

2022 Village Budget

Village of Union Grove, Wisconsin



Photo courtesy of Bradley Trick.



Members of the Village Board

Steve Wicklund	Village President
Patrick Brinkman	Village Trustee #1
Gordon Svendsen	Village Trustee #2
Janice Winget	Village Trustee #3
Adam Graf	Village Trustee #4
Jennifer Ditscheit	Village Trustee #5
Amy Sasse	Village Trustee #6

Appointed Officials

Mike Hawes	Village Administrator
Rebecca Wallendal	Village Clerk
Kerry Bennett	Village Treasurer
Richard Piette	Director of Public Works
Sara Swanson	Director of Public Library



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To Village President Steve Wicklund and Village Board Trustees:

It is my privilege to present to you the Village of Union Grove Budget for the Fiscal Year beginning January 1, 2022. The 2022 Budget reflects the Village's ongoing mission to deliver services consistent with established priorities and the best use of community resources. The budget is balanced and meets the parameters of the financial policies and guidelines set forth by the Village Board.

The annual budget document is the blueprint for financial and policy decisions implemented during the coming fiscal year; it is the single most important document we have for providing the direction and vision for the future of our community. The 2022 Budget document incorporates the Village's five 2030 Strategic Goals: (1) Deliver quality municipal services in an efficient manner with an emphasis on customer service excellence; (2) Provide safe, functional, well-maintained and cost-effective public infrastructure and recreation amenities; (3) Protect the safety and security of residents, businesses, employees and visitors; (4) Foster a strong sense of community and maintain the Village's "small town" character; and, (5) Encourage an attractive environment for business and commerce.

The 2022 Budget is the culmination of a three-month process involving input from committees and staff members across the organization. The budget is comprised of seven main sections: General Fund, Special Revenue Funds, Debt Service Fund, Capital Project Funds, Tax Incremental Financing District (TID) Funds, Enterprise Funds and Capital Improvement Plans. New for 2022 is an American Rescue Plan Act (ARPA) Fund to help track and report the use of stimulus aid.

2021 Challenges & Achievements

Although the COVID-19 pandemic continued into 2021, there were signs of normalcy in Union Grove. Village meetings were held in person (with a call-in option), recreation programs returned to pre-pandemic numbers in terms of participation and community events that were cancelled in 2020 were back in 2021. Several new businesses opened their doors or relocated within the downtown area and the residential real estate market continued to be active.

The past year was also shaped by several transitions on the Village Board, including the election of three new Village Board members (including the Village President) and the appointment of a new trustee to replace one who stepped down. Additionally, two new citizen members were appointed to the Plan Commission. Changes in leadership ushered in new ideas and priorities, while many pending projects also moved ahead.



Pine Acres General Store (1002 Main St.) was one of several new or relocated businesses to open its doors in 2021.

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The Village approved a development agreement for Canopy Hill, a 160-acre development consisting of 188 single-family lots, 60 duplex two-story townhome units, 8 duplex ranch style townhome units, 60 multi-family rental units, senior housing units and 18 acres of passive park land. The project will create an estimated \$112.8 million in assessed value and \$1.9 million in impact and connection fees to the Village. The project was made possible by the creation of tax incremental financing district (TID) #7 which will allow the developer to be reimbursed for certain infrastructure costs as the development generates tax increment. TID #7 is also estimated to generate \$1.7 million in increment to the Village for projects in the TID areas and to reimburse administrative expenses over the life of the TID. The ranch townhomes and multi-family buildings will be constructed within only TID #4, creating approximately \$9.4 million in tax increment that will help reimburse water and sewer utility debt issued in 2008.



The first phase of Dunham Grove subdivision was substantially completed in 2021.

Fourteen single-family homes were constructed at the Dunham Grove subdivision in 2021 and occupancy permits were issued for several of the multi-family buildings. The developer also received approval to proceed with the second phase of the subdivision which will consist of 39 additional single-family homes; construction of the infrastructure for phase two was initiated in fall 2021.

An interim market re-assessment was completed in 2021 by the village assessor. As a result of the re-assessment, property assessments were increased by an average of 21.8% to become more in line with recent sale and market conditions.

The Village completed a major infrastructure improvement project within its industrial park in 2021. The project involved reconstruction and improvements on York St., Industrial Park Dr., and 10th Ave., including pavement replacement and much-needed water, sewer and stormwater improvements. Bicycle and pedestrian accommodations were added as part of the project; a nine-foot wide pathway was constructed to connect from Racine County Fairgrounds and Shepherds College to the industrial park, future Route of the Badger trail and to 10th Ave. (which connects to downtown Union Grove). The \$4.2 million industrial park infrastructure project was funded, in part, by a \$1.0 million grant from the State of Wisconsin Department of Transportation; Union Grove's project was one of just 152 of the projects selected for funding out of 1,602 applications submitted in the state. Other funding sources included general obligation debt (\$1.8 million), water utility fund (\$979,200) and sewer utility fund (\$402,283).

As for other infrastructure projects completed in 2021, Vassallo Ln. was resurfaced, which was paid from Local Road Improvement Program (LRIP) aids (\$18,165) and the capital improvement fund (\$24,220). Rehabilitation work at Well #4 was completed, totaling \$56,700. New pumps were installed at the 67th Dr. Lift Station (\$42,641) and the driveway was also replaced at the lift station (\$13,000). In terms of capital equipment expenditures, the Village developed a GIS system (\$23,700) consisting of public mapping tools and an internal asset management system. The second installment payment for financial software upgrades was also paid

Executive Summary

(\$9,863). Several budgeted items could not be purchased in 2021 due to supply chain issues, such as a one-ton truck, lawn mower trailer and trench box trailer. These items have been carried forward to the 2022 Budget.

In regard to park projects, a Comprehensive Outdoor Recreation Plan (CORP) was developed in 2021 to serve as an update to the Park and Open Space Plan created in 2003. The purpose of the CORP is to take a full inventory and assessment of current park and recreation assets, obtain public input and develop recommendations and a future capital improvement schedule. The final plan is expected to be adopted in early 2022 and the capital improvement schedule will be incorporated in the 2023 Budget document. Other park projects completed in 2021 involved installation of programmable door locks on the restroom doors at School Yard Park and Leider Park, allowing for the restrooms to be automatically unlocked during park hours. A security camera system was installed at Leider Park. The gazebo at Village Square Park was re-painted as part of an Eagle Scout project and solar-powered lighting, benches and flower planters were added to the gazebo as part of the project.

A grand opening event was held at The Pavilion at School Yard Park consisting of live music and food trucks. The Pavilion is a multi-purpose event structure that was constructed in 2020 in an effort to bring community members together by holding family-friendly events, library programs, private ceremonies and school functions. Due to COVID-19, public events were on hold until 2021. In addition to the grand opening, The Pavilion also served as a venue in for several library events and programs, the Dave Danner Memorial Event organized by Union Grove Kiwanis Club and the Union Grove Relay for Life Event.



Community members came together for the grand opening of The Pavilion at School Yard Park on July 15, 2021.

After creating a facilities plan in 2020, the first two projects at the Union Grove Municipal Center were completed in 2021. The parking lot was re-paved and a new dropbox was installed, which had a total cost of \$29,198. Carpeting was replaced in the community room and in the second floor office areas (\$18,709).

Although the COVID-19 pandemic remained a concern in 2021, the Village accomplished many of its objectives set out for the year in the 2021 Budget. Significant infrastructure needs were addressed and plans for economic growth were made for the future.

2022 Priorities & Issues

As the calendar turns over to 2022, the Village will be guided by the 2022 Budget which addresses rising costs and places a continued emphasis on capital improvement planning. The total Village property tax levy will decrease by -\$8,507 (-0.45%) compared to last year. The levy calculation includes an increase of \$41,090 allowed under the State of Wisconsin levy limit program due to 2020 net new construction. The increase is offset by a decrease of -\$7,537 for 2022 debt service payments along with a decrease of -\$40,216 due to health services moving to the Racine County tax levy. Property owners will see virtually no change to the *Village-portion* of their property tax bill (assuming their share of taxes did not change as a result of the 2021 re-assessment).

The property tax levy will be split into three funds. General Fund will receive \$1,381,129 in property tax dollars; Debt Service Fund will receive \$467,885; and Capital Improvement Fund will receive \$53,120. These allocations represent a higher share of taxes to the General Fund compared to the 2021 Budget which will be necessary due to increases in various operational expenses described in the next two paragraphs. The allocation of property taxes to the Capital Fund represents a -49.4% decrease from a year ago.

The 2022 Budget prioritizes personnel needs at the Union Grove-Yorkville Fire Department. The department is staffed primarily by volunteer members who receive compensation only when called in to respond to a call or for time spent on training. Due to a projected record high call volume in 2021, combined with a decline in volunteer membership in recent years, the fire department's 2022 Budget calls for several new part-time, paid-on-premises positions. The fire department's overall budget will increase by 35.5%, and Union Grove's contribution to the department will increase by \$34,807 (27.8%).

Police protection services will increase by \$39,886 (10.3%) in accordance with the Village's contract with Racine County Sheriff's department. Road maintenance is budgeted to increase by \$19,093 (63.6%) to address road patching needs. An increase of \$12,360 (7.9%) is planned for garbage and recycling costs which includes a 3.5% rate increase from Johns Disposal and accounts for an estimated 15 additional homes needing collection services in 2022. A base wage increase of 3.0% is budgeted for Village staff positions and health insurance premiums will decrease by -3.0%.

Health Department expense will be \$0 in 2022 Village Budget due to the Central Racine County Health Department set to discontinue at the end of 2021 and health services becoming a County division in 2022. Health services will be funded directly by taxes levied by the County and other funding sources. As noted earlier, the amount the Village paid in 2021 for health services (\$40,216) will be deducted from the Village's allowable property tax levy.



Fire/EMS personnel spoke with students at Union Grove High School on September 29, 2021 about volunteer needs at the fire department.

2022 Budget



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Several capital equipment items are anticipated to be purchased in 2022, including Water utility software (\$6,000), GIS updates (\$5,000), Zero-Turn Mower (\$15,000), Brush Mower (\$10,000), Water Utility Van and Equipment (\$100,000), Water Meters (\$15,000), Skid Steer Trailer for Wastewater Utility (\$20,000). The plan also includes purchasing the following items that were not available in 2021: One Ton Truck with Plow and Salter (\$100,000), Lawn Mower Trailer (\$12,000) and Water Utility Trench Box Trailer (\$15,000).

A total of \$3.6 million in road and infrastructure projects are planned in 2022; of which, \$2.4 million relates to construction on Milldrum St. between 18th Ave. to 17th Ave., including pavement and curb replacement, storm sewer replacement, water main enlargement (from Well #4) and looping, sanitary sewer, additional sidewalks and replacement of the lift station located at Milldrum and 18th. Well #4-related rehabilitation work is also planned, set to total \$700,000 in 2022.

Park projects planned for 2022 include Leider Park concrete ramp to restroom (\$10,000), School Yard Park drinking fountain/brick memorial project (\$3,500), Indian Trail Park sign (\$2,500) and Leider Park bathroom building lighting (\$1,500). Capital facilities projects budgeted for 2022 are Municipal Center Sign Updates (\$30,000), Municipal Center Basement/Garage Concrete Repairs (\$15,000), Municipal Center Security Updates (\$10,000) and Wastewater Treatment Security Updates (\$10,000).



Milldrum St. along Union Grove Elementary School is scheduled for pavement replacement and utility work in 2022.

2022 Budget Highlights

- Village property tax levy of \$1,902,134, a decrease of -\$8,507 (-0.45%) compared to 2021 Budget. This levy amount represents the maximum allowable amount according to the State's levy limit program (based on net new construction in 2020, debt service payments and transferring health services to the County budget).
- Intergovernmental Revenues are set to increase \$26,754 (4.1%) due to a rise in Local Transportation Aids and Personal Property Aid (relating to TID #3 closure).
- Licenses & Permits Revenues are budgeted for an increase of \$19,300 (9.1%) primarily due to anticipated construction activity and building permit fees.
- Administrative Expenses show an increase of \$28,483 (7.0%) which is primarily due to an additional employee electing to participate in the Village health insurance program and more elections scheduled in 2022 compared to 2021.

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- Assessor expense is expected to decrease -\$9,000 because 2022 will be a maintenance assessment year compared to the re-assessment that took place in 2021.
- Crossing Guard Wages show an increase of \$4,508 (44.2%) due to a wage increase of \$15.00 per hour from \$10.00.
- Building Inspections expense includes an estimated increase of \$11,000 (11.7%) due to anticipated construction activity.
- Sheriff Contract shows an increase of \$39,886 (10.3%) per the current three-year contract (the 2022 amount will still be less than the amount paid in 2020 prior to the contract).
- Fire Protection expense reflects an increase of \$34,807 (27.8%) primarily for more paid-on-premises staffing in response to recent record-high call volumes.
- Road Maintenance shows an increase of \$19,093 (63.6%) for additional road maintenance (patching).
- Total increase of \$12,360 (7.9%) to garbage and recycling collection expenses to account for additional homes and an inflationary rate increase from Johns Disposal due to labor and fuel costs.
- Health Department expense is \$0 in 2022 due to the Central Racine County Health Department set to discontinue at the end of 2021 and health services becoming a County division in 2022.
- No increases to water and sewer utility rates, though rates will be reviewed in 2022 and may be adjusted in 2023. With regard to Storm Water revenues, ERU Revenues show a 3% increase in 2022 which would increase the ERU fee from \$22.60 to \$23.28 per quarter (an increase of \$0.68 per quarter or \$2.72 per year for most households).

In closing, the proposed 2022 Budget is a responsible and balanced budget that maintains a high level of municipal services that residents expect. The budget would not be possible without the efforts of staff, members of the Finance Committee, the Village Board and standing committees that had a role in reviewing the budget.

Respectfully submitted,



Mike Hawes
Village Administrator



Strategic Goals & Objectives

2022 Budget



Strategic Goals & Objectives

Strategic Goals

The Village Board and administration are guided by five strategic goals that were adopted as part of “Vision 2030”:

1. Deliver quality municipal services in an efficient manner with an emphasis on customer service excellence.
2. Provide safe, functional, well-maintained and cost-effective public infrastructure and recreation amenities.
3. Protect the safety and security of residents, businesses, employees and visitors.
4. Foster a strong sense of community and maintain the Village’s “small town” character.
5. Encourage an attractive environment for business and commerce.



2021 Achievements

Goal 1 – Deliver quality municipal services in an efficient manner with an emphasis on customer service excellence.	Functional Unit(s)
✓ Published a Village Resident Guidebook and new resident welcome packet.	General Government
✓ Implemented a Village GIS system with public access component.	All
✓ Published a guide to Village meetings brochure.	General Government
✓ Brought local access cable channel 25 back on the air to broadcast information about Village services and upcoming community events.	General Government
✓ Implemented a second monthly yard waste collection.	Public Works
✓ Approved a debt policy debt and established that the Village will maintain 25% of its statutory debt capacity available at all times which may be used only the event of an emergency.	General Government
✓ Revised utility bill procedures and discontinued the disconnection process for delinquent accounts.	General Government/Utilities
✓ Approved a whistleblower policy for Village personnel.	All
✓ Completed a full review of the bond and forfeiture schedule and approved adjustments to become more in line with surrounding communities.	Public Safety
✓ Conducted a request for proposals for village prosecution services and approved an agreement for a new village prosecutor based on cost and overall fit.	Municipal Court
✓ Established American Recovery Plan Act (ARPA) Fund to track uses of COVID-19 related stimulus aids.	General Government
✓ Replaced the Municipal Center dropbox with a “drive-up” dropbox for added convenience.	General Government



Strategic Goals & Objectives

Goal 2 – Provide safe, functional, well-maintained and cost-effective public infrastructure & recreation amenities.	Functional Unit(s)
✓ Industrial park infrastructure improvements project on York St., Industrial Park Dr. and 10 th Ave., involving pavement replacement, sidewalks/paths and utility upgrades.	Infrastructure CIP
✓ Completed pavement resurfacing and curb repairs on Vassallo Ln.	Infrastructure CIP
✓ Conducted rehabilitation work on Well #4.	Infrastructure CIP
✓ Replaced lift station pumps and driveway to 67 th Dr. lift station.	Infrastructure CIP
✓ Approved a resolution in support of the state’s purchase of land for the White River State Trail project.	General Government
✓ Issued letters of support for the renewal of Knowles-Nelson Stewardship program in the State Budget.	General Government
✓ Resurfaced Municipal Center parking lot.	Infrastructure CIP
✓ Updated PASER ratings of all Village roads and update infrastructure plan accordingly.	Public Works
✓ Facilitated the completion of a Comprehensive Outdoor Recreation Plan.	Recreation & Parks
✓ Made repairs Leider Park parking lot.	Recreation & Parks
✓ Approved a plan for a public path to be located within the Canopy Hill subdivision.	General Government
✓ Conducted a study of drainage issues near the intersection of Main St. and 7 th Ave.	Public Works
✓ Worked with Eagle Scouts program on project to re-paint gazebo at Village Square Park.	Public Works
✓ Installed door access system at the Municipal Center.	General Government
✓ Installed automatic door lock systems at park restrooms allowing them to remain open during park hours.	Recreation & Parks
Goal 3 – Protect the safety and security of residents, businesses, employees and visitors.	Functional Unit(s)
✓ Continued virtual meeting option (call-in) for public meetings and adopted an ordinance regarding virtual meeting attendance.	All
✓ Helped facilitate a needs assessment study for the fire department to review staffing and facility needs.	Public Safety
✓ Conducted a request for proposals for building inspections and reached a joint three-year agreement with the Village of Yorkville on building inspection services.	Public Safety
✓ Approved an intergovernmental agreement regarding the creation of a public health division under Racine County beginning in 2022.	Public Safety
✓ Updated ordinances relating to vaping and tobacco products.	Public Safety
✓ Approved a higher wage for crossing guards in 2022.	Public Safety
✓ Disseminated information relating to COVID-19, including resources relating to vaccinations and testing.	General Government
✓ Approved stop signs at several intersections where safety concerns were reported, including 9 th Ave. and High St., 9 th Ave. and State St. and 9 th Ave. and Church St.	Public Safety
✓ Implemented cyber-security upgrades.	General Government
Goal 4 – Foster a strong sense of community and maintain the Village’s “small town” character.	Functional Unit(s)
✓ Held a grand opening event for the Pavilion at School Yard Park.	General Government
✓ Introduced new soccer and basketball clinics and re-introduced yoga programs at the Municipal Center.	Recreation & Parks

2022 Budget



Strategic Goals & Objectives

✓ Held an annual park clean-up day on May 1, 2021.	Recreation & Parks
✓ Heard resident input on the topic of allowing ATV's, UTV's and golf carts on Village roads and approved an advisory referendum to be held during the spring election in April 2022 to collect more information.	General Government/Public Safety
✓ Helped promote the Union Grove Public Market.	General Government
✓ Provided staff resources and assisted with promoting the 4 th of July parade and Union Grove Car Show.	Public Works
✓ Introduced an official Instagram account for the Village.	General Government
✓ Promoted Graham Public Library events at the Pavilion at School Yard Park.	General Government
✓ Solicited proposals for pop-up beer garden events in 2022.	Recreation & Parks
Goal 5 – Encourage an attractive environment for business and commerce.	Functional Unit(s)
✓ Introduced a “build your own business” program encouraging new small businesses and pop-up businesses.	General Government
✓ Promoted new business loan and grant programs.	General Government
✓ Updated downtown snow removal procedures.	Public Works
✓ Approved an agreement for Canopy Hill subdivision to add 376 new housing units to the community.	General Government
✓ Created tax incremental financing district (TID) #7 to spur economic development and to potentially serve as a redevelopment tool in the downtown area.	General Government
✓ Approved a façade grant for awning improvements at 1033 Main St.	General Government
✓ Took steps to encourage future commercial development of the Gorman property (Hwy. 11 and 69 th Dr.).	General Government
✓ Approved business wayfinding signage to be installed within the industrial park.	General Government
✓ Revised ordinance relating to plans of operations requirements for new businesses.	General Government
✓ Revised the Village sign codes an in effort to be more streamlined and friendly to downtown businesses.	General Government

2022 Objectives

Goal 1 – Deliver quality municipal services in an efficient manner with an emphasis on customer service excellence.	Functional Unit(s)
➤ Implement online utility billing account access for residents and property owners.	Utilities
➤ Introduce online system allowing utility customers to monitor current and historical water usage.	Utilities
➤ Introduce more online application forms and payment options.	General Government
➤ Implement additional Government Finance Officers Associations (GFOA) budget recommendations.	General Government
➤ Conduct long-range cash-flow analyses for the water, sewer and storm water utilities.	Utilities
➤ Adopt additional financial policies recommended by auditor.	General Government
Goal 2 – Provide safe, functional, well-maintained and cost-effective public infrastructure & recreation amenities.	Functional Unit(s)
➤ Road replacement, water main enlarging and looping, sewer repairs and new sidewalks along Milldrum St. from 18 th Ave. to 17 th Ave.	Infrastructure CIP



Strategic Goals & Objectives

➤ Replace pump, generator and valves at Well #4.	Infrastructure CIP
➤ 18 th Ave. lift station reconstruction.	Infrastructure CIP
➤ Reconstruct ditch west of Hwy. 45 and 18 th Ave.	Infrastructure CIP
➤ Adopt Comprehensive Outdoor Recreation Plan (CORP) and update the parks capital plan accordingly.	Recreation & Parks
➤ Install a new drinking fountain at School Yard Park along with memorial brick area.	Recreation & Parks
➤ Install a concrete ramp to the restrooms at Leider Park.	Recreation & Parks
➤ Update signage at Indian Trail Park.	Recreation & Parks
➤ Improve lighting at Leider Park restrooms.	Recreation & Parks
➤ Complete more road maintenance (patching) work than prior years.	Public Works
Goal 3 – Protect the safety and security of residents, businesses, employees and visitors.	Functional Unit(s)
➤ Complete a fire station space study and continue to explore the need for a new fire station.	Public Safety
➤ Complete a review of the sex offender residency ordinance and determine if any updates are needed.	Public Safety
➤ Install an RRBf crosswalk system and sidewalk near Main St. and 7 th Ave. to improve pedestrian safety.	Public Works
➤ Complete sidewalk inspection and maintenance program in west side of Village.	Public Works
➤ Complete structural repairs at the Municipal Center.	Public Works
➤ Update the security system at the Municipal Center.	General Government
Goal 4 – Foster a strong sense of community and maintain the Village’s “small town” character.	Functional Unit(s)
➤ Coordinate with Racine County on multi-jurisdictional comprehensive plan update.	Conservation & Development
➤ Facilitate the creation of a recurring music or special event series at The Pavilion.	General Government
➤ Introduce new recreation programs, such as disc golf, first tee, pickleball and toddler yoga.	Recreation & Parks
➤ Facilitate pop-up beer garden events at one or more Village parks.	Recreation & Parks
➤ Update the Municipal Center sign with electronic message board system.	General Government
➤ Continue to promote Chamber of Commerce events and other community events through Village communication channels.	General Government
Goal 5 – Encourage an attractive environment for business and commerce.	Functional Unit(s)
➤ Create a new welcome packet and checklist for new businesses.	General Government
➤ Review fire codes and inspections process and identify opportunities for improving service.	Public Safety
➤ Take additional steps encourage commercial development Gorman property (Hwy. 11 and 69 th Dr.).	Conservation & Development
➤ Consider a request for proposals process for selling Village-owned property located in the industrial park.	General Government
➤ Consider a marketing program to promote the Village and its business community to broader region.	General Government
➤ Work with Racine County on planning for downtown connection point and amenities relating to future Route of the Badger connection.	Conservation & Development



