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**VILLAGE OF ELM GROVE
FINANCE & LICENSING COMMITTEE
MEETING MINUTES**

TUESDAY, DECEMBER 16, 2025

1. Roll Call

President Koleski called the meeting to order at 6:15 PM

Present: President Jim Koleski, Trustee John Schindler, Trustee Tom Castile, Mr. Rusty Zosel, Mr. Glenn Schrubbe, Mr. Nicholas Ganos

Also Present: Village Manager Tom Harrigan, Finance Director Brian Lahey

2. Review and Act on Meeting Minutes

**TRUSTEE CASTILE MOTIONED TO APPROVE THE FL 112525 MINUTES AS AMENDED.
TRUSTEE SCHINDLER SECONDED. MOTION PASSED 6-0**

3. Project Updates and Financial Reports

Finance Director Lahey presented the November 2025 financial report in detail, noting that the general fund revenue is currently at 100% of the budget while expenditures stand at 89%. During the presentation, Lahey highlighted that the court system's database issue has been resolved, which will result in a spike in revenue for fines, forfeitures, and penalties in the December report. Regarding the recreation department, he explained that revenue is anticipated to fall right on the budget, while expenses will be over budget primarily due to seasonal wages and credit card processing fees.

In his review of expenditures, Lahey noted that the general government line is over budget, largely driven by \$26,000 in unbudgeted legal expenses. He further explained that December will see an increase in expenses for the court, fire, and solid waste departments due to fourth-quarter entries, while public works expenditures are expected to decrease.

Addressing the ARPA fund, Lahey reminded the committee that there is no current activity because the funds were required to be expensed by 2024. Although the Village operated under the assumption that earmarking funds for a 2025 project would suffice, auditors clarified that a formal contract needed to be in place to extend the deadline.

Village Manager Harrigan informed the committee that the \$8,466,000 developer grant for Caroline Heights is scheduled to be wired on January 6th.

In the EMS accounts receivable roll rate analysis, Lahey reported a total increase of approximately \$7,500 from October to November. President Koleski identified the primary cause of this increase as a \$17,613 rise in Medicare Advantage claims within the 61–90 day category.

Finally, Lahey provided an update on 2025 projects, noting that the SharePoint project was completed on budget at \$4,500. He also reported that an inspection of the fire tower by Collins Engineering determined the roof needs a \$6,000 replacement. Additionally, the \$115,000 repair for the Creek Wood Court culvert, necessitated by the August flood, has been paid. Detailed reviews of road and pathway projects are scheduled for the January Public Works Committee meeting.

4. Review and Discussion of Series 2025A and Proposed 2026 Debt

President Koleski introduced a debt summary for 2026, which outlines the specific components of the upcoming offering and the total anticipated borrowing. He noted that several debt-funded projects originally budgeted for 2024 and 2025 have been deferred to 2026.

Finance Director Lahey provided an update on the Series 2025A debt. While previously approved by the Board of Trustees, the issuance was delayed due to the Underwood Creek daylighting project, which constitutes the majority of the borrowing.

Regarding the refinancing line on the debt worksheet, President Koleski clarified that this primarily pertains to the Gebhardt Road project. The village aims to reduce the current 5% interest rate to approximately 3%. To ensure clarity, Mr. Schrubbe recommended adding notes to the worksheet specifying that refinancing represents existing debt at a more favorable rate, rather than new debt as well as debt proceeds are allocated strictly for capital projects, not operating costs.

5. Review and Act on Vouchers

The Committee reviewed the detailed voucher list as submitted. President Koleski requested clarification on voucher number 13516, payable to the Waukesha County Treasurer for Cloud Nine and Mobile Print services. Finance Director Lahey explained that Cloud Nine is a security system utilized by the library to authenticate members and manage computer usage through one-hour session limits. He further noted that Mobile Print is a service launched in 2023 that enables patrons to print documents from their mobile devices, though standard copier fees still apply.

Regarding the Village's expenditures with United Healthcare, President Koleski noted a payment of \$65,000 and requested that Director Lahey prepare a monthly expense summary for 2025 to provide the Committee with a better understanding of monthly trends. The Committee further requested that staff incorporate all benefit-related expenditures into this report, such as HRA and FSA expenses, to provide a comprehensive view of these costs.

Finally, President Koleski inquired about voucher number 13462 for General Code Publishers. Village Manager Harrigan explained that this vendor updates the Village's ordinance catalog and website following any amendments. To manage costs, staff typically consolidates these updates into one or two requests per year, which include both digital and hard-copy revisions.

MR SCHRUBBE MOTIONED TO APPROVE THE VOUCHERS AS SUBMITTED. TRUSTEE CASTILE SECONDED. MOTION PASSED 6-0.

6. Other Business

President Koleski asked the committee members if they had received the property tax breakdown sheet included with the resident tax bill mailings. While expressing his support for the concept, he recommended a few adjustments to the format. Specifically, he proposed separating administrative

operating costs from capital project expenses to provide greater transparency and clarity for residents.

7. Adjourn

MR. ZOSEL MOTIONED TO ADJOURN. MR. SCHRUBBE SECONDED. MOTION PASSED 6-0.

Meeting adjourned at 6:52 P.M.

Respectfully Submitted,

Brian Lahey
Finance Director