403.11	149,955.00	149,473.00	326,070.00	176,597.00	
CAPITAL PROJECTS FUND (201) Expenditure Total:		780,893.23	728,892.02	193,952.61	149,473.00	326,070.00	176,597.00	
Net Total CAPITAL PROJECTS FUND (201):		343,094.81-	712,511.09	43,997.61-	.00	.00	.00	
Net Grand Totals:		343,094.81-	712,511.09	43,997.61-	.00	.00	.00	

Report Criteria:
 Print FUND Titles
 Total by FUND
 Print SOURCE Titles
 Total by SOURCE
 Print COST Titles
 Total by DEPARTMENT
 All Segments Tested for Total Breaks
 Uses Overlapping Account Option
 Account:Account Number (3 Characters) = 201