Budget Overview

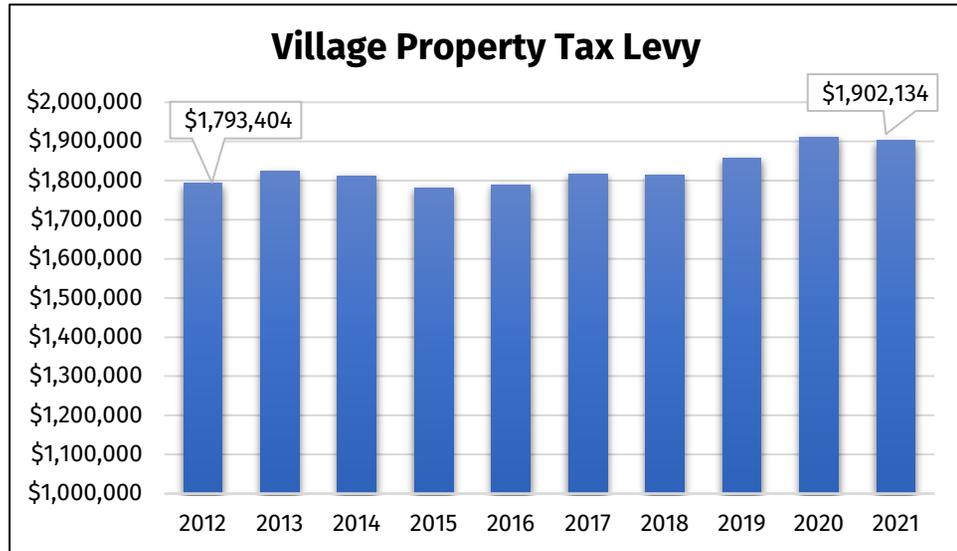


Property Taxes

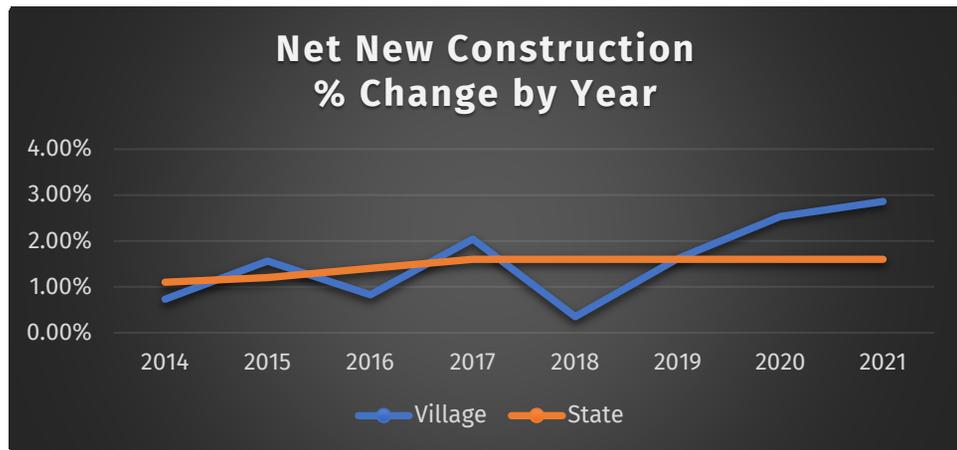
The Village of Union Grove’s property tax levy is established each year by the Village Board of Trustees as part of the annual budget adoption process. The levy amount is based on budgetary needs, but the increase amount is capped by the State of Wisconsin’s property tax levy limit program. Established in 2005, the levy limit program prohibits municipalities from increasing the levy by more than the percentage change in the local government’s annual equalized value due to net new construction, unless electors of the municipality approve a higher levy amount by referendum. The levy limit does not apply to a municipality’s debt service on general obligation debt authorized after July 1, 2005.

The Village’s allowable property tax levy in 2021 (payable in 2022), not including tax incremental financing district allocations, is \$1,902,134, a decrease of -\$8,507 (-0.45%) compared to last year. The levy calculation includes an increase of \$41,090 due to 2020 net new construction. The increase is offset by a decrease of -\$7,537 for 2022 debt service payments along with a decrease of -\$40,216 due to health services moving to the Racine County tax levy.

Most homeowners will see a slight decrease in their share of Village taxes on their 2021 tax bill. The Village portion of the tax rate is \$4.85 per \$1,000 of assessed value, which is \$1.04 less than last year. The large decrease is due to the assessed value going up as the result of the re-assessment. Property owners will see virtually no change to the Village-portion of their property tax bill, assuming their property assessment increased at the average rate of 21.8%.



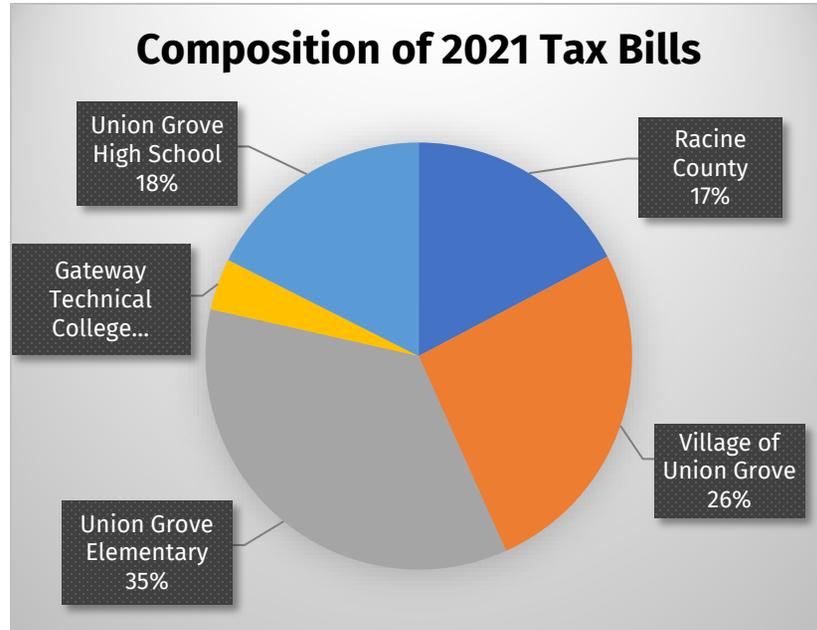
The Village’s property tax levy has remained relatively flat since 2012. The 2021 levy is only 6.1% higher than the levy 10 years ago in 2012.



The Village’s net new construction has exceeded the State average for three straight years.



Composition of 2021 Tax Bills



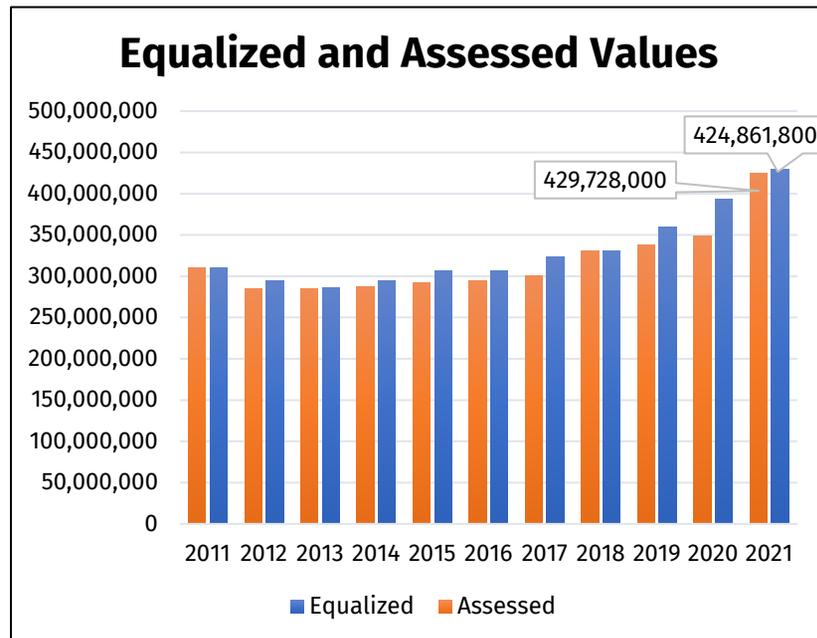
Other Taxing Units

Property tax bills also include taxes levied by several other governmental entities which have overlying taxing authority. Union Grove has four other taxing bodies that overlap the Village – Union Grove Elementary School, Union Grove High School, Gateway Technical College and Racine County. Property taxes are partially offset by tax credits provided by the State, including the school levy credit which is a refund of property taxes for school districts based on the school’s levy as a percentage of all school tax levies in the state. As illustrated in the chart to the left, the Village of Union Grove tax levy accounts for 26% of the 2021 property tax bill.

Equalized and Assessed Values

Equalized valuation is the fair market value of all taxable property within the municipality as determined by the State of Wisconsin. The State’s Department of Revenue analyzes market sales statewide to estimate the fair market (or equalized) value for each jurisdiction. The equalized value represents the value of all the properties within a municipality in the aggregate. The Village’s equalized value is then used to determine how much of the Racine County, Gateway Technical College, Union Grove High School and Union Grove Elementary School tax levies apply to Union Grove property owners. As illustrated in the chart to the bottom-left, the equalized value has steadily increased over the past four years. The Village’s equalized value for 2021 is \$429,728,000, which is a 9.2% increase over 2020.

Equalized and Assessed Values



Assessed valuation represents the total of the values of all real and personal property within the Village, as determined by the Village’s assessor. While both the equalized and assessed values are estimates of market value, the assessed value is assigned to each individual property, while the equalized value is assigned to the Village as a whole. The assessed value is used to prorate the tax levies to each individual property.

2022 Budget



Budget Overview

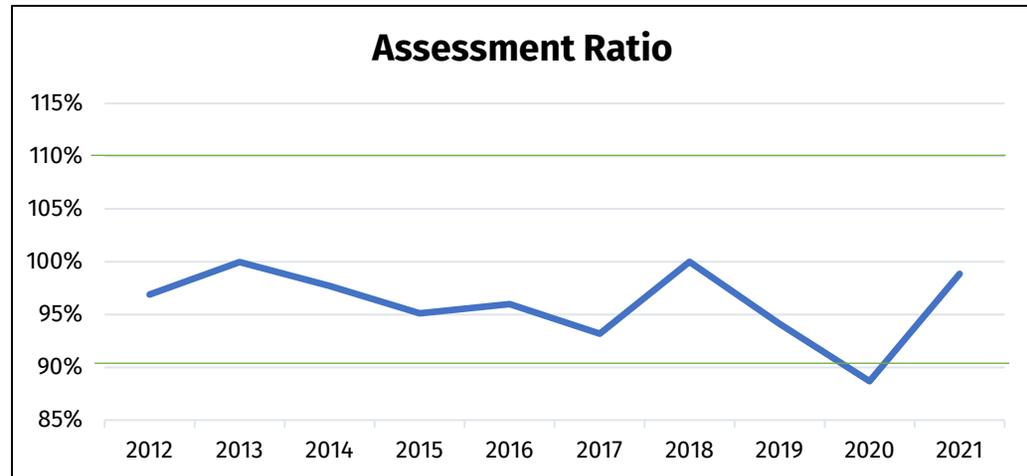
Wisconsin law recognizes the difficulties in maintaining annual full value assessments and therefore requires each municipality to assess property within 10.0% of full value at least once every five years.

In 2017, the Village's assessment ratio fell to 93.2%. This led to the Village deciding to do an interim market re-assessment in 2018 which brought the ratio back to 100.0%. With real estate sale prices continuing to trend upward in 2019 and 2020, the assessment ratio dropped to 88.6% in 2020. In other words, the Village's total assessed value was 11.4% lower than the equalized value set by the State. An interim market re-assessment was conducted in 2021 which resulted in a 21.8% increase in the Village's assessed value. This brought the assessment ratio back into compliance at 98.9%.

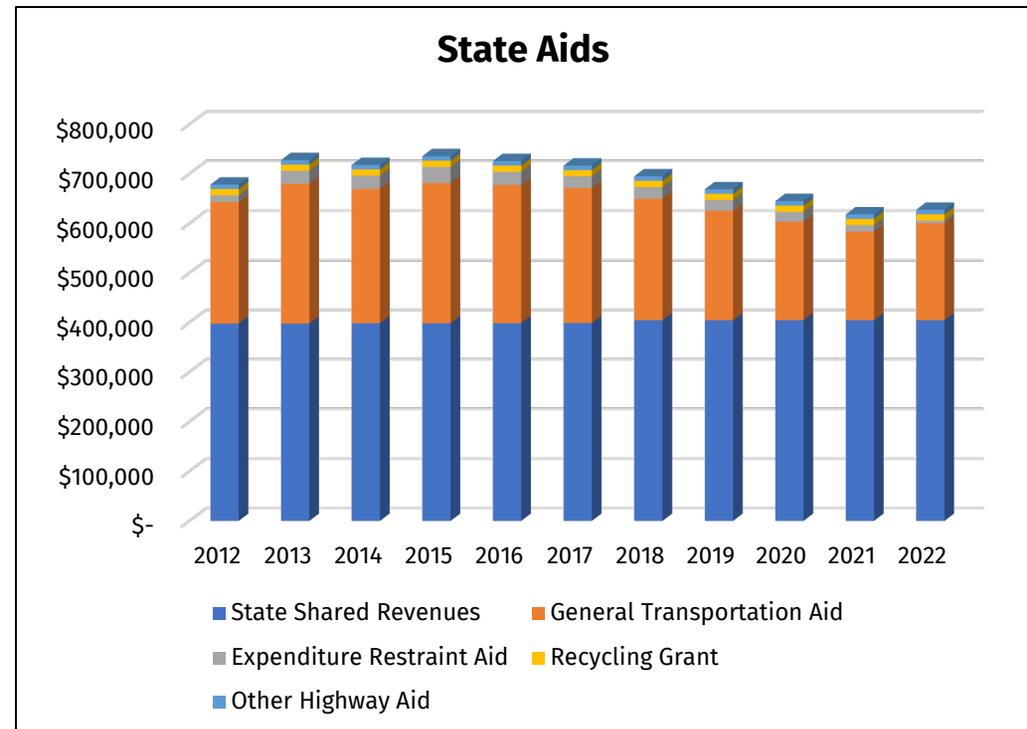
Intergovernmental Revenues

Wisconsin municipalities do not charge a local sales or income tax; instead, these monies are collected by the State. The State then passes funding on to local governments through programs in amounts determined during their bi-annual budget process.

As illustrated in the bottom-right chart, the Village receives aid through several State programs. Over the 10-year period, these aids peaked in 2015 with a total amount of \$735,513. The total has steadily decreased to a total amount of \$618,232 anticipated in 2021, which will be the lowest in the past 10 years. State aids are expected to increase in 2022 by \$9,334 – the first increase since 2015.



After being out of compliance in 2020, the Village's assessment ratio was 98.9% in 2021 after an interim market re-assessment.



Description of Funds and Accounting Structure

Although it can be somewhat useful to view revenues, expenditures and expenses at the Village-wide level, more commonly we view financial information in governments at the fund level. The accounts of the Village are organized on the basis of funds, each of which is considered a separate accounting entity. The Village's fiscal year is the calendar year. As required by Wisconsin Statutes, budgeted appropriations are adopted for all of the Village's funds, which are classified further below.

Budgetary Basis of Accounting

The basis for adoption of the Village's budget is the same as that used for financial statement preparation. All of the Village's funds are budgeted and included in this document.

Governmental Funds

Governmental funds are those types of funds through which most governmental functions are typically financed. These funds are, in essence, accounting segregations of financial resources. The measurement focus is on the determination of financial position and changes in financial position, rather than on determination of net income. Revenues and expenditures of governmental funds are recognized using the modified accrual basis of accounting. Governmental type funds are discussed below:

- *General Fund* – The general fund is used to account for all financial resources except those to be accounted for in another fund. The general fund is usually the largest and most important fund and most of the municipality's programs are financed wholly or partially through it. The general fund balance is segregated to show the portions reserved for specific purposes, designated for continuing appropriations and undesignated.
- *Special Revenue Funds* – Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted for specified purposes or activities, other than revenue sources that are restricted for the acquisition and/or construction of fixed (capital) assets. The Village reports the following special revenue funds: Revolving Loan Fund, Impact Fee Fund, Library Fund, Recreation and Parks Fund and American Rescue Plan Act (ARPA) Fund.
- *Debt Service Funds* – Debt service funds are to be maintained to account for all resources which are being accumulated to retire a municipality's general long-term debt. Section 67.11 of the Wisconsin Statutes requires the establishment and maintenance of a debt service fund when a municipality issues general municipal obligations. The Village reports the following debt service funds: General Debt Service Fund, Tax Incremental District (TID) No. 4 Debt Service Fund, Tax Incremental District (TID) No. 5 Debt Service Fund and Tax Incremental District (TID) No. 6 Debt Service Fund.
- *Capital Projects Funds* - Resources externally restricted for the purchase or construction of major capital facilities, which are not financed by proprietary funds are accounted for in capital projects funds. Capital projects funds are established

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Budget Overview

when projects are financed wholly or in part with borrowed money, intergovernmental revenues, private donations or when they are legally mandated. Separate capital projects funds are necessary to demonstrate that debt proceeds are spent only for the purposes and in the amounts authorized. The Village reports the following capital projects funds: General Capital Projects Fund, Tax Incremental District (TID) No. 4 Capital Projects Fund, Tax Incremental District (TID) No. 5 Capital Projects Fund, Tax Incremental District (TID) No. 6 Capital Projects Fund and Tax Incremental District (TID) No. 7 Capital Projects Fund.

Proprietary Funds

Proprietary funds are used to account for those government operations which are similar to those found in the private sector. Measurement focus is on determination of net income, financial position and changes in financial position. Revenues and expenses of proprietary funds are recognized using the accrual basis of accounting. Proprietary type funds include:

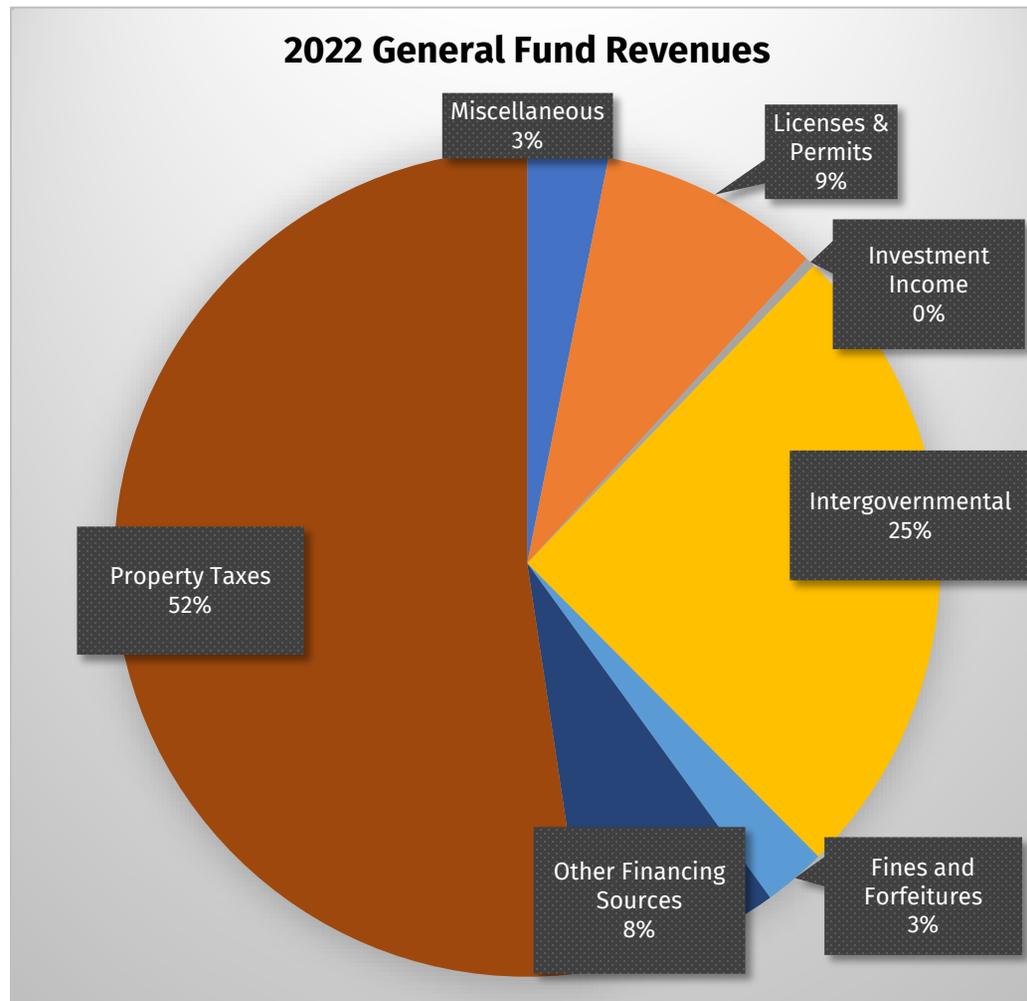
- *Enterprise Funds* – Enterprise funds are used to account for a government's activities and organizations which are similar to private business enterprises - where the governing body has decided that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis will be financed or recovered primarily through user charges. Enterprise funds may also be used where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The Village reports the following enterprise funds: Water Utility, Wastewater Utility and Storm Water Utility.

Component Units

Additionally, the Union Grove Community Development Authority (CDA) is reported as a component unit. The CDA follows the full accrual basis of accounting and the flow of economic resources measurement focus.

2022 General Fund Budget – Revenue and Expenditure Compositions

As further described in the Funds and Accounting Structure section, the General Fund accounts for the Village's primary operating activities. This section summarizes the Village's General Fund revenues and expenditures in the 2021 budget. General Fund revenue sources include the following:



Property Taxes – This source of revenue includes a levy paid to the municipality which accounts for more than half of Village revenue.

Intergovernmental – This revenue source is often provided through grant money and revenue sharing with other municipalities.

Licenses and Permits – Federal, state and local laws require permits and licenses for various activities. A portion of the money collected goes to the Village for processing and regulating activity.

Fines, Forfeitures & Penalties – Fines are assessed for not following Village ordinances or regulations.

Investment Income – Interest from Village deposits in accordance with the investment policy.

Miscellaneous Revenue – This revenue source involves various incomes that do not fit traditional income categories. Examples include insurance dividends, non-sufficient fund fees and reimbursements from other funds.

Other Financing Sources – This source is a payment in lieu of property taxes from the water utility.

2022 Budget

Budget Overview



General Fund expenditures include the following:

General Government – Expenditures incurred for legislative, judicial (municipal court), legal, general and financial administration, building and plant expenses and insurance.

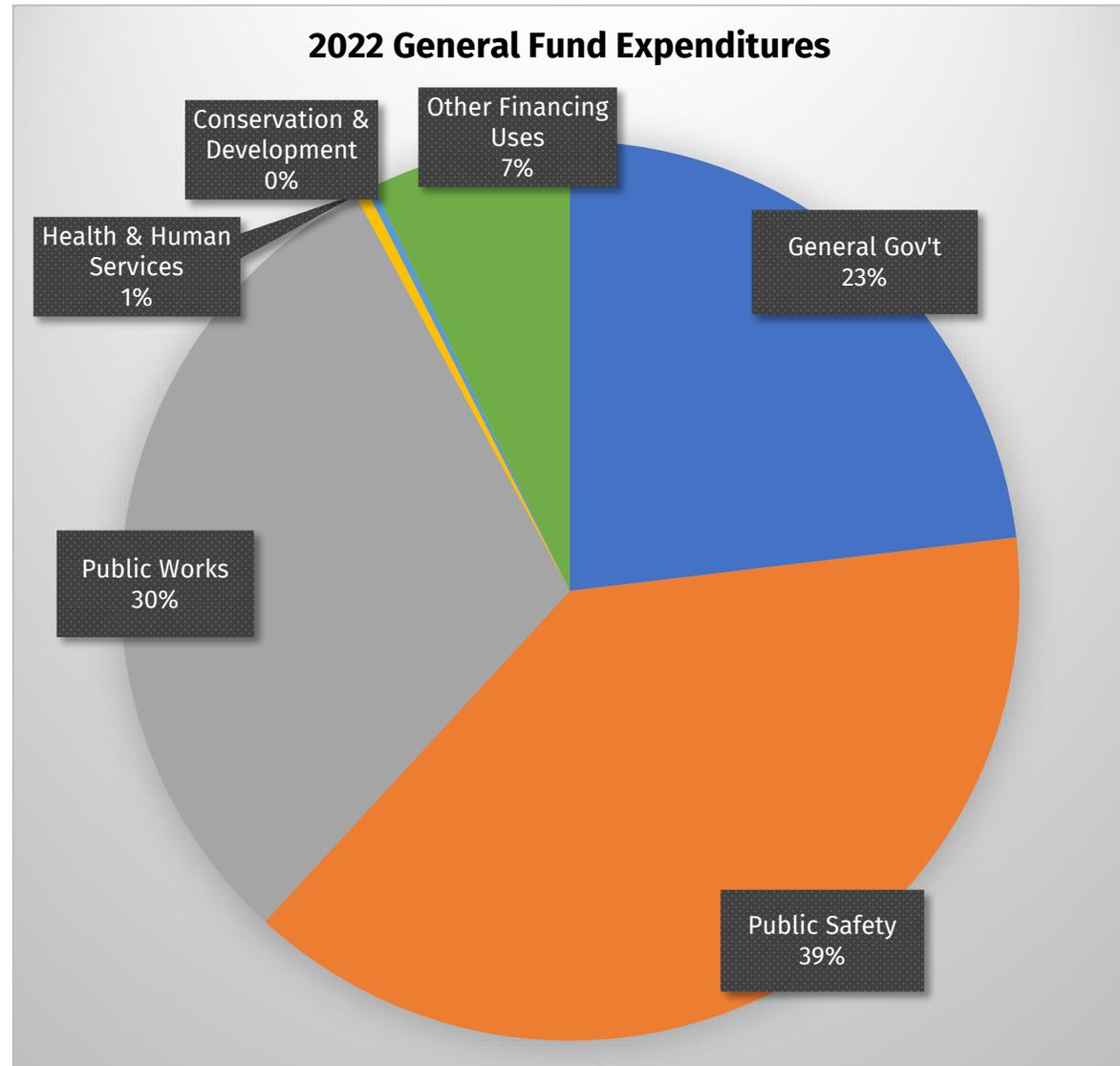
Public Safety – Includes cost for law enforcement, fire/EMS services, crossing guards, hydrant rent and building inspections services.

Public Works – Includes expenditures for streets-related maintenance, equipment maintenance, street lighting, facility maintenance and sanitation.

Health & Human Services – Expenditures for public health services, animal control and safety programs.

Conservation & Development – This category includes expenditures for planning and zoning.

Other Financing Uses – Includes transfers to other funds such as the Graham Public Library and Recreation & Parks Fund.





Budget Summary



Budget Summary - General Fund				
		2021 Adopted Budget	2022 Proposed Budget	% Change
REVENUES				
PROPERTY TAXES		1,345,010	1,396,341	3.8%
INTERGOVERNMENTAL		647,561	675,705	4.3%
LICENSES AND PERMITS		212,000	231,300	9.1%
FINES, FORFEITURES & PENALTIES		65,000	65,000	0.0%
INVESTMENT INCOME		20,050	10,025	-50.0%
MISCELLANEOUS REVENUE		81,750	84,150	2.9%
OTHER FINANCING SOURCES		203,309	203,309	0.0%
Total Revenues		2,574,680	2,665,830	3.5%
EXPENDITURES				
GENERAL GOVERNMENT		599,852	615,835	2.7%
PUBLIC SAFETY		942,469	1,033,015	9.6%
PUBLIC WORKS		777,584	806,253	3.7%
HEALTH & HUMAN SERVICES		53,216	11,500	-78.4%
CONSERVATION & DEVELOPMENT		12,000	7,500	-37.5%
OTHER FINANCING USES		189,559	191,727	1.1%
Total Expenditures		2,574,680	2,665,830	3.5%



Budget Summary

Projected Balances - Other Funds					
Fund	Balance 1/1/22	Total Revenues	Total Expenditures	Balance 12/31/22	Property Tax Contribution
General Fund	646,975	2,665,830	2,665,830	646,975	1,381,129
Recreation and Parks Fund	25,000	110,290	89,907	45,383	-
Library Fund	210,862	328,340	328,340	210,862	-
Water Utility	1,883,350	1,061,651	886,336	2,058,665	-
Wastewater Utility	3,844,407	1,602,500	935,315	4,511,592	-
Storm Water Utility Fund	546,926	270,106	244,633	572,399	-
Capital Projects Fund	747,081	1,396,330	1,230,000	913,411	53,120
Debt Service Fund	148,767	489,755	489,755	148,767	467,885
Impact Fee Fund	39,242	35,148	25,000	49,390	-
Revolving Loan Fund	292,507	8,559	2,500	298,566	-
American Recovery Plan Fund	267,480	267,480	504,426	30,534	-
TID #4 (Debt Service & Capital)	754,857	86,703	342,460	499,100	42,958
TID #5 (Debt Service & Capital)	(269,627)	49,684	198,614	(418,556)	49,684
TID #6 (Debt Service & Capital)	94,398	67,123	57,208	104,314	67,123
Total	9,232,226	8,439,499	8,000,322	9,671,403	2,061,899
				2021 Budget	2022 Budget
		Property Taxes Levied (TID-In)		2,056,437	2,061,899
		Assessed Value		348,892,700	424,861,800
		Tax Rate		5.89360	4.85311
		Indebtness - General Obligation			12,825,000



General Fund

2022 Budget

General Fund



Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
Taxes							
100-41110-000	General Property Tax	1,305,904	1,332,310	1,332,310	1,381,129	48,819	3.7%
100-41140-000	Mobile Home Tax	12,940	12,000	15,037	15,037	3,037	25.3%
100-41800-000	Interest on Taxes	247	400	6	150	(250)	-62.5%
100-41805-000	Interest on Personal Property Taxes	23	300	-	25	(275)	-91.7%
Total Taxes Revenues		1,319,113	1,345,010	1,347,353	1,396,341	51,331	3.8%
Intergovernmental							
100-43410-000	Shared Revenues	398,387	404,462	404,462	404,471	9	0.0%
100-43415-000	Expenditure Restraint Program	19,954	13,073	13,073	5,740	(7,333)	-56.1%
100-43420-000	Fire Insurance	15,044	15,044	16,434	16,434	1,390	9.2%
100-43430-000	Computer Tax Levy	2,691	4,510	4,510	4,510	-	0.0%
100-43529-000	EMS Grant	6,094	-	6,094	6,094	6,094	100.0%
100-43533-000	Other Highway Aids	9,166	9,206	9,206	9,221	15	0.2%
100-43534-000	Local Transportation Aids	198,722	178,850	178,850	195,447	16,597	9.3%
100-43545-000	Recycling Grant	12,641	12,641	12,687	12,687	46	0.4%
100-43555-000	Personal Property Aid	1,844	-	-	11,325	11,325	100.0%
100-43560-000	Video Service Provider Aid	5,036	9,775	9,775	9,776	1	0.0%
100-43565-000	State Emergency Aid	117,358	-	-	-	-	0.0%
Total Intergovernmental Revenues		786,936	647,561	655,091	675,705	28,144	4.3%
Licenses & Permits							
100-44105-000	Liquor Licenses	8,330	7,500	8,800	9,000	1,500	20.0%
100-44110-000	Dog & Cat Licenses	4,830	4,500	4,800	4,800	300	6.7%
100-44115-000	Other Licenses & Permits	31,353	15,000	18,000	17,500	2,500	16.7%
100-44120-000	Building Permit Fees	131,317	145,000	145,000	160,000	15,000	10.3%
100-44125-000	TV Franchise Fee	32,295	40,000	40,000	40,000	-	0.0%
Total Licenses & Permits Revenues		208,125	212,000	216,600	231,300	19,300	9.1%
Court Fines & Forfeitures							
100-45110-000	Court Fines & Forfeitures	28,759	65,000	65,000	65,000	-	0.0%
Total Court Fines & Forfeitures Revenues		28,759	65,000	65,000	65,000	-	0.0%

2022 Budget



General Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
Investment Income							
100-48110-000	Interest on Investments	10,845	20,000	3,200	10,000	(10,000)	-50.0%
100-48112-000	Interest on Building Bonds	29	50	-	25	(25)	-50.0%
Total Investment Income Revenues		10,874	20,050	3,200	10,025	(10,025)	-50.0%
Miscellaneous Revenue							
100-48140-000	Weed Control	850	500	1,876	1,000	500	100.0%
100-48165-000	Community Room Reservation Fees	25	250	150	150	(100)	-40.0%
100-48230-000	Insurance Dividends	2,512	3,500	7,272	4,000	500	14.3%
100-48425-000	Miscellaneous	14,342	5,000	9,000	6,500	1,500	30.0%
100-48500-000	Water Utility	5,000	5,000	5,000	5,000	-	0.0%
100-48505-000	Sewer Utility	5,000	5,000	5,000	5,000	-	0.0%
100-48510-000	Storm Water Utility	5,000	5,000	5,500	5,000	-	0.0%
100-48530-000	TID Reimbursements	40,000	40,000	40,000	40,000	-	0.0%
100-48520-000	Fire Commission	14,763	10,000	14,267	10,000	-	0.0%
100-48525-000	Library	7,500	7,500	7,500	7,500	-	0.0%
Total Miscellaneous Revenues		94,993	81,750	95,565	84,150	2,400	2.9%
Other Financing Sources							
100-48310-000	Utility Tax Equivalent	178,325	203,309	203,309	203,309	-	0.0%
Total Transfers In		178,325	203,309	203,309	203,309	-	0.0%
Total General Fund Revenues		2,627,126	2,574,680	2,586,119	2,665,830	91,150	3.5%
EXPENSES							
General Government							
<i>Village Board</i>							
100-51100-110	Village Board Salaries	50,375	47,300	47,300	47,300	-	0.0%
100-51100-130	Village Board Social Security	3,618	3,618	3,618	3,618	-	0.0%
Subtotal Village Board Expenses		53,993	50,918	50,918	50,918	-	0.0%

2022 Budget

General Fund



Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
<i>Municipal Court</i>							
100-51200-110	Municipal Judge Salary	4,575	4,500	4,500	4,500	-	0.0%
100-51200-130	Municipal Judge Social Security	344	344	344	344	-	0.0%
100-51210-300	Court Expense	3,719	3,750	3,750	3,750	-	0.0%
100-51301-200	Court Attorney	11,615	12,000	11,000	12,000	-	0.0%
Subtotal Municipal Court Expenses		20,254	20,594	19,594	20,594	-	0.0%
<i>Legal</i>							
100-51300-200	Attorney	25,518	26,000	26,000	26,000	-	0.0%
100-51302-200	Personnel Attorney	1,496	5,000	3,000	3,000	(2,000)	-40.0%
Subtotal Legal Expenses		27,014	31,000	29,000	29,000	(2,000)	-6.5%
<i>Administrative</i>							
100-51415-110	Administrator Salary (55%)	46,763	50,050	50,050	51,552	1,502	3.0%
100-51416-110	Treasurer Wages	52,753	53,000	53,000	54,588	1,588	3.0%
100-51420-110	Clerk Salary	49,129	52,396	52,396	53,560	1,164	2.2%
100-51425-110	Deputy Clerk Wages	16,928	21,422	21,422	11,752	(9,670)	-45.1%
100-51425-120	Deputy Clerk Overtime	-	1,080	250	1,220	140	13.0%
100-51430-300	Office Supplies	9,286	10,481	7,500	9,500	(981)	-9.4%
100-51430-310	Service Contracts	46,392	42,000	42,000	45,000	3,000	7.1%
100-51430-320	Publication	3,859	4,500	4,500	4,500	-	0.0%
100-51430-330	Record Check-Oper. License	532	500	504	500	-	0.0%
100-51434-300	Emergency Management Expense	70,509	-	-	-	-	0.0%
100-51435-300	Memberships	3,632	4,500	4,500	4,500	-	0.0%
100-51436-300	Miscellaneous	23,441	9,000	9,000	10,000	1,000	11.1%
100-51438-300	Village Newsletter	4,343	4,200	4,200	4,400	200	4.8%
100-51440-110	Election Salaries	10,007	3,230	1,959	7,500	4,270	132.2%

2022 Budget

General Fund



Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
100-51440-130	Election Social Security	167	247	-	150	(97)	-39.3%
100-51440-300	Election Expense	14,970	6,000	6,000	12,000	6,000	100.0%
100-51580-200	Independent Auditing	28,675	23,250	23,250	23,700	450	1.9%
100-51930-200	Insurance - Other (Liability)	32,973	34,622	34,662	35,702	1,080	3.1%
100-51931-200	Workers Comp. Insurance	12,720	13,000	12,763	13,146	146	1.1%
	Administrative Social Security	11,944	15,999	11,801	15,907	(92)	-0.6%
	Administrative Pension	7,018	13,373	9,795	9,967	(3,406)	-25.5%
	Administrative Health Insurance	53,440	43,396	51,432	65,515	22,119	51.0%
	Administrative Life Insurance	157	194	194	265	71	36.6%
	Subtotal Administrative Expenses	499,637	406,440	401,178	434,923	28,483	7.0%
Assessments							
100-51590-200	Assessor	19,134	28,000	28,000	19,000	(9,000)	-32.1%
100-51590-300	Manufacturing Assessment	1,129	2,000	2,000	2,000	-	0.0%
100-51460-300	Board of Review	65	200	-	200	-	0.0%
	Subtotal Assessments Expenses	20,329	30,200	30,000	21,200	(9,000)	-29.8%
Municipal Center							
100-51610-300	Municipal Center Maintenance	16,044	20,000	20,000	20,000	-	0.0%
100-51610-310	Municipal Center Electric	18,974	22,000	22,000	22,000	-	0.0%
100-51610-320	Municipal Center Gas	4,914	7,000	6,000	6,000	(1,000)	-14.3%
100-51610-330	Municipal Center Telephone	2,325	2,700	2,200	2,200	(500)	-18.5%
100-51610-340	Municipal Center Water/Sewer/Storm	1,048	1,500	1,500	1,500	-	0.0%
100-51610-350	Custodial	6,641	7,500	7,500	7,500	-	0.0%
	Subtotal Municipal Center Expenses	49,947	60,700	59,200	59,200	(1,500)	-2.5%
	Total General Government Expenses	671,173	599,852	589,890	615,835	15,983	2.7%

2022 Budget

General Fund



Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
Public Safety							
100-53200-110	Crossing Guard Wages	5,048	10,192	8,000	14,700	4,508	44.2%
100-53200-130	Crossing Guard Social Securty	393	780	650	1,125	345	44.2%
100-54300-200	Building Inspections	93,873	94,000	94,000	105,000	11,000	11.7%
100-54200-200	Sheriff Contract	439,190	385,998	385,998	425,884	39,886	10.3%
100-54200-300	Prisoner Lodging	40	-	-	-	-	0.0%
100-54204-200	Fire Protection	126,268	125,083	131,177	159,890	34,807	27.8%
100-54205-200	Hydrant Rental/Fire Protection	326,416	326,416	326,416	326,416	-	0.0%
Total Public Safety Expenses		991,228	942,469	946,241	1,033,015	90,546	9.6%
Public Works							
100-51595-200	Engineering	7,490	10,000	5,000	7,500	(2,500)	-25.0%
100-53100-110	DPW Director Salary (25%)	19,781	20,062	20,062	20,663	601	3.0%
100-53300-110	Streets Labor	160,417	182,140	182,140	186,149	4,009	2.2%
100-53300-120	Streets Overtime	2,789	10,071	10,071	10,374	303	3.0%
100-53320-300	Public Works Training	147	2,000	1,000	2,000	-	0.0%
100-53330-300	Streets Misc. Supplies	5,049	5,000	5,300	2,500	(2,500)	-50.0%
100-53332-300	Misc. Village Projects Supplies <i>(New Account)</i>	-	-	-	2,500	2,500	100.0%
100-53335-300	Road Maintenance	6,315	30,000	30,000	49,093	19,093	63.6%
100-53340-300	Major Equipment Maintenance	30,628	42,000	42,000	45,000	3,000	7.1%
100-53345-300	Small Equipment and Tools <i>(New Account)</i>	2,000	5,000	5,000	5,000	-	0.0%
100-53340-301	Vehicle Fuel	14,439	20,000	20,000	20,000	-	0.0%
100-53350-300	Salt for Snow Removal	1,319	47,000	47,000	40,000	(7,000)	-14.9%
100-53420-200	Street Lighting	43,489	45,000	45,000	45,000	-	0.0%
100-53610-300	Public Works Facility Maintenance	4,643	10,000	10,000	10,000	-	0.0%
100-53610-310	Public Works Electric	4,423	4,500	4,500	4,500	-	0.0%
100-53610-320	Public Works Gas	2,343	3,500	3,500	3,500	-	0.0%

2022 Budget



General Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
100-53610-330	Public Works Telephone and Internet	1,887	2,000	2,000	2,000	-	0.0%
100-53620-200	Garbage Collection	137,496	138,516	138,516	140,658	2,142	1.5%
100-53620-201	Recycling	88,738	104,294	104,294	114,512	10,218	9.8%
	Public Works Social Security	17,153	16,239	16,239	16,615	376	2.3%
	Public Works Pension	10,995	14,328	14,328	14,608	280	2.0%
	Public Works Health Insurance	77,086	65,515	65,515	63,582	(1,933)	-3.0%
	Public Works Life Insurance	384	419	419	498	79	18.9%
	Total Public Works Expenses	639,011	777,584	771,884	806,253	28,669	3.7%
Health & Human Services							
100-54100-200	Health Department	37,967	40,216	40,216	-	(40,216)	-100.0%
100-54100-202	Animal Control	6,377	9,000	7,500	7,500	(1,500)	-16.7%
100-54100-300	Health & Safety	2,915	4,000	3,000	4,000	-	0.0%
	Total Health & Human Services Expenses	47,258	53,216	50,716	11,500	(41,716)	-78.4%
Conservation & Development							
100-56300-000	Planner	15,515	12,000	7,000	7,500	(4,500)	-37.5%
	Total Conservation & Development Expenses	15,515	12,000	7,000	7,500	(4,500)	-37.5%
Other Financing Uses							
100-51439-200	Library Budget	143,000	148,720	148,720	148,720	-	0.0%
100-55250-300	Transfer to Recreation & Park Fund	39,841	40,839	40,839	43,007	2,168	5.3%
100-59100-300	Transfer Out	22,110	-	150,000	-	-	0.0%
	Total Other Financing Uses Expenses	204,951	189,559	339,559	191,727	2,168	1.1%
	Total General Fund Expenses	2,569,137	2,574,680	2,705,290	2,665,830	91,149	3.5%
	Net Income (Loss)	57,988	(0)	(119,172)	(0)		



Special Revenue Funds

2022 Budget



Recreation and Parks Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
Recreation Revenues							
200-46110-000	Discount Tickets	50	-	-	-	-	0.0%
200-46117-000	Fund Raiser-Signs	-	750	-	750	-	0.0%
200-46120-000	Miscellaneous (Includes York. payment)	12,045	12,000	12,000	12,000	-	0.0%
200-46135-000	Basketball Fees	15,040	18,000	18,000	18,000	-	0.0%
200-46140-000	Softball Fees	730	800	-	-	(800)	-100.0%
200-46145-000	T-Ball/Coach Pitch Fees	4,250	6,000	6,715	7,000	1,000	16.7%
200-46150-000	Soccer Fees	8,490	8,500	10,075	9,500	1,000	11.8%
200-46155-000	Basketball Clinic	-	-	1,350	1,000	1,000	100.0%
200-46156-000	Soccer Clinic	-	-	2,941	1,000	1,000	100.0%
200-46154-000	Kickball Fees	(45)	-	-	-	-	0.0%
200-46160-000	Flag Football	-	2,500	-	-	(2,500)	100.0%
200-46171-000	Health & Fitness Fees	55	250	-	-	(250)	-100.0%
200-46176-000	Concession Stand Income	-	1,000	-	-	(1,000)	-100.0%
Total Recreation Revenues		40,615	49,800	51,081	49,250	(550)	-1.1%
Parks Revenues							
200-48155-000	Park Reservation Fees	950	1,500	2,750	2,500	1,000	66.7%
Total Parks Revenues		950	1,500	2,750	2,500	1,000	66.7%
Transfers In							
200-46120-100	Transfer from General Fund	39,841	40,839	40,839	43,007	2,168	5.3%
	Transfer from American Rescue Plan Fund	-	-	-	15,533	15,533	100.0%
Total Transfers In		39,841	40,839	40,839	58,540	17,701	43.3%
Total Recreation and Parks Revenues		81,406	92,139	94,671	110,290	18,151	19.7%

2022 Budget



Recreation and Parks Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
EXPENSES							
General Recreation Expenses							
200-55310-110	Recreation Director	20,973	25,000	25,000	25,000	-	0.0%
200-55310-320	Publication	99	100	176	100	-	0.0%
200-55310-331	Cell Phone	772	1,100	1,100	1,100	-	0.0%
200-55311-300	Supplies	182	200	200	200	-	0.0%
200-55350-300	Portable Restrooms	-	1,000	1,000	1,000	-	0.0%
200-55314-300	Concession Expenses	431	750	500	500	(250)	-33.3%
200-55341-300	Ball Diamond Maintenance	2,282	3,000	127	2,500	(500)	-16.7%
Total General Expenses		24,739	31,150	28,103	30,400	(750)	-2.4%
Basketball Expenses							
200-55320-300	Equipment & Supplies	-	500	500	500	-	0.0%
200-55323-300	Awards and Uniforms	7,238	7,500	7,500	7,500	-	0.0%
Total Basketball Expenses		7,238	8,000	8,000	8,000	-	0.0%
Soccer Expenses							
200-55330-300	Soccer Field Maintenance	599	1,000	1,000	1,000	-	0.0%
200-55331-300	Supplies and Equipment	-	250	250	1,000	750	300.0%
200-55332-300	Awards and Uniforms	2,754	3,500	3,700	3,500	-	0.0%
Total Soccer Expenses		3,353	4,750	4,950	5,500	750	15.8%
Softball Expenses							
200-55342-300	Softball Awards and Uniforms	-	550	-	-	(550)	-100.0%
200-55344-300	Softball Fastpitch County Fee	-	450	-	-	(450)	-100.0%
Total Softball Expenses		-	1,000	-	-	(1,000)	-100.0%

2022 Budget



Recreation and Parks Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
T-ball/Coach Pitch Expenses							
200-55347-300	T-Ball/Coach Pitch Awards and Uniforms	2,354	3,500	3,360	3,000	(500)	-14.3%
Total T-Ball/Coach Pitch Expenses		2,354	3,500	3,360	3,000	(500)	-14.3%
Parks Expenses							
200-55200-300	Parks Supplies	12,044	9,000	12,000	11,000	2,000	22.2%
200-53100-110	Parks Maintenance Wages	21,777	15,833	15,833	15,897	64	100.0%
200-53100-130	Parks Maintenance Social Security	1,028	1,211	1,211	1,216	5	100.0%
200-53100-131	Parks Maintenance Pension	1,966	1,020	1,020	1,200	180	100.0%
200-53100-132	Parks Maintenance Health Insurance	-	3,350	3,350	3,464	114	100.0%
200-53100-134	Parks Maintenance Life Insurance	41	25	25	30	5	100.0%
200-55200-310	Parks Electric	2,039	2,500	2,500	2,500	-	0.0%
200-55200-340	Parks Water, Sewer, Storm	331	200	200	200	-	0.0%
200-55210-300	Parks Development	6,579	7,700	8,500	7,500	(200)	-2.6%
200-55230-300	Parks Rental Refund	-	-	-	-	-	0.0%
Total Parks Expenses		45,804	40,839	44,639	43,007	2,168	5.3%
Total Expenses		83,488	89,239	89,052	89,907	668	0.7%
Net Income (Loss)		(2,082)	2,900	5,618	20,383		

2022 Budget



Graham Public Library

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
205-43565-000	State Emergency Aid	3,692	-	-	4,370	4,370	100.0%
205-47100-000	Village	143,000	148,720	148,720	148,720	-	0.0%
205-47101-000	County	144,640	158,833	158,833	176,873	18,040	11.4%
205-47110-000	Fines	4,200	5,500	5,000	1,000	(4,500)	-81.8%
205-47111-000	Copies & Faxes	3,052	5,000	4,880	5,000	-	0.0%
205-47120-000	Book Sale	1,975	-	3,650	-	-	0.0%
205-47121-000	Donations	3,487	-	2,795	-	-	0.0%
205-48112-000	Investment Interest	629	-	50	-	-	0.0%
205-48425-000	Miscellaneous	401	-	2,256	-	-	0.0%
205-48450-000	From Reserves	-	10,287	10,055	-	(10,287)	0.0%
205-49601-000	Transfer from Impact Fee Fund	17,416	-	-	-	-	0.0%
Total Revenues		322,490	328,340	336,239	335,963	7,623	2.3%
EXPENSES							
Personnel							
205-51435-300	Education	-	1,200	800	1,200	-	0.0%
205-51931-200	Workers Comp. Insurance	274	500	289	500	-	0.0%
205-52100-000	Salaries	155,807	169,783	150,642	171,814	2,031	1.2%
205-52100-130	Social Security Expense	11,145	12,201	11,307	13,144	943	7.7%
205-52100-131	Pension	9,286	9,463	7,944	9,309	(154)	-1.6%
205-52100-132	Health Insurance	14,797	20,788	12,120	28,206	7,418	35.7%
205-52100-134	Life Insurance	531	1,000	476	1,000	-	0.0%
Total Personnel Expenses		191,840	214,935	183,578	225,173	10,238	4.8%
Building Maintenance							
205-51431-200	Maintenance Agreements	1,704	4,000	3,500	5,350	1,350	33.8%
205-51610-310	Electric	9,217	12,000	7,500	10,000	(2,000)	-16.7%
205-51610-320	Gas	945	1,200	1,200	1,500	300	25.0%
205-51610-330	Telephone	500	750	1,200	1,800	1,050	140.0%

2022 Budget



Graham Public Library

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
205-51610-340	Water/Sewer/Storm	1,374	1,600	1,111	1,400	(200)	-12.5%
205-51610-350	Janitorial Services	6,958	7,200	7,200	9,600	2,400	33.3%
205-51930-200	Building/Liability Insurance	1,694	1,800	1,956	2,100	300	16.7%
205-52200-300	Repairs	8,730	9,000	11,000	9,000	-	0.0%
205-52201-300	Janitorial Supplies	601	600	600	600	-	0.0%
205-52202-300	Snow Plowing	-	500	-	500	-	0.0%
205-52203-300	Weeding/Flowers/Tree Trimming	362	1,200	500	1,000	(200)	-16.7%
205-52204-300	Grass Mowing	589	1,000	621	1,000	-	0.0%
Total Building Maintenance Expenses		32,673	40,850	36,388	43,850	3,000	7.3%
Library Operations							
205-51430-300	Supplies	5,214	6,000	6,000	5,500	(500)	-8.3%
205-52210-300	Books/Audio-Visual/Electronic Re.	23,233	35,645	35,645	36,110	465	1.3%
205-52211-300	Newspapers & Periodicals	3,052	2,250	2,177	2,280	30	1.3%
205-52213-300	Programing/Marketing	939	4,200	4,200	2,900	(1,300)	-31.0%
205-52214-300	Postage	57	300	200	300	-	0.0%
205-52215-300	Dues & Mileage	663	660	450	850	190	28.8%
205-52220-300	Technology Expense	12,927	14,500	12,000	10,000	(4,500)	-31.0%
Total Operations Expenses		46,085	63,555	60,672	57,940	(5,615)	-8.8%
Miscellaneous							
205-51436-300	Miscellaneous	20,656	-	-	-	-	0.0%
205-51580-200	Audit Expense	1,000	1,000	1,000	1,000	-	0.0%
205-52225-200	Village Administration Expense	7,500	7,500	7,500	7,500	-	0.0%
205-52235-300	Petty Cash	300	500	500	500	-	0.0%
205-57100-300	Capital Items	843	-	-	-	-	0.0%
205-57115-300	Furnishings	1,682	-	-	-	-	0.0%
Total Miscellaneous Expense		31,981	9,000	9,000	9,000	-	0.0%

2022 Budget



Graham Public Library

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
Total Expenses		302,580	328,340	289,638	335,963	7,623	2.3%
Net Income (Loss)		19,910	-	46,601	-		

2022 Budget



Impact Fee Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
220-44600-000	Fire & Rescue Fees Collected	5,204	972	4,500	4,500	3,528	363.0%
220-44601-000	Park Fees Collected	15,593	3,423	11,000	11,000	7,577	221.4%
220-44602-000	Library Fees Collected	5,842	1,282	4,500	4,500	3,218	251.0%
220-44603-000	Water Fees Collected	20,185	4,363	15,000	15,000	10,637	243.8%
220-48360-000	Interest Income - Fire & Rescue	64	100	15	15	(85)	-85.0%
220-48361-000	Interest Income - Parks	217	175	51	50	(125)	-71.4%
220-48362-000	Interest Income - Library	83	95	19	19	(76)	-80.0%
220-48363-000	Interest Income - Water	274	650	64	64	(586)	-90.2%
Total Revenues		47,462	11,060	35,149	35,148	24,088	217.8%
EXPENDITURES							
220-51436-300	Miscellaneous Expense	52	-	-	-	-	0.0%
220-59200-000	Transfer Out - Fire & Rescue	-	-	-	25,000	25,000	100.0%
220-59201-000	Transfer Out - Parks	35,067	-	-	-	-	0.0%
220-59202-000	Transfer Out - Library	22,416	-	-	-	-	0.0%
220-59203-000	Transfer Out - Water	-	-	100,000	-	-	0.0%
Total Expenses		57,534	-	100,000	25,000	25,000	0.0%
Net Income (Loss)		(10,073)	11,060	(64,851)	10,148		

2022 Budget



Revolving Loan Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
225-48110-000	Interest on Investments	306	450	150	150	(300)	-66.7%
225-48120-000	Interest Income from Loans	-	-	-	-	-	0.0%
225-48134-000	Loan Receipts	8,289	8,409	8,409	8,409	-	0.0%
Total Revenues		8,595	8,859	8,559	8,559	(300)	-3.4%
EXPENDITURES							
225-51300-200	Legal Fees	-	-	-	-	-	0.0%
225-52711-300	Administrative Expense	1,708	2,500	-	-	(2,500)	-100.0%
225-56700-790	Matching Grant Program	-	-	2,500	2,500	2,500	100.0%
Total Expenses		1,708	2,500	2,500	2,500	-	0.0%
Net Income (Loss)		6,887	6,359	6,059	6,059		

2022 Budget



Community Development Authority

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
230-48110-000	Interest Income	473	1,000	55	55	(945)	-94.5%
230-48425-230	Miscellaneous	-	-	-	-	-	0.0%
Total Revenues		473	1,000	55	55	(945)	-94.5%
EXPENDITURES							
230-51580-200	Audit Fees	400	1,000	-	-	(1,000)	-100.0%
230-52705-300	Expenses-Sale of Land	-	-	-	-	-	0.0%
230-52710-200	RCEDC Contract	-	-	-	-	-	0.0%
230-52720-300	Façade Grants	-	15,000	1,400	8,600	(6,400)	-42.7%
230-52721-300	Rent Assistance	-	-	-	-	-	0.0%
230-52711-300	Administrative Expense	50	50	-	-	(50)	-100.0%
Total Expenses		450	16,050	1,400	8,600	(7,450)	-46.4%
Net Income (Loss)		23	(16,900)	(1,345)	(8,545)		

2022 Budget



American Recovery Plan Act (ARPA) Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
210-43565-000	ARPA Aid	-	-	267,480	267,480	267,480	100.0%
210-48110-000	Interest on ARPA Aid	-	-	-	1,000	1,000	100.0%
Total Revenues		-	-	267,480	267,480	267,480	100.0%
EXPENDITURES							
210-59200-000	Transfer to Library Fund	-	-	-	4,370	4,370	100.0%
210-59201-000	Transfer to Capital Improvement Fund	-	-	-	267,984	267,984	100.0%
210-59202-000	Transfer to Water Utility	-	-	-	116,036	116,036	100.0%
210-59203-000	Transfer to Wastewater Utility Fund	-	-	-	116,036	116,036	100.0%
210-59204-000	Transfer to Fire Department	-	-	-	-	-	0.0%
Total Expenses		-	-	-	504,426	504,426	100.0%
Net Income (Loss)		-	-	267,480	(236,946)		



Debt Service Fund

2022 Budget



Debt Service Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
300-41110-000	Tax Levy	497,372	475,422	475,422	467,885	(7,537)	-1.6%
300-49901-000	From TID #3 - Principal	140,000	-	-	-	-	0.0%
300-49902-000	From TID #3 - Interest	3,150	-	-	-	-	0.0%
300-48741-000	Premium on Debt Issued	-	-	-	21,870	21,870	100.0%
Total Revenues		640,522	475,422	475,422	489,755	14,333	3.0%
EXPENDITURES							
300-58100-200	Debt Service-Principal	422,874	357,069	357,069	373,149	16,080	4.5%
300-58200-200	Debt Service-Interest	69,521	117,954	117,954	116,206	(1,748)	-1.5%
300-58200-210	Paying Agent Fee	400	400	400	400	-	0.0%
Total Expenses		492,796	475,422	475,422	489,755	14,332	3.0%
Net Income (Loss)		147,726	(0)	(0)	0		



Capital Improvement Fund and Plans

2022 Budget



Capital Improvement Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '20 Budg. to '21 Budg.	% Chg '20 Budg. to '21 Budg.
REVENUES							
400-41110-000	Property Taxes-Capital Items	54,884	102,909	102,909	53,120	(49,789)	-48.4%
400-48700-000	CIF Other Grants	-	1,137,505	137,505	1,035,000	(102,505)	-9.0%
400-48710-000	Auction - Major Equip	-	15,000	9,800	10,000	(5,000)	-33.3%
400-48731-000	Donations - Parks	50,960	-	1,000	-	-	0.0%
400-48720-000	Rental Income	24,528	27,193	27,193	28,144	952	3.5%
400-48725-000	Transfer from Impact Fees	40,067	-	-	-	-	0.0%
400-48726-000	Transfer from General Fund	98,788	-	150,000	-	-	0.0%
400-48728-000	Transfer from Accrued Capital	-	483,908	1,526,802	-	(483,908)	-100.0%
400-48729-000	Transfer from ARPA Fund	-	-	-	270,066	270,066	100.0%
400-48740-000	Debt Proceeds	2,800,000	2,414,834	-	-	(2,414,834)	-100.0%
400-48741-000	Premium on Debt Issued	90,811	-	-	-	-	0.0%
Total Revenues		3,160,037	4,181,349	1,955,209	1,396,330	(2,785,018)	-66.6%
EXPENDITURES							
400-57140-302	Major Equipment	48,402	120,925	5,925	142,000	21,075	17.4%
400-57140-303	Facilities Improvement	-	50,000	56,707	55,000	5,000	100.0%
400-57140-304	Computers	17,054	9,750	9,750	-	(9,750)	-100.0%
400-57140-308	Street Improvements	378,742	3,985,174	1,869,012	1,022,000	(2,963,174)	-74.4%
400-57140-315	Park Improvements	221,664	13,500	12,815	10,000	(3,500)	-25.9%
400-51580-200	Audit Fees	2,000	2,000	1,000	1,000	(1,000)	-50.0%
400-58425-000	Debt Issuance Costs	60,050	-	-	-	-	0.0%
Total Expenses		727,911	4,181,349	1,955,209	1,230,000	(2,951,349)	-70.6%
Net Income (Loss)		2,432,126	(0)	(0)	166,330		



Equipment Replacement Plan (2022-2026)

Equipment Name	Purchase Year	Purchase Price	2021 Budget	2021 Projected	2022	2023	2024	2025	2026	Note
ADMINISTRATIVE										
Computer Equipment	Various	15,000	-	-	-	5,000	-	-	12,000	Replace 3 computers in '23; 8 in '26.
Village Hall Server	2018	8,480	-	-	-	13,500	-	-	-	Refresh Microsoft licensing with server in '23.
Voting Equipment	2017	8,333	-	-	-	-	-	-	9,671	
Financial Software Upgrades	N/A	N/A	9,750	9,750	6,000	-	-	-	-	Add Eye on Water software for '22.
Badger Books Electronic Voter Registration Software	N/A	N/A	-	-	-	-	12,000	-	-	
Subtotal Administrative			9,750	9,750	6,000	18,500	12,000	-	21,671	
PUBLIC WORKS										
General										
GIS System	N/A	N/A	23,700	23,700	5,000	5,000	5,000	5,000	5,000	Split between Village and utilities.
Vehicles										
2020 Peterbilt 384 Plow Truck with Monroe Plow, Wing & Salter	2019	176,000	-	-	-	-	-	-	-	
2020 Ford F250 4WD with Plow	2019	42,000	-	-	-	-	-	-	-	
2011 Chevrolet 2500 4WD with Plow	2011	31,930	-	-	-	-	-	-	-	
2009 Peterbilt 380 Dump Truck with Burke Plow, Wing & Salter	2010	139,872	-	-	-	-	-	-	225,000	Added to '26.
2008 Ford F250 Pick Up Truck	2007	22,310	-	-	-	-	40,000	-	-	Moved from '22 to '24.
2007 Ford F450 One Ton Truck with Plow and Salter	2007	35,472	90,000	-	100,000	-	-	-	-	Moved from '21 to '22 (wasn't available in '21).
2002 Sterling L7500 Dump Truck with Burke Plow and Salter	2002	92,135	-	-	-	200,000	-	-	-	
2002 Ford F250 Pick Up Truck	2002	25,478	-	-	-	-	-	-	-	
1998 Ford F450 Bucket Truck	2007	22,500	-	-	-	-	-	-	-	
1996 Ford F250 2WD Flat Bed Truck	1996	17,923	-	-	-	-	10,000	-	-	
Equipment										
2020 John Deere X739 with Snowblower and Cab	2020	23,504	-	-	-	-	-	-	-	
2020 Toro 60" Rear Discharge Zero Turn Mower	2020	9,461	-	-	-	-	15,000	-	-	
2018 Bobcat S650 Skid Loader - 82" Bucker and 72" Snow Blower	2018	52,193	-	-	-	-	-	-	-	
2016 Scag Turf Tiger II 72" Zero Turn Mower	2016	10,535	-	-	15,000	-	-	-	15,000	Added to '26.
2016 John Deere X590 Garden Tractor	2016	6,350	-	-	-	-	-	-	-	
2014 Case 621 Loader with 3-Yard Bucket, Plow & Wing	2014	116,269	-	-	-	-	-	-	-	
2013 John Deere 2025r 53" Bucket, 60" Box Blade & 65" Tiller	2014	9,540	15,000	-	-	-	-	-	-	Was purchased/paid in 2020.
2012 Grasshopper 43" Snow Blower with Cab, 60" Mower	2012	17,171	-	-	-	-	-	-	-	
2011 Woodsman 750 Brush Chipper	2011	40,500	-	-	-	-	-	-	-	
2003 Lazer Line 3900 Airless Road Paint Striper	2005	5,300	-	-	-	-	7,500	-	-	Moved from '25 to '24 and reduced cost.
2002 John Deere Gator 4x2	2003	-	-	-	-	-	-	-	-	
2002 Chevrolet 2500 Van	2002	22,213	-	-	-	-	-	-	-	
2001 Crafc0 Supershot 125d Crackfiller	2001	22,500	-	-	-	-	-	-	-	
2000 Lawn Mower Trailer	-	-	10,000	-	12,000	-	-	-	-	Moved from '21 to '22 due to availability.
1997 United Expressline Trailer - 12'x6' Enclosed	-	-	-	-	-	-	-	-	-	
1997 Tack Sprayer with Sherwin Williams Parts	-	-	-	-	-	-	-	-	-	
1997 Cronkite Skid Loader Trailer	-	-	-	-	-	-	-	-	-	
1997 Attachments for Bobcat (Forks, 72" Mower, 8" Auger, Concrete Breaker, 6' Plow)	-	-	-	-	-	-	-	-	-	
1996 Lee Boy Roller Model 400	1996	20,624	-	-	-	-	30,000	-	-	Added to '24.
1996 Earthquake Posthole Digger - Model 9200	-	-	-	-	-	-	-	-	-	
1980s Odell Drag Paver Model 900	1994	7,975	-	-	-	-	-	-	-	
1980s Garner Denver 190 Air Compressor	1991	10,651	-	-	-	-	-	-	15,000	Added to '26.

2022 Budget



Equipment Replacement Plan (2022-2026)

Equipment Name	Purchase Year	Purchase Price	2021 Budget	2021 Projected	2022	2023	2024	2025	2026	Note
1976 Ford 740 Loader with 5' Brush Mower			-	-	10,000	-	-	-	-	
	1988	14,767	-	-	-	-	-	-	-	
Outdoor Warning Siren - 12th Ave.	1992	12,000	-	-	-	-	-	-	-	
Kenswood Radios & Chargers (15)	2006	6,300	-	-	-	-	20,000	-	-	Added to '24.
Subtotal Public Works			138,700	23,700	142,000	205,000	127,500	5,000	260,000	
WATER UTILITY										
2018 Case 580SN Backhoe	2018	89,080	-	-	-	-	-	-	-	
2013 Sure-Trac Trench Box Trailer 7'x14' Tandem Axle			15,000	-	15,000	-	-	-	-	Moved from '21 to '22 due to availability.
2009 Chevrolet 3500 Utility Cube Van - Supreme Body			-	-	100,000	-	-	-	-	Increased price from \$70k to \$100k.
2020 Ford F250 FWD	2020	35,000	-	-	-	-	-	-	-	
1998 Pro-Tec 5'x7' Aluminum Trench Box	1998		-	-	-	-	-	-	-	
1997 International 2554 Dump Truck with Burke Plow and Salter	1998	70,092	-	-	-	-	-	-	-	
Water Meters			15,000	15,000	15,000	15,000	15,000	15,000	-	Meters for new development.
Subtotal Water Utility			30,000	15,000	130,000	15,000	15,000	15,000	-	
WASTEWATER UTILITY										
2020 John Deere Gator 4x4 Utility Vehicle with Cab	2020	12,012	-	-	-	-	-	-	-	
2016 Exmark Lazer Z X Series 72" Zero Turn Mower			-	-	-	15,000	-	-	-	
2014 Ford F450 CTE Crane Truck	2015	50,195	-	-	-	-	-	-	-	
2010 Peterbilt Vactor Vac Truck	2011	200,000	-	-	-	-	-	500,000	-	Corrected amount from \$250k to \$500k.
2009 John Deere Skid Loader 82" GP Bucket, Forks, 80" Snow Blower, 8' Prodigy Plow			-	-	-	-	60,000	-	-	Updated amount from \$50k to \$60k.
1995 Ford E350 Diesel - Confined Space Vehicle	1995	18,257	-	-	-	-	-	-	-	
1986 Simplicity 7119 Tractor 42" Snow Blower			-	-	-	-	-	-	-	
Pro Cam Sewer Self-Leveling Camera	2011		-	-	-	-	-	-	-	
20,000 lb. Skid steer trailer (new)			-	-	20,000	-	-	-	-	Added to '22.
Subtotal Wastewater Utility			-	-	20,000	15,000	60,000	500,000	-	
STORMWATER UTILITY										
2015 Freightliner Elgin Sweeper M2 106	2016	229,673	-	-	-	-	-	-	-	
2001 Tarco Windy 100 Leaf Vac	2002	20,970	-	-	-	-	-	-	50,000	Added to '26.
Leaf Box			-	-	-	15,000	-	-	-	
Subtotal Stormwater Utility			-	-	-	15,000	-	-	50,000	
Total Equipment Expenses			178,450	48,450	298,000	268,500	214,500	520,000	331,671	

Funding Source	2021 Budget	2021 Projected	2022	2023	2024	2025	2026	Total ('22-'26)
Capital Fund	130,675	15,675	142,000	223,500	139,500	5,000	281,671	791,671
Water Utility	35,925	20,925	136,000	15,000	15,000	15,000	-	181,000
Wastewater Utility	5,925	5,925	20,000	15,000	60,000	500,000	-	595,000
Stormwater Utility	5,925	5,925	-	15,000	-	-	50,000	65,000
Total	178,450	48,450	298,000	268,500	214,500	520,000	331,671	1,632,671

2022 Budget



Roads and Infrastructure Plan (2022-2026)

Location	Description	Road Attributes			Funding Source											Total Cost
		PASER Rating (2021)	Section Length	Year Built	Capital Fund	G.O. Bonds	Water Utility Fund	Water Utility Bonds	Sewer Utility Fund	Sewer Utility Bonds	Storm Utility	Grants	TID #5	TID #6	TID #7	
2021 PROJECTED																
Vassallo Ln.	Road resurfacing, catch basins and curb work; 2016-2017 LRIP substitution project.	4	404	2003	24,220	-	-	-	-	-	-	18,165	-	-	-	42,385
Industrial Park Dr., York St. 10th Ave. ("Industrial Park Infrastructure Improvements")	Road replacement, water main replacement, sanitary rehab, storm rehab, sidewalks and paths.	2-6	7288	1970, 1988, 1990, 1991, 2012	-	1,836,792	979,200	-	402,283	-	-	1,000,000	-	-	-	4,218,275
Well #4	Rehabilitation.	N/A	N/A	N/A	-	-	56,700	-	-	-	-	-	-	-	-	56,700
67th Dr. Lift Station	Driveway replacement.	N/A	N/A	N/A	-	-	-	-	13,000	-	-	-	-	-	-	13,000
67th Dr. Lift Station	New pumps (with electrical upgrades).	N/A	N/A	N/A	-	-	-	-	42,641	-	-	-	-	-	-	42,641
Main St. and 7th Ave.	Drainage study.	N/A	N/A	N/A	8,000	-	-	-	-	-	-	-	-	-	-	8,000
State St. (near 11th Ave.)	Sanitary and pavement replacement.	6	130	1981	-	-	-	-	24,579	-	-	-	24,579	-	-	49,158
Wastewater Treatment Plant	Replace sludge mixers.	N/A	N/A	N/A	-	-	-	-	32,164	-	-	-	-	-	-	32,164
Total 2021 Projected					32,220	1,836,792	1,035,900	-	514,667	-	-	1,018,165	24,579	-	-	4,462,322

2022 Budget

Roads and Infrastructure Plan (2022-2026)



Location	Description	Road Attributes			Funding Source											Total Cost
		PASER Rating (2021)	Section Length	Year Built	Capital Fund	G.O. Bonds	Water Utility Fund	Water Utility Bonds	Sewer Utility Fund	Sewer Utility Bonds	Storm Utility	Grants	TID #5	TID #6	TID #7	
2022 PLANNED																
Milldrum St. (18th Ave. to 17th Ave.)	Road replacement, storm sewer replacement, water main enlarging and looping, sanitary sewer, curbs, sidewalks.	4	1,214	2006	-	639,016	-	433,000	111,000	-	-	267,984	-	-	-	1,451,000
18th Ave Lift Station	Reconstruction.	N/A	N/A	N/A	-	-	-	-	-	883,964	-	116,036	-	-	-	1,000,000
Hwy. 45 - West of 18th Ave. Easement	Reconstruct ditch.	N/A	N/A	N/A	115,000	-	-	-	-	-	-	35,000	-	-	-	150,000
Main St. and 7th Ave.	Crosswalk RRBf and sidewalk installation to connect to 5th Ave.	N/A	N/A	N/A	-	-	-	-	-	-	-	-	-	-	75,000	75,000
Well #4	Pump replacement	N/A	N/A	N/A	-	-	-	283,964	-	-	-	116,036	-	-	-	400,000
Well #4	Generator replacement.	N/A	N/A	N/A	-	-	-	250,000	-	-	-	-	-	-	-	250,000
Well #4 Pump House	Rehabilitation.	N/A	N/A	N/A	-	-	-	35,000	-	-	-	-	-	-	-	35,000
Well #4 Softening Plant	Cla-Val Replacement	N/A	N/A	N/A	-	-	15,000	-	-	-	-	-	-	-	-	15,000
Well #5 Pump House	Floor Painting.	N/A	N/A	N/A	-	-	5,000	-	-	-	-	-	-	-	-	5,000
Well #5 Softening Plant	Floor Painting.	N/A	N/A	N/A	-	-	7,000	-	-	-	-	-	-	-	-	7,000
Total 2022 Projects					115,000	639,016	27,000	1,001,964	111,000	883,964	-	535,056	-	-	75,000	3,388,000



Roads and Infrastructure Plan (2022-2026)

Location	Description	Road Attributes			Funding Source											Total Cost
		PASER Rating (2021)	Section Length	Year Built	Capital Fund	G.O. Bonds	Water Utility Fund	Water Utility Bonds	Sewer Utility Fund	Sewer Utility Bonds	Storm Utility	Grants	TID #5	TID #6	TID #7	
2023 PLANNED																
Center St. (10th Ave. to 7th Ave.)	Water main, sewer main, pavement and curb replacements.	7	1373	2006	-	363,000	-	353,000	132,000	-	-	-	-	-	-	848,000
8th Ave. (Vine St. to Center St.)	Water main, pavement and curb replacements.	7	317	2006	-	44,039	-	75,000	17,000	-	-	18,961	-	-	-	155,000
9th Ave. (Vine St. to High St.)	Water main, sewer main, pavement and curb replacements.	6, 7	634	2006	-	107,000	-	148,000	11,000	-	-	-	-	-	-	266,000
Well Building #3	Building repairs.	N/A	N/A	N/A	-	-	-	100,000	-	-	-	-	-	-	-	100,000
Well Tower #3	Rehabilitation.	N/A	N/A	N/A	-	-	-	250,000	-	-	-	-	-	-	-	250,000
Well #5	Generator replacement.	N/A	N/A	N/A	-	-	-	250,000	-	-	-	-	-	-	-	250,000
State St. (14th Ave. to 13th Ave.)	I/I sanitary repair.	N/A	N/A	N/A	-	-	-	-	50,000	-	-	-	-	-	-	50,000
South of 17th Ave. - State/Hwy. 45 Easement	I/I sanitary repair.	N/A	N/A	N/A	-	-	-	-	25,000	-	-	-	-	-	-	25,000
South of 13th Ave. - Highview/71st Easement	I/I sanitary repair.	N/A	N/A	N/A	-	-	-	-	40,000	-	-	-	-	-	-	40,000
South of 13th Ave. - Jean/71st Easement	I/I sanitary repair.	N/A	N/A	N/A	-	-	-	-	40,000	-	-	-	-	-	-	40,000
Total 2023 Projects					-	514,039	-	1,176,000	315,000	-	-	18,961	-	-	-	2,024,000



Roads and Infrastructure Plan (2022-2026)

Location	Description	Road Attributes			Funding Source											Total Cost
		PASER Rating (2021)	Section Length	Year Built	Capital Fund	G.O. Bonds	Water Utility Fund	Water Utility Bonds	Sewer Utility Fund	Sewer Utility Bonds	Storm Utility	Grants	TID #5	TID #6	TID #7	
2024 PLANNED																
High St. (7th Ave. to 10th Ave.)	Water main, sewer main, pavement and curb replacements.	7	1425	2006	-	803,000	-	430,000	87,000	-	-	-	-	-	-	1,320,000
11th Ave. (York St. to High St.)	Water main, sewer main, pavement and curb replacements.	5	1690	2010	-	731,000	-	70,000	74,000	-	-	-	-	-	-	875,000
13th Ave. (York St. to High St.)	Road replacement, water main replacement, sewer rehab and storm rehab.	3, 4	1637	1988	-	1,189,000	-	557,000	-	62,000	-	-	-	-	-	1,808,000
West St. (South of 13th Ave.)	Road replacement, storm rehab and sanitary modifications.	4	317	1988	-	130,039	-	65,000	-	53,000	-	18,961	-	-	-	267,000
Wastewater Treatment Plant	Rehab clarifiers.	N/A	N/A	N/A	-	-	-	-	75,000	-	-	-	-	-	-	75,000
Total 2024 Projects					-	2,853,039	-	1,122,000	236,000	115,000	-	18,961	-	-	-	4,345,000
2025 PLANNED																
67th Dr. (Union Grove portion)	Road replacement and storm rehab; LRIP MSID grant funding.	3	1954	1972	-	586,000	12,000	-	37,000	-	-	350,000	-	-	-	985,000
Elizabeth St. (Dead End to 13th Ave.)	Water main, sewer main, pavement and curb replacements.	2, 6	634	1972, 2006	-	334,000	-	172,000	-	207,000	-	-	-	-	-	713,000
Oakhurst Ave. (Lincolnwood Rd. to Yorkville Ave.)	Road replacement and water main replacement. Potential sanitary rehab. Assumes TID #6 funding available.	6	750	2005	-	-	-	-	-	-	-	-	437,000	-	-	437,000
Groves Ln.	Road replacement	5	1208	1997, 2003	-	305,000	3,000	-	2,000	-	-	-	-	-	-	310,000
Well #3 Softening Plant	Tanks and piping painting.	N/A	N/A	N/A	-	-	25,000	-	-	-	-	-	-	-	-	25,000
Wastewater Treatment Plant	Ditch construction.	N/A	N/A	N/A	-	-	-	-	-	-	20,000	-	-	-	-	20,000
Wastewater Treatment Plant	Sludge de-watering/disposal.	N/A	N/A	N/A	-	-	-	-	-	1,000,000	-	-	-	-	-	1,000,000
Total 2025 Projects					-	1,225,000	40,000	172,000	39,000	1,207,000	20,000	350,000	-	437,000	-	3,490,000

2022 Budget



Roads and Infrastructure Plan (2022-2026)

Location	Description	Road Attributes			Funding Source											Total Cost
		PASER Rating (2021)	Section Length	Year Built	Capital Fund	G.O. Bonds	Water Utility Fund	Water Utility Bonds	Sewer Utility Fund	Sewer Utility Bonds	Storm Utility	Grants	TID #5	TID #6	TID #7	
2026 PLANNED																
Hwy. 11 (Industrial Dr. to Main St.)	Sanitary replacement.	N/A	N/A	N/A	-	270,000	-	210,000	-	720,000	-	-	-	-	-	1,200,000
Hwy. 11 to 69th Dr.	Connect water mains.	N/A	N/A	N/A	-	-	-	125,000	-	-	-	-	-	-	-	125,000
11th Ave. (Main St. to 590 11th)	Road replacement; LRIP grant 2024-2025 cycle.	4, 6	2060	1988, 2003, 2010	-	612,000	-	562,000	71,000	-	-	15,000	-	-	-	1,260,000
71st Dr. (13th Ave. to 15th Ave.)	Road replacement.	4, 5	1267	1985, 1987	-	438,000	-	-	3,000	-	-	-	-	-	-	441,000
Jean St. (13th Ave to North End)	Road and water main replacement.	4, 5	633	2005	-	353,000	-	256,000	40,000	-	-	-	-	-	-	649,000
Commerce Dr.	Road replacement.	4	1531	1998, 2001	-	266,000	3,000	-	21,000	-	-	266,000	-	-	-	556,000
Main St. and 7th Ave.	Sanitary sewer replacements.	N/A	N/A	N/A	-	-	-	-	-	350,000	-	-	-	-	350,000	700,000
Well #4	New water tower.	N/A	N/A	N/A	-	-	-	1,500,000	-	-	-	-	-	-	-	1,500,000
Water Tower Well #5	Rehabilitation.	N/A	N/A	N/A	-	-	-	250,000	-	-	-	-	-	-	-	250,000
Well #3 Softening Plant	Generator replacement.	N/A	N/A	N/A	-	-	-	250,000	-	-	-	-	-	-	-	250,000
Total 2026 Projects					-	1,939,000	3,000	3,153,000	135,000	1,070,000	-	281,000	-	-	350,000	6,931,000
Total Projects (2022-2026)					115,000	4,317,055	70,000	5,502,964	600,000	3,160,964	20,000	1,185,017	-	437,000	425,000	15,833,000

2022 Budget



Facilities Plan (2022-2025)

Project	2021 Budget	2021 Projected	2022	2023	2024	2025	Note
Municipal Center							
Parking Lot Maintenance	20,000	27,998	-	-	-	-	
Office Carpet Replacement - Union Grove side	20,000	10,052	-	-	-	-	
Office Carpet Replacement - Yorkville side	-	-	-	12,000	-	-	
Office Carpet Replacement - Board Rooms	-	-	-	-	12,000	-	
Security Upgrades	-	-	10,000	-	-	-	
Garage/Basement Repair	-	-	15,000	-	-	-	
Bathrooms Updates	-	-	-	15,000	15,000	-	Split first floor and second floor into two years.
Community Room Carpet Replacement	-	8,657	-	-	-	-	Originally planned for '25 but completed in '21 with office.
Municipal Center and Village Entrance Signs Updates	-	-	30,000	-	-	-	
Subtotal Municipal Center Projects	40,000	46,707	55,000	27,000	27,000	-	
Public Works Garage							
Install Welding Hood	5,000	5,000	-	-	-	-	
Pressure Washer Exhaust System	5,000	5,000	-	-	-	-	
Modify Building for Wash Bay	-	-	-	15,000	-	-	
Park Lot Resurfacing	-	-	-	50,000	-	-	
Subtotal Public Works Garage Projects	10,000	10,000	-	65,000	-	-	
Wastewater Treatment Plant							
Office Lab Roof	10,000	-	-	7,500	-	-	Moved to '23..
Screening Building Roof	-	-	-	-	-	5,000	Moved to '25.
Security Upgrades	-	-	10,000	-	-	-	
Subtotal Wastewater Treatment Plant Projects	10,000	-	10,000	7,500	-	5,000	
Total Facilities Projects	60,000	56,707	65,000	99,500	27,000	5,000	

Funding Source	2021 Budget	2021 Projected	2022	2023	2024	2025	Total ('22-'25)
Capital Fund	50,000	56,707	55,000	92,000	27,000	-	174,000
Wastewater Utility	10,000	-	10,000	7,500	-	5,000	22,500
Total	60,000	56,707	65,000	99,500	27,000	5,000	196,500

2022 Budget



Park Upgrade Plan (2022-2027)

Project	2021 Budget	2021 Projected	2022	2023	2024	2025	2026	2027	Note
NON-CAPITAL PROJECTS									
Buften Park - Replace Drinking Fountain	-	-	-	3,000	-	-	-	-	Changed from '22 to '23 and increase to 3k.
Buften Park - Park Sign	-	-	-	-	3,500	-	-	-	Added to list for '24.
Indian Trail Park - Park Sign	-	-	2,500	-	-	-	-	-	
Leider Park - Bathroom Building Lighting	-	-	1,500	-	-	-	-	-	Added to list for '22.
Leider Park - Security Camera System	-	2,751	-	-	-	-	-	-	Planned for '20 but completed in '21.
Leider Park - Automatic Door Locks	1,200	1,050	-	-	-	-	-	-	
Leider Park - Park Sign	-	-	-	2,500	-	-	-	-	
School Yard Park - Automatic Door Locks	1,000	1,050	-	-	-	-	-	-	
School Yard Park - Drinking Fountain/Memorial Project	-	-	3,500	-	-	-	-	-	Added '22; cost of fountain to be donated.
Village Square - Re-Paint Gazebo	-	164	-	-	-	-	-	-	Cost of paint supplies.
Village Square - Gazebo Lighting	1,500	-	-	-	-	-	-	-	Solar lighting added by boy scouts.
Subtotal Non-Capital Park Projects	3,700	5,015	7,500	5,500	3,500	-	-	-	
CAPITAL PROJECTS									
All Parks - Comprehensive Outdoor Recreation Plan	8,500	7,815	-	-	-	-	-	5,000	5-year update moved to '27.
American Legion Park - New Sport Activity	-	-	-	-	30,000	-	-	-	
American Legion Park - Replace Playground Equipment	-	-	-	-	-	-	50,000	-	
Buften Park - Replace Other Playground Equipment	-	-	-	200,000	-	-	-	-	Move to '23 with plan for ADA equipment.
Indian Trail Park - Replace Playground Equipment	-	-	-	-	150,000	-	-	-	Move to '24 with plan for ADA equipment.
Indian Trail Park - Community Garden	-	-	-	-	-	10,000	-	-	
Leider Park - Concrete Ramp to Restroom	4,000	-	10,000	-	-	-	-	-	Increased cost and moved to '22.
Leider Park - Parking Lot Spot Repairs	5,000	5,000	-	-	-	-	-	-	
Leider Park - Parking Lot Replacement	-	-	-	-	-	-	25,000	-	Increased from 18k to 25k
Moe/Young Park - Community Garden	-	-	-	-	-	-	-	10,000	
School Yard Park - Swing Set	-	-	-	10,000	-	-	-	-	Suggested move from '22 to '23.
Wastewater Treatment Plant - Soccer Bench Seating	-	-	-	-	-	5,000	-	-	
Subtotal Capital Park Projects	17,500	12,815	10,000	210,000	180,000	15,000	75,000	15,000	
Total Non-Capital and Capital Park Projects	21,200	17,830	17,500	215,500	183,500	15,000	75,000	15,000	

Funding Source	2021 Budget	2021 Projected	2022	2023	2024	2025	2026	2027	Total ('22-'27)
Recreation & Parks Fund	7,700	5,015	7,500	2,500	3,500	-	-	-	13,500
Capital Fund	13,500	12,815	7,918	37,467	45,000	5,000	25,000	5,000	125,385
Impact Fees	-	-	-	60,000	60,000	5,000	50,000	-	175,000
Grants	-	-	2,082	115,533	75,000	5,000	-	10,000	207,615
Total	21,200	17,830	17,500	215,500	183,500	15,000	75,000	15,000	521,500



Enterprise Funds

2022 Budget



Water Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 YTD 11/30	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES								
600-46400-000	Unmetered Sales	310	200	490	550	200	-	0.0%
600-46410-000	Metered Sales-Residential	439,236	419,210	338,836	450,000	431,786	12,576	3.0%
600-46411-000	Metered Sales-Commercial	103,462.48	103,000	87,643	105,000	103,000	-	0.0%
600-46412-000	Metered Sales-Industrial	38,679	57,680	34,279	46,000	57,680	-	0.0%
600-46413-000	Metered Sales-Public	27,747	30,900	23,123	29,000	30,900	-	0.0%
600-46414-000	Metered Sales - Multi Family	83,772	72,100	63,600	86,000	75,705	3,605	5.0%
600-46420-000	Private Fire Protection	17,494	12,100	9,173	15,000	12,100	-	0.0%
600-46425-000	Public Fire Protection	326,416	326,416	326,416	326,416	326,416	-	0.0%
600-46435-000	Penalties	3,164	500	1,840	2,000	1,500	1,000	200.0%
600-46436-000	Bank Fees	271	50	35	50	75	25	0.0%
600-46440-000	Utility Plant Leased	17,269	17,269	-	17,269	17,269	-	0.0%
600-46445-000	Meter Reading-From Sewer	5,712	1,720	-	1,720	1,720	-	0.0%
600-46446-000	Miscellaneous	625	500	3,254	3,254	500	-	0.0%
600-46447-000	Reconnection Fees	-	200	70	70	-	(200)	-100.0%
600-48110-000	Interest Income	8,356	18,000	786	1,000	2,500	(15,500)	-86.1%
600-48111-000	Materials Sold	4,997	300	600	600	300	-	0.0%
Total Revenues		974,050	1,060,145	890,144	1,083,929	1,061,651	1,506	0.1%
EXPENDITURES								
Labor & Related Expenses								
600-51432-300	Health & Safety	1,266	3,000	881	1,000	2,500	(500)	-16.7%
600-51433-300	Training	699	3,500	1,301	1,500	3,000	(500)	-14.3%
600-51435-300	Education Fund (Discontinue account)	-	-	-	-	-	-	0.0%
600-51931-200	Workers Comp. Insurance	4,666	4,666	5,525	5,525	5,691	1,024	22.0%
600-53100-110	Supervision - Director	19,608	20,062	18,518	20,062	20,663	602	3.0%
600-53105-110	Administrator Salary	13,005	13,650	12,600	13,650	14,060	410	3.0%

2022 Budget



Water Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 YTD 11/30	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
600-53106-110	Clerk Wages	11,722	10,398	9,701	10,398	11,752	1,354	13.0%
600-53106-120	Clerk Overtime	-	-	-	-	-	-	0.0%
600-53110-110	Operation Labor	63,246	65,387	29,998	32,725	66,911	1,524	2.3%
600-53110-120	Operation Labor Overtime	2,725	10,124	6,476	7,064	10,396	272	2.7%
600-53111-110	Pumping Labor	16,388	15,213	33,327	36,357	15,598	384	2.5%
600-53111-120	Pumping Labor Overtime	-	-	-	-	-	-	0.0%
600-53112-110	Pumping Maint. Labor	10,419	12,590	8,002	8,729	12,909	318	2.5%
600-53115-110	Distribution Labor	4,675	5,246	4,676	5,101	5,379	133	2.5%
600-53115-120	Distribution Labor Overtime	-	-	-	-	-	-	0.0%
600-53116-110	Maint. of Mains-Labor	10,621	15,213	28,274	30,844	15,598	384	2.5%
600-53116-120	Main. of Mains-Labor Overtime	1,556	-	2,561	2,793	-	-	0.0%
600-53117-110	Maint. of Services-Labor	245	1,049	627	684	1,076	27	2.5%
600-53117-120	Maint. of Services-Labor Overtime	-	-	-	-	-	-	0.0%
600-53118-110	Maint. of Meters-Labor	5,473	15,738	9,501	10,364	16,136	398	2.5%
600-53118-120	Maint. of Meters-Labor Overtime	-	-	-	-	-	-	0.0%
600-53119-110	Maint. of Hydrants-Labor	6,986	7,344	1,930	2,105	7,530	186	2.5%
600-53119-120	Maint. of Hydrants-Labor Overtime	-	-	-	-	-	-	0.0%
600-53120-110	Customer Labor	3,664	5,771	4,295	4,685	5,916	146	3.0%
600-53120-120	Customer Labor Overtime	-	-	-	-	-	-	0.0%
600-____-130	Social Security Expense	11,846	15,000	11,555	12,606	15,482	481	3.2%
600-____-132	Health Insurance	59,658	75,944	54,696	59,669	73,704	(2,239)	-2.9%
600-____-131	Benefits & Pension	8,721	13,236	11,429	12,468	13,154	(81)	-0.6%
600-____-134	Life Insurance	304	329	361	394	416	88	26.7%
Total Labor & Related Expenses		257,494	313,461	256,231	278,722	317,870	4,409	1.4%

Utilities

600-53110-310	Electric	57,689	55,000	57,893	60,000	55,000	-	0.0%
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2022 Budget



Water Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 YTD 11/30	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
600-53110-320	Natural Gas	2,690	3,500	2,917	3,500	3,500	-	0.0%
600-53110-330	Telephone	1,256	1,500	2,954	3,100	2,000	500	33.3%
600-53110-340	Water/Sewer/Storm	594	325	176	250	325	-	0.0%
Total Utilities Expenses		62,229	60,325	63,940	66,850	60,825	500	0.8%
Maintenance								
600-51430-300	Supplies & Expense	8,609	3,500	2,807	3,500	3,500	-	0.0%
600-53340-301	Vehicle Fuel	7,479	6,000	8,874	9,300	7,700	1,700	28.3%
600-53340-302	Vehicle Maintenance	6,572	3,500	1,519	3,500	3,500	-	0.0%
600-53340-303	Equipment Repair	2,647	3,500	139	500	3,500	-	0.0%
600-53401-300	Softening Plant <i>(Discontinue account)</i>	-	-	-	-	-	-	0.0%
600-53403-300	SCADA System Support	245	4,000	57	4,000	4,000	-	0.0%
600-53405-300	Treatment Maintenance	5,534	15,000	30,122	32,000	20,000	5,000	33.3%
600-53406-300	Maintenance of Pumping Plant	8,214	15,000	5,198	7,500	15,000	-	0.0%
600-53407-300	Maintenance of Reservoir	67,273	7,500	5	500	10,000	2,500	33.3%
600-53408-300	Maintenance of Mains	4,315	20,000	35,530	35,530	30,000	10,000	50.0%
600-53409-300	Maintenance of Services	13,996	5,000	4,672	5,000	5,000	-	0.0%
600-53410-300	Maintenance of Meters	5,278	5,000	10,193	12,000	10,000	5,000	100.0%
600-53411-300	Maintenance of Hydrants	1,082	3,500	-	-	3,500	-	0.0%
Total Maintenance Expenses		131,244	91,500	99,116	113,330	115,700	24,200	26.4%
Other Operating Expenses								
600-51431-300	Tests	11,444	8,000	6,966	8,000	8,000	-	0.0%
600-51930-200	Property Insurance	3,250	3,315	3,689	3,689	3,799	484	14.6%
600-53400-300	Treatment Chemicals	55,382	45,000	33,203	45,000	45,000	-	0.0%
600-53402-300	Distribution Supplies <i>(Discontinue account)</i>	-	-	-	-	-	-	0.0%
600-53500-200	PSC Assessment	1,195	1,500	1,247	1,500	1,500	-	0.0%
600-53520-200	Property Tax	175,450	203,309	203,309	203,309	203,309	-	0.0%
Total Other Operating Expenses		246,720	261,124	248,414	261,498	261,608	484	0.2%

2022 Budget



Water Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 YTD 11/30	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
Shared Office Expenses								
600-53413-300	Office Expense	3,000	3,000	3,000	3,000	3,000	-	0.0%
600-53414-300	Office Rent	1,000	1,000	1,000	1,000	1,000	-	0.0%
600-53415-300	Office Supplies	1,070	1,000	1,045	1,045	1,000	-	0.0%
Total Shared Office Expenses		5,070	5,000	5,045	5,045	5,000	-	0.0%
Professional Expenses								
600-51300-200	Attorney Fees	2,682	500	(398)	(398)	500	-	0.0%
600-51430-310	Service Contracts	3,566	4,000	17,104	17,104	4,000	-	0.0%
600-51580-200	Audit	9,689	5,250	5,250	5,250	5,383	133	2.5%
600-51595-200	Engineering Fees	-	1,000	5,928	16,000	7,500	6,500	650.0%
Total Professional Expenses		15,936	10,750	27,884	37,956	17,383	6,633	61.7%
Miscellaneous Expenses								
600-51436-300	Miscellaneous	654	500	1,052	1,200	11,000	10,500	2100.0%
600-53420-300	Replacement Fund	-	13,350	-	13,350	13,350	-	0.0%
600-57100-300	Capital Items	236,879	748,925	62,572	1,050,900	1,158,964	410,039	54.8%
600-58100-200	Debt Service-Principal	288,020	296,530	296,531	296,530	305,128	8,598	2.9%
600-58200-200	Debt Service-Interest Expense	97,543	91,416	91,415	91,416	83,199	(8,217)	-9.0%
600-58200-210	Paying Agent Fee	400	400	-	400	400	-	0.0%
Total Miscellaneous Expenses		623,496	1,151,121	451,570	1,453,796	1,572,041	420,920	36.6%
Total Expenses		1,342,189	1,893,281	1,152,200	2,217,196	2,350,427	457,147	24.1%

2022 Budget



Wastewater Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
Sewer Service Charges							
605-46410-000	Sewer Charge-Residential	498,986	500,000	500,000	515,000	15,000	3.0%
605-46411-000	Sewer Charge-Commercial	304,499	275,000	275,000	290,000	15,000	5.5%
605-46412-000	Sewer Charge-Industrial	23,202	24,000	24,000	24,000	-	0.0%
605-46413-000	Sewer Charge-Public	13,047	18,000	18,000	18,000	-	0.0%
605-46415-000	Sewer Charge-SWC	598,772	700,000	550,000	650,000	(50,000)	-7.1%
Total Sewer Charges Revenues		1,438,506	1,517,000	1,367,000	1,497,000	(20,000)	-1.3%
Other Revenues							
605-46435-000	Late Charge	1,563	1,000	2,500	1,500	500	50.0%
605-46450-000	Misc. Operating Revenue	601	1,500	1,700	1,500	-	0.0%
605-46455-000	Misc. Non-Operating Revenue	240,920	50,000	424,200	100,000	50,000	100.0%
605-48110-000	Interest Income	6,052	10,000	1,500	2,500	(7,500)	-75.0%
Total Other Revenues		249,136	62,500	429,900	105,500	43,000	68.8%
Total Revenues		1,687,642	1,579,500	1,796,900	1,602,500	23,000	1.5%

EXPENDITURES

Labor & Related Expenses

605-51435-300	Training	278	3,500	500	3,000	(500)	-14.3%
605-51935-200	Workers Comp. Insurance	7,372	7,372	7,813	8,047	675	9.2%
605-53100-110	Supervision-Director	19,608	20,062	20,062	20,663	602	3.0%
605-53105-110	Administrator - Salary	13,005	13,650	13,650	14,060	410	3.0%
605-53106-110	Clerk Wages	10,503	10,398	10,398	11,752	1,354	13.0%
605-53106-120	Clerk Overtime	-	-	-	-	-	0.0%
605-53210-110	Labor	140,979	150,108	134,704	153,929	3,821	2.5%

2022 Budget



Wastewater Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
605-53210-120	Overtime	11,988	9,380	10,047	9,662	282	3.0%
605-____-130	Social Security Expense	12,777	15,381	12,780	15,874	493	3.2%
605-____-132	Health Insurance	63,292	75,944	63,136	73,704	(2,239)	-2.9%
605-____-134	Life Insurance	368	377	373	479	102	27.1%
605-____-131	Pension Contribution	9,014	13,572	12,621	13,488	(84)	-0.6%
605-53210-201	Health & Safety	1,530	3,000	389	3,000	-	0.0%
Total Labor & Related Expenses		290,714	322,742	286,473	327,657	4,915	1.5%
Maintenance							
605-51430-300	Operating Supplies	5,208	5,000	4,500	5,000	-	0.0%
605-51440-300	Televising	2,617	10,000	12,000	10,000	-	0.0%
605-53340-302	Vehicle Maintenance	628	4,000	1,000	4,000	-	0.0%
605-53602-300	Building Maintenance	6,211	10,000	2,500	10,000	-	0.0%
605-53603-300	Treatment Plant Maintenance	102,380	45,000	65,000	45,000	-	0.0%
605-53606-300	Sewer System	7,411	10,000	18,000	10,000	-	0.0%
605-53604-300	Sludge Disposal	50,126	60,000	60,000	60,000	-	0.0%
605-53605-300	Lift Station and Wet Well Cleaning	2,518	4,000	2,500	5,000	1,000	25.0%
605-53600-300	SCADA System Support	520	5,000	5,000	5,000	-	0.0%
605-53607-300	Meter Testing	-	3,000	-	3,000	-	0.0%
Total Maintenance Expenses		177,619	156,000	170,500	157,000	1,000	0.6%
Other Operating Expenses							
605-51431-300	Influent/Effluent Testing	10,607	12,000	10,000	12,000	-	0.0%
605-51610-340	Water, Sewer, Storm	20,795	20,000	20,000	20,000	-	0.0%
605-51930-200	Property Insurance	13,415	13,683	15,256	15,713	2,030	14.8%
605-53110-310	Electric	108,062	115,000	115,000	115,000	-	0.0%
605-53110-320	Natural Gas	2,256	4,000	4,000	4,000	-	0.0%

2022 Budget



Wastewater Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
605-53110-330	Telephone and Internet	1,722	1,500	2,200	1,800	300	20.0%
605-53340-300	Equipment	22,732	15,000	15,000	15,000	-	0.0%
605-53340-301	Vehicle Fuel	6,925	6,000	9,500	7,500	1,500	25.0%
605-53340-304	Training (<i>Discontinue Account</i>)	-	-	-	-	-	0.0%
605-53400-300	Chemicals	28,502	35,000	37,000	37,000	2,000	5.7%
605-53601-300	Laboratory Supplies and Maintenance	5,656	10,000	6,000	10,000	-	0.0%
605-53608-200	DNR Fees	6,710	40,000	8,376	20,000	(20,000)	-50.0%
605-53608-300	Other General Expense	5,712	250	250	250	-	0.0%
605-53609-200	Hazardous Material Reporting	-	250	250	250	-	0.0%
Total Other Operating Expenses		233,094	272,683	242,832	258,513	(14,170)	-5.2%
Shared Office Expenses							
605-53413-300	Office Expense	3,000	3,000	3,000	3,000	-	0.0%
605-53414-300	Office Rent	1,000	1,000	1,000	1,000	-	0.0%
605-53415-300	Office Supplies	1,000	1,000	1,069	1,069	69	6.9%
Total Shared Office Expenses		5,000	5,000	5,069	5,069	69	1.4%
Professional Expenses							
605-51300-200	Attorney Fees	98	1,000	1,000	1,000	-	0.0%
605-51430-310	Service Contracts	2,780	17,000	3,000	17,000	-	0.0%
605-51430-320	Drainage District Contract	-	10,000	10,000	10,000	-	0.0%
605-51580-200	Audit	8,434	3,500	3,500	3,583	83	2.4%
605-51595-200	Engineering	2,367	3,000	1,000	2,500	(500)	-16.7%
Total Professional Expenses		13,679	34,500	18,500	34,083	(417)	-1.2%
Miscellaneous Expenses							
605-51436-300	Miscellaneous	633	500	1,100	3,500	3,000	600.0%

2022 Budget



Wastewater Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
605-53420-300	Replacement Fund	-	102,904	102,904	102,904	-	0.0%
605-57100-300	Capital Items	16,594	1,320,925	520,592	141,000	(1,179,925)	-89.3%
605-58100-000	Debt Service-Principal	506,379	428,458	428,458	540,888	112,430	26.2%
605-58200-200	Debt Service-Interest	75,112	19,005	19,005	50,088	31,083	163.6%
Total Miscellaneous Expenses		598,085	1,871,292	1,070,959	834,879	(1,036,413)	-55.4%
Total Expenses		1,318,191	2,662,218	1,794,333	1,617,202	(1,045,015)	-39.3%

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Storm Water Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
610-46435-000	Penalties	435	450	750	450	-	0.0%
610-46446-000	Miscellaneous Income	-	-	6,485	1,000	1,000	100.0%
610-46470-000	ERU Revenues	260,144	259,860	259,860	267,656	7,796	3.0%
610-48110-000	Interest Income	1,683	4,000	250	1,000	(3,000)	-75.0%
Total Revenues		262,263	264,310	267,345	270,106	5,796	2.2%
EXPENDITURES							
Labor & Related Expenses							
610-51430-340	Health & Safety	577	1,500	500	1,000	(500)	-33.3%
610-51435-300	Training	331	1,000	-	1,000	-	0.0%
610-51931-200	Workers Comp Insurance	2,783	2,783	2,905	2,992	209	7.5%
610-53100-110	Supervision-Director	19,608	20,062	20,062	20,663	602	3.0%
610-53105-110	Administrator Salary	13,005	13,650	13,650	14,060	410	3.0%
610-53106-110	Utility Clerk Wages	10,503	10,398	10,398	11,752	1,354	13.0%
610-53106-120	Utility Clerk Overtime	-	-	-	-	-	-
610-53210-110	Stormwater Maintenance Labor	58,206	59,693	34,036	61,058	1,365	2.3%
610-53210-120	Stormwater Maintenance Labor Overtime	926	1,608	277	1,657	48	3.0%
610-____-130	Social Security Expense	4,571	8,064	3,683	8,353	289	3.6%
610-____-131	Pension	6,169	7,115	5,212	7,097	(18)	-0.3%
610-____-132	Health Insurance	23,161	34,960	24,761	33,928	(1,032)	-3.0%
610-____-134	Life Insurance	255	299	244	302	3	1.2%
Total Labor & Related Expenses		140,095	161,131	115,727	163,863	2,731	1.7%
Maintenance							
610-53110-310	Electric	1,000	1,500	1,500	1,500	-	0.0%
610-53340-300	Miscellaneous Supplies and Equipment	18	1,000	100	1,000	-	0.0%

2022 Budget



Storm Water Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
610-53340-301	Vehicle Fuel	40	3,500	3,500	3,500	-	0.0%
610-53340-302	Vehicle Maintenance	-	1,000	1,000	1,000	-	0.0%
610-53340-303	Equipment Repair	4,605	7,500	6,000	7,500	-	0.0%
610-53800-300	Maintenance of Catch Basins	6,384	10,000	9,000	10,000	-	0.0%
610-53805-300	Maintenance of Storm Sewer	2,779	5,000	5,000	5,000	-	0.0%
610-53810-300	Curb & Gutter Maintenance	-	10,000	-	10,000	-	0.0%
610-53815-300	Basin Maintenance	1,500	1,000	1,500	1,500	500	50.0%
610-53825-300	Street Sweepings to Landfill	5,253	5,000	5,000	5,000	-	0.0%
610-53835-300	Culvert & Ditch Repairs	-	5,000	5,000	5,000	-	0.0%
Total Maintenance Expenses		21,579	50,500	37,600	51,000	500	1.0%
Shared Office Expenses							
610-51430-300	Office Supplies	(24)	-	11	-	-	0.0%
610-53414-300	Office Rent	3,000	3,000	3,000	3,000	-	0.0%
610-53415-300	Office Expense	1,000	1,000	1,000	1,000	-	0.0%
Total Shared Office Expenses		3,976	4,000	4,011	4,000	-	0.0%
Professional Expenses							
610-51300-200	Legal	388	3,000	1,000	3,000	-	0.0%
610-51430-310	Service Contracts	667	3,500	3,500	3,500	-	0.0%
610-51430-320	Drainage District	-	10,000	10,000	10,000	-	0.0%
610-51430-330	DNR Fees	-	200	200	200	-	0.0%
610-51580-200	Audit	12,684	3,500	3,500	3,583	83	2.4%
610-51595-200	Engineering	1,502	2,500	4,000	2,500	-	0.0%
610-51930-200	Insurance	292	298	293	302	4	1.3%
Total Professional Expenses		15,533	22,998	22,493	23,085	87	0.4%

2022 Budget



Storm Water Utility Fund (Cash Budget)

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
Miscellaneous Expenses							
610-51436-300	Miscellaneous	4	150	2,500	2,650	2,500	1666.7%
610-53340-500	Stormwater Tax	35	-	35	35	35	0.0%
610-57100-300	Capital Projects	134,158	5,925	191,648		(5,925)	-100.0%
Total Miscellaneous Expenses		134,197	6,075	194,183	2,685	(3,390)	-55.8%
Total Expenses		315,379	244,704	374,014	244,633		



Tax Incremental Financing District (TID) Funds

2022 Budget



TID #4 Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
404-41120-000	Property Tax Increment	69,035	161,168	280,518	42,958	(118,210)	-73.3%
404-49900-000	Transfer In	-	125,447	-	-	(125,447)	100.0%
404-43535-000	Computer Aid	5,701	5,701	5,701	5,701	-	0.0%
404-43555-000	Personal Property Aid	37,294	73,398	73,398	37,294	(36,104)	100.0%
404-48110-000	Interest Income	6,384	25,000	750	750	(24,250)	-97.0%
Total Revenues		118,414	390,714	360,367	86,703	(304,011)	-77.8%
EXPENDITURES							
404-58100-200	Debt Service - Principal	200,000	225,000	225,000	250,000	25,000	11.1%
404-58200-200	Debt Service - Interest	66,115	61,615	61,615	56,553	(5,063)	-8.2%
404-51200-200	Financial Advisor	1,500	-	760	760	760	100.0%
404-51300-200	Attorney Fees	-	-	-	-	-	100.0%
404-51400-300	Administrative Expense	8,133	7,500	10,000	10,000	2,500	33.3%
404-51580-200	Audit Fee	188	-	-	-	-	100.0%
404-51582-200	RCEDC Contract	7,853	8,250	8,250	8,498	248	3.0%
404-51595-200	General Engineering	-	1,000	-	-	(1,000)	-100.0%
404-54401-200	DOR Fee	150	150	150	150	-	0.0%
404-54405-200	Payment for Development Agreement	15,018	16,000	16,187	16,500	500	3.1%
404-59100-300	Transfer Out	-	-	-	-	-	100.0%
Total Expenses		298,957	319,515	321,962	342,460	22,945	7.2%
Net Income (Loss)		(180,543)	71,199	38,405	(255,757)		

2022 Budget



TID #5 Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
305-41120-000	Property Tax Increments	88,473	68,508	239,733	49,684	226,148	226,148
405-48425-000	Miscellaneous	-	-	-	-	-	0.0%
405-48740-000	Bonds issued	1,755,000	-	-	-	-	0.0%
405-48741-000	Premium on Debt Issued	-	-	-	-	-	0.0%
Total Revenues		1,843,473	68,508	239,733	49,684	(18,824)	100.0%
EXPENDITURES							
305-58100-200	Debt Service - Principal	-	-	25,000	50,000	50,000	100.0%
305-58200-200	Debt Service - Interest	66,297	45,782	74,788	73,806	28,024	61.2%
405-51200-200	Financial Advisor	633	1,500	760	760	(740)	-49.3%
405-51300-200	Attorney Fees	39,487	-	-	-	-	0.0%
405-51400-300	Administrative Expense	19,000	3,060	10,000	10,000	6,940	226.8%
405-51580-200	Audit Fee	188	-	-	-	-	0.0%
405-51585-200	RCEDC Contract	7,853	8,250	8,250	8,498	248	3.0%
405-51595-200	General Engineering	2,391	-	360	-	-	0.0%
405-52715-300	Land Acquisition	23,334	-	-	-	-	0.0%
405-52716-300	Land Remediation	-	-	-	-	-	0.0%
405-53400-000	Street Infrastructure	30,275	-	60,000	-	-	0.0%
405-54401-200	DOR Fee	150	-	150	150	150	100.0%
405-54405-200	Payment for Development Agreement	386,666	55,000	50,668	55,000	-	0.0%
405-58200-210	Paying Agent Fee	400	400	400	400	-	0.0%
405-58425-000	Debt Issuance Costs	46,602	-	-	-	-	0.0%
Total Expenses		623,276	113,992	230,376	198,614	6,598	5.8%
Net Income (Loss)		1,220,197	(45,484)	9,358	(148,930)		

2022 Budget



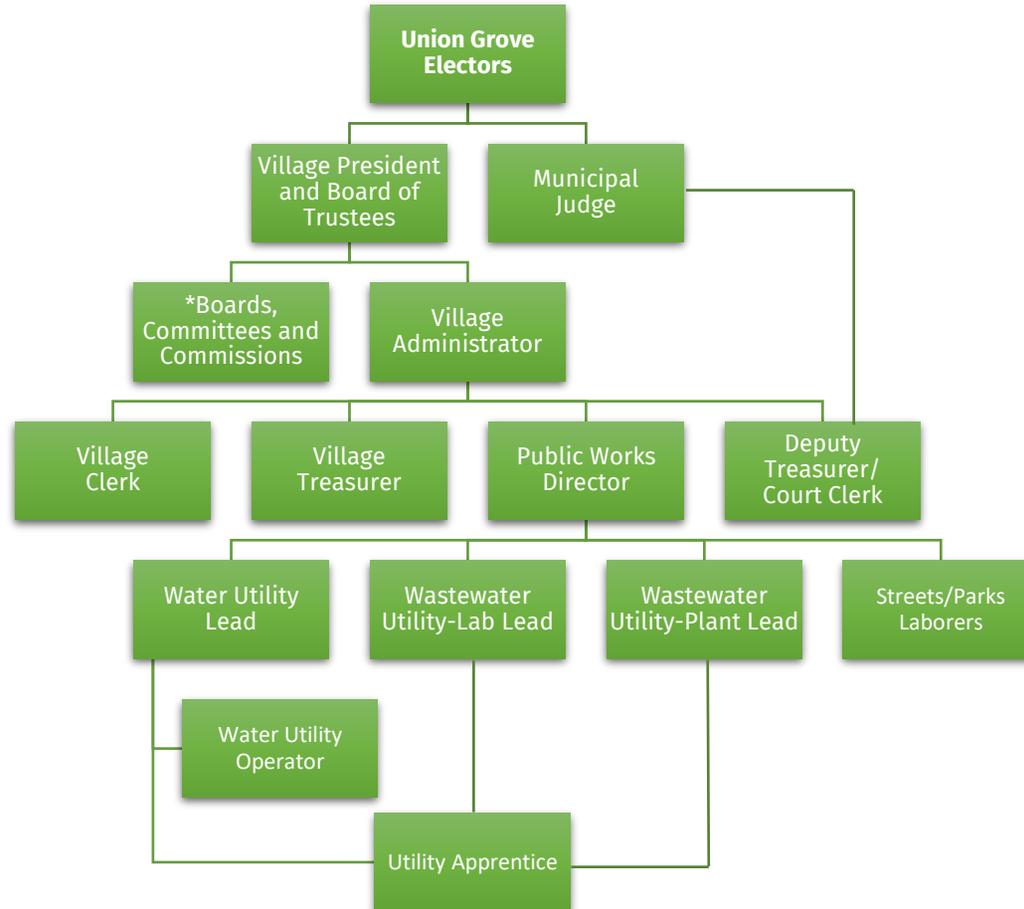
TID #6 Fund

Account Number	Account Name	2020 Actual	2021 Budget	2021 Projected	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES							
406-41120-000	Property Tax Increments	-	300,000	50,999	67,123	(232,877)	-77.6%
406-48450-000	Transfer from Investments	-	-	-	-	-	0.0%
406-48110-000	Interest Income	-	77,200	-	-	(77,200)	-100.0%
406-48740-000	Bond Issued	1,315,000	-	-	-	-	0.0%
406-48741-000	Premium on Debt Issued	12,759	-	-	-	-	0.0%
Total Revenues		1,327,759	377,200	50,999	67,123	(310,077)	-82.2%
EXPENDITURES							
406-58100-200	Debt Service - Principal		25,000	-	-	(25,000)	-100.0%
406-58200-200	Debt Service - Interest	12,285	32,025	27,300	27,300	(4,725)	-14.8%
406-51200-200	Financial Advisor	2,133	1,500	760	760	(740)	-49.3%
406-51300-200	Attorney Fees	(486)	500	2,000	500	-	0.0%
406-51400-300	Administrative Expense	7,500	7,500	20,000	20,000	12,500	166.7%
406-51580-200	Audit Fee	188	-	-	-	-	0.0%
406-51582-200	RCEDC Contract	7,853	8,250	8,250	8,498	248	3.0%
406-51595-200	General Engineering	51,096	-	-	-	-	0.0%
406-53400-000	Street Infrastructure	929,746	-	-	-	-	0.0%
406-54401-200	DOR Fee	150	150	150	150	-	0.0%
406-54402-200	TID Formation	2,594	-	-	-	-	0.0%
406-58425-000	Debt Issuance Costs	39,945	-	-	-	-	0.0%
Total Expenses		1,053,003	74,925	58,460	57,208	(17,718)	-23.6%
Net Income (Loss)		274,756	302,275	(7,461)	9,916		



Appendices

Appendix A: Organizational Chart



*= Union Grove/Yorkville Fire Commission (which also has representatives from Village of Yorkville) oversees the Union Grove/Yorkville Fire Department, including the Fire Chief who supervises other department staff. The Police Commission oversees the contract with Racine Co. Sherriff's Department for police protection services. The Library Board oversees the Graham Public Library, including the Library Director who supervises other library staff.



Fund Balance Policy

Adopted: August 13, 2018

I. Statement of Policy.

Sound financial management principles require that sufficient funds be retained by the Village to provide a stable financial base at all times. To provide for a stable financial base, the Village needs to maintain a General Fund Balance sufficient to meet cash flow requirements, to provide financial reserves for unanticipated expenditures, and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances. The purpose of this policy is to specify the size and composition of the Village's financial reserves and to identify requirements for replenishing any fund balance reserves utilized.

II. Fund Balances.

The Village's General Fund balance is comprised of the following individual components:

1. **Reserved Fund Balance.** Reserved fund balance consists of portions of fund balance that are either legally restricted to a specific future use or are not available for appropriation or expenditure. Examples include amounts reserved for delinquent taxes, and for inventory of supplies and prepayments.
2. **Unreserved Funds.** Unreserved fund balance is subdivided into undesignated and designated portions.
 - a. **Undesignated funds.** Represents available financial resources that can be used to meet contingencies and working capital requirements. The Village will maintain a minimum undesignated fund balance of 25% for these purposes. The percentage of undesignated fund balance is determined by dividing that portion of the Village's fund balance listed as undesignated by total General Fund expenditures as identified in the Village's most recent audited financial statements.
 - b. **Designated funds.** If the Village's unreserved undesignated fund balance exceeds the minimum percentage required to be retained for cash flow and contingencies as specified in the preceding section, the Village Board may designate those excess amounts for specific purposes. The following are typical purposes for which uses of fund balance may be designated:

Appendix B: Financial Policies

- i. Transfer to Capital Projects Fund to pay for costs of capital equipment or capital improvements.
- ii. Transfer to the Debt Service.
- iii. Use to pay costs of Non-recurring expenditures as designated by the Village Board.

III. Monitoring and Reporting.

The Village Treasurer is responsible for monitoring Village fund balance levels, and shall annually prepare a report documenting the status of the fund balance for presentation to the Village Board in conjunction with the development of the annual budget. The report will provide recommendation for use of any unreserved, undesignated funds balances available that exceed amounts required to be retained for cash flow and contingency purposes.

IV. Replenishment of Unreserved Fund Balances.

If the amount of unreserved, undesignated fund balance falls below the 25% level, the Village Board must approve and adopt a plan to restore this balance to the target level within 24 months. If restoration of the fund balance cannot be accomplished within such period without severe hardship to the Village, then the Village Board will establish a different time period.



Purchasing Policy

Adopted: August 12, 2019

I. Purpose

The purpose of this Policy is to provide safeguards for maintaining a procurement system of quality and integrity which is deserved by Village taxpayers for the fair and equitable treatment of all persons involved in public purchasing by the Village of Union Grove and to provide guidance and procedures to be followed for the procurement of goods and services for all departments.

II. Organizations Affected

This policy applies to all procurements of supplies, services, and construction, entered into by the Village of Union Grove after the effective date of this Policy. It shall apply to all expenditures of public funds by a Village employee for Village purchasing irrespective of the source of funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this Policy shall prevent any Village employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

III. Objectives

The objectives of the Village's purchasing policy are:

1. To ensure that materials, equipment, and services are purchased in a fair and equitable manner, consistent with quality and performance;
2. To provide adequate controls over Village expenditures and financial commitments with proper documentation;
3. To provide public confidence in the procedures used in public purchasing;
4. To determine the levels of approval necessary before purchasing contractual services (except professional services), material, and equipment for the Village, and;
5. To provide a standardized system of purchasing for use by all Village departments.

Appendix B: Financial Policies

IV. Purchasing Agent

The Village Administrator is hereby designated the Purchasing Agent for the Village. The Agent is hereby granted the authority to make all budgeted purchases in accordance with the provisions of this policy for all items not specifically requiring Village Board or Committee approval. For items requiring Village Board or Committee approval, the Agent is authorized to solicit bids or quotes for Village Board approval. The Agent may delegate authority to any designee for the preparation of specifications, the obtaining of quotations as may be required, and the purchase of items as specified in this policy.

V. Responsibilities of the Village Treasurer

1. Ensure funds are available for purchases pursuant to the budget.
2. Ensure the account is accurate in amount and a proper charge against the treasury.
3. Ensure the goods or services were duly authorized by the designated responsible party.
4. Provide a report monthly of all expenditures to the Village Board and appropriate boards, committees and commissions.

VI. Consider Local Businesses

In an effort to support and help strengthen the economic base of the community, Village staff are encouraged to consider local businesses when obtaining quotes for goods and services.

VII. Payment of Regular Wages or Salaries and Approved Village Contracts

Regular wages or salaries of Village officers and employees shall be paid by the Village Treasurer, or designee, and verified by the Administrator. Village contracts shall be paid in a timely fashion as spelled out in the contract once approved by the Village Board.

VIII. Purchases of budgeted items under \$1,000.

Department Heads are authorized to approve purchases of items under \$1,000, provided that the Department Head has ensured that the purchase will not cause an overage to the department's total budget for the year. The Department Head should make every effort to research prices and/or obtain quotes to ensure that the purchase price is reasonable. Approval from an appropriate Committee, Board or Commission is necessary for a purchase that causes an overage to the total departmental budget (except for routine operating expenditures).

Appendix B: Financial Policies

IX. Purchases of budgeted items between \$1,000 and \$10,000.00.

If the estimated price of a budgeted item is between \$1,000 and \$10,000, prior approval from the Administrator is required. The appropriate staff member should make every effort to solicit enough quotes in order to receive at least three, when practical. The quotes shall be presented to the Village Administrator for approval prior to ordering the item. Whenever it is in the best interest of the Village, the purchase shall be made based on the lowest quote. If the purchase is not made based on the lowest quote, the reasoning for purchasing from a vendor that did not provide the lowest quote must be documented.

X. Purchases of non-budgeted items or services over \$1,000.

If the price of an item is over \$1,000 and the item is not included in the current budget, approval is required from the appropriate Village Committee. The appropriate staff person should make every effort to solicit enough quotes in order to receive at least three, when practical. If the purchase is not made based on the lowest quote, the reasoning for purchasing from a vendor that did not provide the lowest quote must be documented.

XI. Emergency purchases of non-budgeted items over \$1,000.

Emergency purchases shall only be made:

- a. To prevent delays in construction or delivery of service or
- b. To address an immediate threat to the health or safety of the public and employees.

For emergency purchases of non-budgeted items or services with an estimated cost over \$1,000.00, the appropriate staff member should make every effort to obtain three quotes for the item, when practical. The purchase shall be approved by the Administrator prior to ordering the item. In the Administrator's absence, the purchase shall be approved by the Village President prior to ordering the item. Although no formal action is necessary, the Administrator shall make the Village Board aware of any emergency purchases that occur.

XII. Purchases of \$10,000.00 or more not covered by Sec. 62.15 Wisconsin Statutes.

If the estimated price of an item is over \$10,000, approval to purchase the item is needed from the Village Board with a recommendation from the appropriate Village Committee. Every effort must be made to send out enough bids or quotation requests in order to receive a minimum of three (when practical) in order for the proper Village Committee to make a recommendation to the Village Board. Appropriate notices shall be published, plans and specifications shall be distributed, and

Appendix B: Financial Policies

bids or quotations shall be opened and examined and a report shall be made to the appropriate Board Committee concerning the bids or quotations received. The report shall contain a recommendation concerning the bid or quotation to be accepted or rejected. If a bid or quotation other than the lowest bid or quotation is recommended, the report shall state the reasons for such recommendation.

XIII. Public construction over \$25,000.

All public construction in which the estimated cost exceeds \$25,000 shall be let by contract to the lowest responsible bidder. The bidding process shall incorporate the requirements in Section 62.15 and 66.0901 Wisconsin Statutes. Any project receiving only one bid shall be rebid unless it is approved by a three-fourths vote of the Board. The Village has the right to reject any and all quotes and/or bids.

XIV. Change orders on public construction contracts.

Whenever it is reasonably possible, a proposed increase in the cost of a public construction contract resulting from a change in the scope of the project shall be presented to the appropriate Village Committee and Village Board for approval provided that it will not result in a costly delay to the construction project. If the cost of delaying the project is prohibitive, change orders which are a result of a change in the scope of the project shall be approved by the appropriate staff member and the Administrator. The chairperson of the appropriate Village Committee shall be made aware of any change orders approved by a staff member. All change orders must be approved by the appropriate Village Committee and Village Board prior to final payment on the contract.



Capital Improvement Program Policy

Adopted: August 12, 2019

I. Purpose

To provide a decision-making process for the evaluation, selection and multi-year scheduling of public physical improvements based on a projection of available fiscal resources and the community's priorities.

II. Organizations Affected

The Village of Union Grove has a substantial investment in buildings, equipment, parks and public infrastructure, including its utilities. Prudent management of these investments is the responsibility of Village government. In order to fulfill this responsibility but remain within fiscally prudent parameters, the Village has enacted this policy for development of the capital improvement budget. This policy applies to all capital budgets of the Village, including general Village functions and utility funds.

III. Policy

This policy establishes a Capital Improvement Program to:

1. Ensure the timely renewal and extension of the Village's physical facilities;
2. Serve as the linkage in the Village's planning for physical development between comprehensive plans and the annual budget process;
3. Maintain control over the Village's long-term debt in relation to the Village's financial capacity;
4. Ensure coordinated capital development.

IV. Definitions

1. Capital Improvement Program (CIP) - A comprehensive and systematic program designed to facilitate the planning, budgeting and funding of all Capital Improvement Projects. This shall include the Equipment Replacement Program, as well as any projects which meet the below definition(s).

Appendix B: Financial Policies

2. Capital Improvement Project Threshold - Projects meeting the below definition shall be included in the Capital Improvement Program document rather than the Operating Budget document, as determined by the Village Administrator.
 - a. A project expected to have a useful life greater than five years and an estimated cost of \$5,000 or more. Capital projects include the construction, purchase, or major renovation of buildings, utility systems, or other structures; purchase of land and major landscaping projects; purchase of machinery or equipment.
3. Capital Improvement Schedule - A summary schedule of all approved capital improvement projects. The program shall be a five-year period (at minimum). The program shall be annually revised.
4. Capital Improvement Plan - A comprehensive planning document including all approved projects in the five-year Capital Improvement Program. This document will include the Capital Improvement Schedule and the Equipment Replacement Schedule, as well as funding source information, linkages to other planning documents and other similar data and analysis.
5. Capital Budget - The capital budget includes those projects scheduled for activity and funding in the next budget year. The capital budget shall be presented annually by the Village Administrator to the Village Board, in conjunction with the normal budget process, for consideration and adoption. The source of financing for each project in the budget shall be identified. The capital budget and the Capital Improvement Schedule shall only include those project costs or portions thereof, that the Village is responsible for funding. This would include grant proceeds received on a reimbursement basis, but would not include non-local funding for which the Village does not need to front the money.
6. Capital Fund - To ensure proper accounting and financial management the Village shall create and maintain a Capital Fund for the purposes of financing and accounting for the cost of Capital Improvement Projects. This fund shall be accounted for in the Financial Statement of the Annual Auditor's Report and will be maintained by the Village Treasurer.

V. Schedule

CIP requests shall be presented by the Village Administrator and/or the requesting department head to the Finance Committee during the budget preparation process – typically, in September of each year. Final consideration and adoption of the CIP by the Village Board may occur concurrently with the annual budget adoption or prior thereto.

Appendix B: Financial Policies

VI. Project Prioritization

A CIP Request Form shall be prepared by staff for each project being requested for the upcoming budget year. The request form shall include a justification statement for why the project deserves to be prioritized. Staff can refer to the following list of criteria that may help justify the reason for prioritizing a project:

- Project is mandated by local, State or Federal regulations.
- Project is a high priority of the Village Board, based on the most current Comprehensive Plan or other subsidiary plans.
- Project protects the health and safety of the Village, its residents, visitors and employees.
- Project prevents irreparable damage to existing facilities.
- Project leverages local funding with other non-local funding sources.
- Project finishes a partially completed project
- Project maintains service levels.
- Project results in increased efficiency.
- Project reduces operational costs.
- Project significantly reduces losses in revenue or provides for significant increased revenues.
- Project provides an expanded level of service or new public facility.

VII. Finance Committee Criteria

The following items should be considered by the Finance Committee as criteria for determining how a project should be incorporated into the CIP:

- Information provided on CIP Request Form (including photos and justification statement).
- Cost in consideration of available funding, including non-local funding opportunities.
- Compatibility with other Village planning documents.
- Project benefits in relation to costs:
 - Projects directly affecting the health and safety of citizens shall have priority over all other projects
 - Projects accruing benefits to a larger number of citizens shall have priority over projects benefiting a smaller number of citizens
- Project operating costs - Projects will be evaluated on the basis of additions and/or savings to the Village's operating costs
- Economic Development Impact - Projects will be evaluated on the basis of their overall impact on the Village's economic base, including the likelihood that the project will spur other private and public sector development, create new jobs or

Appendix B: Financial Policies

assist in retaining current jobs, or otherwise positively impact the Village's economic base.

- Project Readiness - Projects will be evaluated on the ability to move the project expeditiously to completion
- Provide a balance of capital expenditures among the various service sectors.



Structurally Balanced Budget Policy

Adopted: December 13, 2021

I. Purpose

The purpose of this policy is to provide guidance in the preparation, monitoring, and amendment for the annual operating budget of the Village of Union Grove. The Village must live within means striking a balance between funding sources for operations and expenditures so the citizens may realize the benefits of a strong stable government. Budget structural balance where revenues and expenditures equal is the long-term goal of this policy.

II. Fiscal Year

The Village Budget for the Village follows a calendar year. Each year a draft of the budget shall be presented to the Village Board no later than the fourth Monday in October. Shortly after distribution of the draft Budget to the Village Board, an electronic version will be posted on the Village website. Budget deliberation and adoption shall take place no later than the fourth Monday in November, as prescribed by State statute and requires a simple majority vote. After adoption, the approved budget will be posted on the Village website replacing the proposed budget.

III. Basis of Accounting

The basis of accounting refers to the timing of revenue and expenditure recognition. With few exceptions, the budget is prepared on the same basis as the Village's annual financial statements, which is the modified accrual basis for all governmental funds and the accrual basis for enterprise funds. Under the modified accrual basis, revenues are recognized when they become measurable and available and expenditures generally when the related liability is incurred. Under the accrual basis, revenues are recognized when they occur, regardless of the timing of related cash flows. One significant difference between the basis of accounting and the basis of budget is in the treatment of capital expenditures in the enterprise funds, which are included in line item operating expenditures for budget purposes.

IV. Procedures

There are several principles that the Village uses as guidance for the operating budgets.

Appendix B: Financial Policies

1. Budget accountability rests primarily with the operating department of the Village with oversight by the Administrator.
2. Ongoing revenues shall equal or exceed ongoing expenses unless the drawdown of an individual fund's balance is in compliance with the fund balance policy for that fund. One-time revenues shall only be used to fund one-time expenses to avoid a structural deficit in the future. If sufficient funds are not available (such as in a Tax Increment District), a plan for funding the shortfall shall be presented.
3. Budget control is monitored at the total fund level. Monies appropriated but not expended in the general fund, special revenue funds and utility enterprise funds lapse to the fund equity accounts unless carried over for a specific project (like capital projects as noted below). Any amounts earmarked for specific programs or purposes in special revenue funds that remain uncompleted are re-budgeted in the subsequent fiscal year.
4. Capital Project Fund budget expenditures appropriated for specific projects are carried forward as available until the project is completed or reassigned.
5. Enterprise funds (utilities) shall be supported by their own rates and specified revenue sources and not be subsidized by the General Fund. Enterprise funds will pay their share of overhead services provided by General Fund Department Personnel or Facilities. Enterprise fund operating surpluses will not be used to subsidize other Village Funds.
6. All general obligation debts will be paid through a general debt service fund, except for that incurred by an enterprise fund. Operating budgets will be prepared to meet the annual principal, interest, and service charge costs. Net debt service requirements (debt service expenditures less debt service revenue) will be funded through the general tax levy except for those amounts related to Tax Incremental Districts or Utility Funds.
7. The Village of Union Grove historically has not established definitive tax rate targets. Rather, the Village seeks to provide stable changes in tax bills and utility charges to its customers. This philosophy means that in developing the tax and fee components of the budget, the Village looks to provide annual increases that bear relationship to the rate of inflation and net new construction.
8. Budget requests will be submitted to the Administrator for analysis and compilation. Continuing operation budget requests will be required by August 1 including any Budget Request Forms for proposed changes for new personnel, programming, and equipment (technology included) to help the Administrator, Finance Committee and the Village Board understand requests.
9. The Administrator shall present a Village Budget proposal to the Village Board for its review, deliberation, amendment, and adoption. The Village Budget shall include proposals for all operating and capital funds. Following Village Board approval, the Adopted Budget and shall become the official budget for the following year.

V. Budget Components

Appendix B: Financial Policies

The budget shall also include a transmittal letter from the Administrator summarizing the major issues in the budget; a summary of personnel changes; a listing of all property tax rates; and a budget summary stating the total amounts of taxes levied for various purposes, the total amount of general obligation borrowing, and the total amount of revenue bond debt.

The budget shall include appropriation of the first year's expenditures of the rolling five-year Capital Improvement Plan (CIP). Years two through five provide strategic planning information. Though expenditures for the first year of the CIP are appropriated, the Village can make additions to and deletions from the CIP during budget development.

VI. Adoption of budget

During the period from August through October, one or more budget workshops will be held by the Finance Committee. Prior to review and approval of the budget by the entire Village Board, a public hearing on the budget will be held. Notice of this hearing will be published in the local newspaper of record at least 15 days prior to the hearing and will include a summary of the budget and the date, time, and place of the public hearing, as prescribed by State statute.

VII. Budget Amendment

Shall be reported to the Village Board as action items. Transfers from the Reserve for Contingencies require a 2/3 majority vote. Budget adjustments are generally required whenever expenditure authority needs to be redirected to a different purpose, increased, decreased, or shifted to a subsequent year. Following approval by the Village Board, the change will be recorded in the accounting system and a public notice will be published in the local newspaper of record. Receipts of unplanned revenues (grants, donations, insurance proceeds, reimbursements, etc.) that do not result in a need for additional expenditure authority do not require a budget adjustment.

VIII. Carryover of prior year budgeted expenditures

Reappropriated funds may be used for prior year contracts, obligations, and uncompleted projects that are to be completed and/or paid in the following year. Reappropriation of unspent prior year authorizations for purposes other than their original designations shall be considered as Special Consideration items and require approval by two thirds of the Village Board. All other reappropriations shall require approval by a simple majority vote. The carryover request will be presented to the Village Board on or before its second meeting in March. Following approval by the Village Board, the additional appropriations will be recorded in the accounting system and a public notice of the change will be published in the local newspaper of record.

IX. Review of Policy

This policy will be reviewed periodically following adoption at the direction of the Village Board.



Procurement Card Policy

Adopted: December 13, 2021

I. Purpose

To establish a methodology, and to define the limits for use, of Village issued procurement cards provided to certain Village employees to make purchases of goods and/or services.

II. Definitions:

- **Account Statement:** The monthly listing of all transactions posted to the cardholder's account, issued by the Procurement Card vendor directly to the cardholder.
- **Cardholder:** Personnel who have been issued procurement cards and who are authorized to make purchases in accordance with these procedures.
- **Village Treasurer:** The individual assigned to perform overall program administration, including cardholder account maintenance, contract administration, final monthly account reconciliation, and departmental auditing.
- **PCPS:** Procurement Card Purchasing System.
- **Rebate:** Money paid back to the Village by the procurement card vendor based upon spending volume and other criteria, as provided for in the master contract.
- **Single Transaction Limit:** A dollar amount limitation of purchasing authority delegated to a cardholder for each individual transaction. This dollar limit may vary from cardholder to cardholder, as agreed between the Treasurer and Village Administrator.
- **Vendor or Merchant:** A company from which a cardholder is purchasing materials and/or equipment or services under the provisions of these procedures.

III. Procedures

This program is established to simplify the procurement and payment processes, and to reduce paperwork and handling costs, primarily for small purchases. By using the Procurement Card Purchasing System (PCPS), the traditional requisition process (establishing need, inquiring on prices, placing the order, delivery of goods, receipt of invoice, reconciling invoice to purchase order, paying vendor) is greatly reduced. Employees who are issued procurement cards may initiate transactions in person, by telephone or through the internet within the limits of these procedures and receive goods or services. The Village Treasurer will

Appendix B: Financial Policies

make monthly settlements with the procurement card vendor. When using a procurement card, cardholders shall adhere to all provisions of the Village Purchasing Policy.

IV. Receiving a procurement card

Department directors may request their personnel be issued cards by contacting the Administrator or Village Treasurer. The proposed cardholder will be issued a summary of these procedures and shall be required to complete and sign an Employee Agreement. The agreement indicates that the cardholder understands these procedures and the responsibilities of a PCPS cardholder.

The Village Treasurer shall maintain all records of procurement card requests, limits, lost/stolen card information, fraud and dispute resolutions, and monthly signature/approval sheets.

V. Authorized procurement card use

The unique procurement card that the cardholder receives has his/her name embossed on it and shall ONLY be used by the cardholder. NO OTHER PERSON IS AUTHORIZED to use that card. The cardholder may make transactions on behalf of others in their department (example: training registrations); however, the cardholder is responsible for the use of his/her card.

Use of the procurement card shall be limited as follows:

- a) The total value of a transaction shall not exceed a cardholder's single transaction limit. Preset electronic controls will cause a transaction to be declined when a cardholder's authorized single transaction (or other) limit is being exceeded.
- b) Payment for a purchase SHALL NOT be split into multiple transactions to stay within the single transaction limit. Contact the Treasurer for limit increases to accommodate larger transactions.
- c) All items purchased "over the counter" should be immediately available at the time of procurement card use. No backordering of merchandise is allowed. Orders for future delivery may be placed, but vendors must not charge a card prior to shipment or delivery.
- d) Only authorized commodities or services may be purchased with a procurement card. See the next section for a listing of unauthorized uses.

VI. Unauthorized procurement card use

- a) Personal purchases or identification.

Appendix B: Financial Policies

- b) Meals for travel when the per diem method of reimbursement is used.
- c) Cash advances.
- d) Fuel, unless necessary during authorized travel with a Village vehicle outside the area, or during an emergency within the area.
- e) Telephone calls.
- f) Alcohol or any other purchases or expenditures prohibited by Village policy.
- g) Charges for goods or services not immediately available.
- h) Individual departments may impose further restrictions at the discretion of the Director.

A cardholder who makes unauthorized purchases or carelessly uses the procurement card may lose the privilege of future card use and will be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the procurement card vendor in connection with the misuse. The cardholder may also be subject to disciplinary action, up to and including termination.

VII. Making a purchase

Cardholders will utilize the following "checklist" when making a purchase:

- a) Ensure that the purchase complies with the Village's Purchasing Policy.
- b) Once a vendor is identified and that vendor confirms that the goods or services are available, meet the specification, delivery and any other requirements, the following steps shall be taken:
 - Confirm that the vendor agrees to accept the procurement card.
 - Advise the vendor of the Village's tax-exempt status.
 - It is very important that all purchases be shipped or delivered to the attention of the cardholder ordering the merchandise as this will ensure that the documents necessary for recordkeeping are readily available to the cardholder
 - If necessary, the individual who receives merchandise in the cardholder's department should be advised of the vendor's name and order number, anticipated delivery date, number of boxes expected, carrier (UPS, Fed Ex, or other). That individual should notify the cardholder when delivery is made.

VIII. Cardholder and departmental record keeping

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Whenever a procurement card purchase is made, either in-person, over the counter, by telephone or through the internet, documentation shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the cardholder's monthly account statement.

When the purchase is made over the counter, the cardholder shall retain the invoice and "customer copy" of the receipt. Prior to signing or accepting this receipt, the cardholder is responsible for making sure that the vendor lists the quantity and fully describes the item(s) purchased, the receipt indicates payment by procurement card, and no sales tax has been charged. When the goods are received because of placing a telephone or internet order, all order confirmation and shipping documentation is to be retained.

Cardholders may forward their statement with all documentation attached to the Village Treasurer once per month, or forward transaction receipts as received throughout the month. In either case, the cardholder shall be ultimately responsible for complete documentation of all charges and credits on their individual statements. If the cardholder does not have documentation of a transaction listed on the monthly statement, he/she shall attach an explanation that includes a description of the item(s) purchased, date of purchase, vendor's name and a reason for the lack of supporting documentation. This data attachment is critical to enable audit substantiation. IF THIS ROUTINE IS NOT ADHERED TO, THE AUTHORIZATION TO USE THE PROCUREMENT CARD MAY BE REVOKED. The careful matching of complete support documents to the account statement is vital to the success of this program

IX. Other items

Tax Exemption: The cardholder shall inform the vendor of the Village's tax-exempt status. The cardholder shall be responsible to make reasonable efforts, relative to the amount of tax charged, to recover sales tax charged by a vendor.

Purchasing Card Returns: If an item is not satisfactory (such as, received wrong, damaged and/or defective, or duplicate order), the cardholder should contact the vendor to explain the problem and inquire about return policies. If an item has been returned and a credit voucher received, the cardholder shall verify that this credit is reflected on the monthly statement.

If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be **RETAINED** by the cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within sixty (60) days after the date of purchase, the cardholder or approving supervisor shall notify the Village Treasurer to expedite the credit or file a dispute.

X. Card security

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It is the cardholder's responsibility to safeguard the procurement card and account number to the same degree that a cardholder safeguards his/her personal credit information. The cardholder must not allow anyone to use his/her account number. A violation of this trust will result in the cardholder having his/her card withdrawn and the initiation of disciplinary action. Any unauthorized or suspicious charges appearing on a cardholder's account shall be immediately reported to the Village Treasurer.

If the card is lost or stolen, the cardholder shall *immediately* notify the procurement card vendor, and shall notify the Village Treasurer by the next working day. A new card shall be promptly issued to the cardholder after the reported loss or theft. A card that is subsequently found by the cardholder after being lost shall be destroyed.

XI. Cardholder separation

Prior to separation from the Village, the cardholder shall surrender the procurement card and any current period documentation to his/her approving supervisor. Upon receipt, the approving supervisor will review the current charges for appropriateness, advise the Village Treasurer of the employee's separation and destroy the card.



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Village of Union Grove Procurement Card Employee Agreement

I, _____, hereby request a procurement card. As a cardholder I agree to comply with the following terms and conditions regarding my use of the card.

- I understand that I am being entrusted with a valuable tool - a procurement card - and will be making financial commitments on behalf of the Village of Union Grove
- I understand that the Village of Union Grove is liable to the procurement card vendor for all charges made on the card.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand the Village Treasurer will audit the use of this card and report and take appropriate action on any discrepancies.
- I will follow established procedures for the use of the card. Failure to do so may result in revocation and/or other disciplinary action.
- I have been given a copy of the purchasing policy and understand the requirements and limitations for the card's use.
- I agree to return the card immediately upon request or upon termination of employment, including retirement.
- If the card is lost or stolen, I agree to notify the procurement card vendor immediately, and the Village Treasurer by the next working day.
- I understand that if personal purchases are discovered on the card, I will be held personally responsible for payment of such charges and will be subject to disciplinary actions up to and including discharge.

Employee Signature

Date



Investment Policy

Adopted: 2001

I. Policy

It is the policy of the Village of Union Grove (hereafter referred to as the Village) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statues governing the investment of public funds.

II. Scope:

This investment policy applies to all financial assets of the Village. These funds are accounted for in the Village of Union Grove's Comprehensive Annual Financial Report and include:

2.1 Funds:

2.1.1 General Fund

2.1.2 Special Revenue Funds

2.1.3 Capital Project Funds

2.1.4 Enterprise Funds

2.1.5 Fiduciary and Agency Funds

2.1.6 Debt Service Funds

III. Prudence:

Investments shall be made with judgement and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

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IV. Objective

The primary objectives, in priority order, of the Village's investment activities shall be:

4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the Village shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

4.2 Liquidity: The Village's investment portfolio will remain sufficiently liquid to enable the Village to meet all operating requirements which might be reasonably anticipated.

4.3 Return on Investments: The Village's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the Village's investment risk constraints and the cash flow characteristics of the portfolio.

V. Delegation of Authority

Authority to manage the Village's investment program is derived from the following: Section 2-163, Municipal Code of the Village of Union Grove. Management responsibility for the investment program is hereby delegated to the Village Treasurer who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in the absence of the Village Treasurer.

5.1 Investment Procedures:

The Village Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by official the Village Treasurer.

VI. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees



Appendix B: Financial Policies

and investment officials shall disclose to the Village Administrator any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Village

VII. Authorized Financial Dealers and Institutions

The Village Treasurer will maintain a list of financial institutions authorized to provide investment services.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the Village invests.

VIII. Authorized & Suitable Investments

The Village is empowered by Sec. 66.0603, Wisconsin Statutes, to invest in the certain types of securities The Village has authorized, in accordance with the approved Resolution Designating Public Depositories, the use of time deposits and the local government investment pool.

IX. Investment Pools/Mutual Funds

A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. The Village Board has authorized the use of the State of Wisconsin Local Government Investment Pool.

X. Collateralization

Collateralization will be required on two types of investments: certificates of deposit and time deposits. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be (102%) of market value of principal and accrued interest.

The entity chooses to limit collateral to the following: --{list}--

Collateral will always be held by an independent third party with whom the financial institution has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Village and retained.

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The right of collateral substitution is granted.

XI. Diversification

The (entity) will diversify its investments by security type and institution with the exception of authorized pools, no more than 50% of the Village's total investment portfolio will be invested in a single security type or with a single financial institution.

XII. Maximum Maturities

To the extent possible, the Village will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the (entity) will not directly invest in securities maturing more than (____) years from the date of purchase Reserve funds may be invested in securities exceeding (____) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

XIII Internal Control

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

XIV Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

XV Reporting

The Treasurer shall provide the Village Board and the Village Administrator monthly investment reports which provide a clear picture of the status of the current investment portfolio.

XVI Investment Policy Adoption

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The Village's investment policy shall be adopted by resolution of the Village Board. The policy shall be reviewed annually by the Village Board and any modifications made thereto must be approved by the Village Board.

XVII Glossary

Because this policy is to be available to the public as well as the governing body, it is important that a glossary of related terminology be part of the policy

GLOSSARY

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid) See Offer.

BROKER: A broker brings buyers and sellers together for a commission

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the Village of Union Grove. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account

DEBENTURE: A bond secured only by the general credit of the issuer.

Appendix B: Financial Policies

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities)

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued a discount and redeemed at maturity for full face value, e g, U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e g, S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

Appendix B: Financial Policies

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C, 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae):

Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FmHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that establishes each party's rights in the transactions A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state-the so-called legal list. In other states the trustee may invest in a

Appendix B: Financial Policies

security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc) and Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities,

Appendix B: Financial Policies

one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

2022 Budget



Appendix C: Union Grove/Yorkville Fire Department Budget

Account Number	Account Name	2021 Budget	2021 YTD 8/30	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES						
210-46300	Budget-Union Grove	121,095	90,821	191,018	69,923	57.7%
210-46301	Budget-Yorkville	193,438	96,719	322,610	129,172	66.8%
210-46310	Runs-Billed	225,000	157,730	245,000	20,000	8.9%
210-46312	Runs-Vehicle Calls	20,000	-	-	(20,000)	-100.0%
210-46311	Runs - Fire Calls	-	-	-	-	0.0%
210-48100	Interest Earned-Money Market	-	11	50	50	100.0%
210-48101	Interest-Savings Account	-	8	20	20	100.0%
210-48102	Interest-State Investment Pool	1,000	96	500	(500)	-50.0%
210-48103	Interest-Building Fund	-	15	50	50	100.0%
210-48110	Interest-Checking Account	50	47	100	50	100.0%
210-46320	FAP Funds	5,744	-	5,744	-	0.0%
210-48425	Miscellaneous	-	25,780	2,000	2,000	100.0%
Total Revenues		566,327	371,227	767,092	200,765	35.45%
EXPENSES						
Personnel						
210-52300-000	Salary-Chief	8,672	4,336	8,672	-	0.0%
210-52301-000	Salary-Asst. Chiefs	6,670	1,668	6,670	-	0.0%
210-52302-000	Salary-Captains	2,069	948	2,069	-	0.0%
210-52303-000	Salary - Lieutenants	2,802	1,351	2,802	-	0.0%

2022 Budget



Appendix C: Union Grove/Yorkville Fire Department Budget

210-52304-000	Salary-Clerk	1,200	600	1,200	-	0.0%
210-52305-000	Salary-Janitor	3,579	2,386	3,579	-	0.0%
210-52306-000	On-Call Compensation	117,060	44,023	82,060	(35,000)	-29.9%
210-52307-000	QA/QI Position	1,500	375	1,500	-	0.0%
210-52309-000	Daytime Coverage	93,600	68,195	206,544	112,944	120.7%
210-52308-000	Clerical/computer Employee	26,676	18,377	28,080	1,404	5.3%
210-54200-300	Awards/Recognition	4,800	477	4,800	-	0.0%
210-____-130	Social Security Expense	20,183	10,908	21,277	1,094	5.4%
210-51300-200	Attorney Fees	1,000	65	1,000	-	0.0%
210-51932-200	Insurance-Personnel	5,000	820	5,000	-	0.0%
210-51930-200	Insurance-Workers Comp.	6,700	4,340	6,700	-	0.0%
Total Personnel Expenses		301,511	158,869	381,953	80,442	26.7%

Training

210-54210-300	Seminar Food & Lodging	2,500	2,500	2,500	-	0.0%
210-54213-300	Personnel Training	13,000	161	13,000	-	0.0%
210-54217-300	Training Material	1,000	56	1,000	-	0.0%
210-54201-300	Mileage Reimbursement	1,000	143	1,000	-	0.0%
210-54225-300	Uniforms/Clothing Replacement	2,200	-	2,200	-	0.0%
210-54226-300	Turn-out Gear	25,000	21,300	25,000	-	0.0%
210-54230-300	Shots	300	-	300	-	0.0%
210-54231-300	Physicals	3,000	823	3,000	-	0.0%
Total Training Expenses		48,000	24,983	48,000	-	0.0%

2022 Budget



Appendix C: Union Grove/Yorkville Fire Department Budget

Utilities

210-51610-330	Telephone	2,000	1,241	2,200	200	10.0%
210-51610-320	Natural Gas & Electricity	9,500	5,563	9,500	-	0.0%
210-51610-340	Water	3,000	1,990	3,000	-	0.0%
Total Utilities Expenses		14,500	8,794	14,700	200	1.4%

Equipment

210-54340-301	Gasoline & Diesel	6,000	4,950	9,400	3,400	56.7%
210-54235-300	Vehicle Maintenance & Labor	25,000	9,401	25,000	-	0.0%
210-54237-300	Port. Equipment Maint.	17,000	7,665	17,000	-	0.0%
210-54240-300	Radio Repair	3,000	369	3,000	-	0.0%
210-51931-200	Insurance-Apparatus	30,000	15,304	30,000	-	0.0%
Total Equipment Expense		81,000	37,689	84,400	3,400	4.2%

Supplies

210-54245-300	Janitor	1,000	152	1,000	-	0.0%
210-54250-300	Oxygen	1,000	1,230	1,500	500	50.0%
210-54251-300	First Aid Supplies	9,000	6,797	9,000	-	0.0%
210-54253-300	Hazardous Material Supplies	1,000	337	1,000	-	0.0%
210-54254-300	Small Equipment	8,000	10,470	8,000	-	0.0%
Total Supplies Expense		20,000	18,985	20,500	500	2.5%

Building Maintenance

210-54260-300	Building Maintenance	5,750	4,448	5,750	-	0.0%
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2022 Budget



Appendix C: Union Grove/Yorkville Fire Department Budget

Total Building Maintenance Expense		5,750	4,448	5,750	-	0.0%
Miscellaneous						
210-54261-300	Dues	11,000	1,981	11,000	-	0.0%
210-54265-300	Fire Prevention	2,500	-	2,500	-	0.0%
210-54266-300	EMS Week	1,000	1,115	1,000	-	0.0%
210-51430-300	Office Supplies	8,000	642	5,000	(3,000)	-37.5%
210-51610-350	Cell Phones	4,400	4,061	8,800	4,400	100.0%
210-51610-360	Internet/TV	3,000	911	2,200	(800)	-26.7%
210-54270-300	Fire Investigation	300	-	300	-	0.0%
210-54275-300	Building Inspection	-	113	200	200	100.0%
210-51436-300	Miscellaneous/Subpoena	3,650	5,855	3,650	-	0.0%
210-52225-200	Administrative Expense	10,000	10,000	10,000	-	0.0%
210-51580-200	Audit Expense	4,600	2,750	4,600	-	0.0%
210-54280-200	Billing Services	31,000	10,442	31,000	-	0.0%
Total Miscellaneous Expense		79,450	37,870	80,250	800	1.0%
Capital Items & Debt Service						
210-57100-300	Capital Items	6,116	16,094	27,116	21,000	343.4%
210-57120-300	Capital Items-FAP	-	-	-	-	0.0%
210-58100-200	Debt Service-Principal	-	-	62,245	62,245	100.0%
210-58200-200	Debt Service-Interest	-	-	32,178	32,178	100.0%
210-58510-200	Contingency Fund	10,000	-	10,000	-	0.0%
Total Capital Items & Debt Service Expense		16,116	16,094	131,539	115,423	716.2%

2022 Budget



Appendix C: Union Grove/Yorkville Fire Department Budget

Total Expenses	566,327	307,730	767,092	200,765	35.5%
Net Income (Loss)	-	63,496	(0)		

2021 Equalized Values			
UG	\$429,728,000		37.19%
Yorkville	<u>\$725,915,900</u>		62.81%
	\$1,155,643,900		

Total Expenses	767,092
Other Revenue	<u>253,464</u>
Total Needed - Villages	513,628
VOUG (37.19%)	191,018.16
Yorkville (62.81%)	<u>322,609.58</u>
	513,627.74

2022 Budget



Appendix D: Union Grove/Yorkville/Dover Aerial Ladder Budget

Account Number	Account Name	2021 Budget	2021 YTD 08/30	2022 Budget	\$ Chg '21 Budg. to '22 Budg.	% Chg '21 Budg. to '22 Budg.
REVENUES						
215-46300	Due from Union Grove	3,988	2,991	3,988	-	0.0%
215-46301	Due from Yorkville	6,284	3,142	6,284	-	0.0%
215-46302	Due from Dover	4,427	4,427	4,427	-	0.0%
215-48110	Interest Income	-	21	-	-	0.0%
215-48450	Transfer from Investments	6,520	-	6,520	-	0.0%
215-48425	Miscellaneous Income	-	-	-	-	0.0%
Total Revenues		21,219	10,581	21,219	-	0.0%
EXPENSES						
215-51930-200	Insurance	2,700	-	2,700	-	0.0%
215-54235-300	Vehicle Maintenance	5,500	3,852	5,500	-	0.0%
215-54340-301	Vehicle Fuel	750	222	750	-	0.0%
215-51436-300	Miscellaneous	750	224	750	-	0.0%
215-57100-200	Capital Items	6,519	-	6,519	-	0.0%
215-58510-200	Contingency Fund	5,000	-	5,000	-	0.0%
Total Expenses		21,219	4,298	21,219	-	0.0%
Net Income (Loss)		-	6,283	-		



Long-Range Financial Plan 2022-2031

Approved December 13, 2021





Plan Objectives

The Long-Range Financial Plan provides a roadmap for the financial objectives listed below:

1. Plan for rising costs of operations and capital improvement needs, while:
2. Maintaining a stable property tax rate;
3. Maintaining a General Fund balance that meets our Fund Balance Policy (25% of prior year expenditures); and,
4. Meeting the goal of our Debt Policy as it relates to General Obligation debt limits (75% or less of statutory limit).

The plan considers many different factors that are difficult to predict—for this reason, the plan should be revisited to reflect events and changing conditions. It should also be noted that the plan lists projects and activities that are contemplated but have not been fully vetted or approved by the necessary decision-making bodies. For this reason, the plan should be viewed as a guide for how the Village’s financial objectives can be maintained IF certain activities were pursued.

The original plan was adopted by the Village Board on August 16, 2020. It was updated by staff on December 15, 2020 and on December 1, 2021 to reflect most recent budgets, capital plans and projections.

2022 Budget
Appendix E: Long-Range Financial Plan (2022-2031)
General Fund

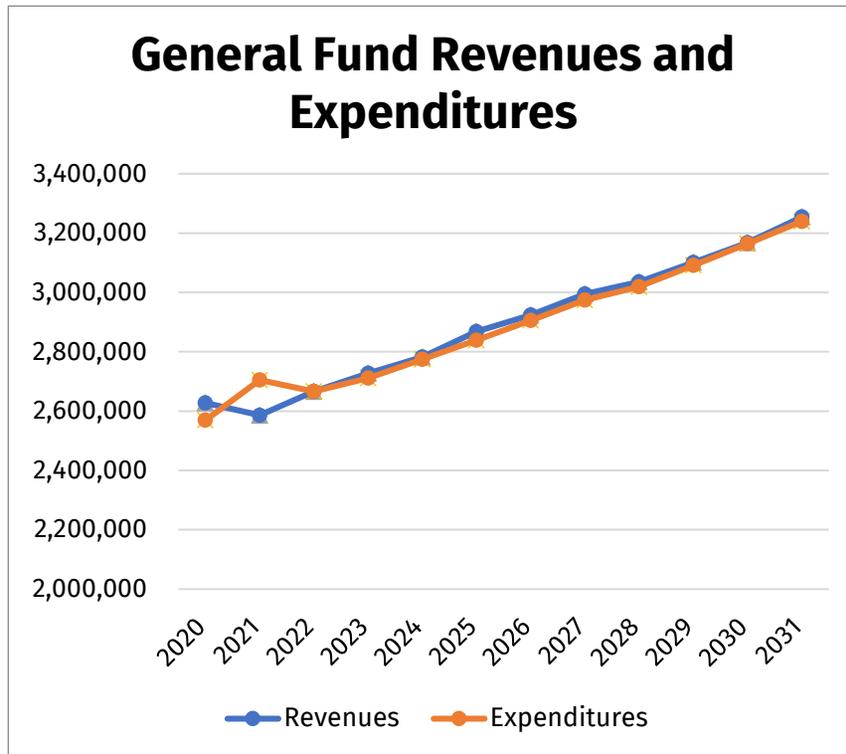


	Audited	Projected	Budget	Projected								
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
GENERAL FUND												
Revenues												
Property Taxes	1,319,113	1,347,353	1,396,341	1,438,231	1,466,996	1,511,006	1,541,226	1,579,756	1,603,453	1,651,556	1,701,103	1,769,147
Intergovernmental	786,936	655,091	675,705	689,219	703,003	717,063	731,405	746,033	760,953	776,172	791,696	807,530
Licenses and Permits	208,125	216,600	231,300	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000
Fines, Forfeitures & Penalties	28,759	65,000	65,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Investment Income	10,874	3,200	10,025	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Miscellaneous Revenue	94,993	95,565	84,150	90,000	100,000	125,000	135,000	150,000	150,000	150,000	150,000	150,000
Total Revenues	2,448,801	2,382,810	2,462,521	2,522,450	2,574,999	2,658,069	2,712,630	2,780,789	2,819,406	2,882,729	2,947,799	3,031,677
Expenditures												
General Government	671,173	589,890	615,835	631,231	647,012	663,187	679,767	696,761	714,180	732,035	750,335	769,094
Public Safety	991,228	946,241	1,033,015	1,058,840	1,085,311	1,112,444	1,140,255	1,168,761	1,197,980	1,227,930	1,258,628	1,290,094
Public Works	639,011	771,884	806,253	826,409	847,070	868,246	889,952	912,201	935,006	958,381	982,341	1,006,900
Health & Human Services	47,258	50,716	11,500	11,788	12,082	12,384	12,694	13,011	13,336	13,670	14,012	14,362
Conservation & Development	15,515	7,000	7,500	7,688	7,880	8,077	8,279	8,486	8,698	8,915	9,138	9,366
Total Expenditures	2,364,185	2,365,731	2,474,103	2,535,955	2,599,354	2,664,338	2,730,947	2,799,220	2,869,201	2,940,931	3,014,454	3,089,815
Excess (Deficiency) of revenues over (under) expenditures	84,615	17,078	(11,582)	(13,505)	(24,355)	(6,269)	(18,316)	(18,431)	(49,795)	(58,202)	(66,655)	(58,139)
Other Financing Sources (Uses)												
Transfer In	178,325	203,309	203,309	205,342	207,396	209,469	211,564	213,680	215,817	217,975	220,155	222,356
Transfers Out	(204,951)	(339,559)	(191,727)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(150,000)	(150,000)	(150,000)	(150,000)
Total Other Financing Sources (Uses)	(26,626)	(136,250)	11,582	30,342	32,396	34,469	36,564	38,680	65,817	67,975	70,155	72,356
Net Change in Fund Balance	57,989	(119,172)	(0)	16,837	8,040	28,200	18,248	20,249	16,022	9,773	3,499	14,218
GENERAL FUND BALANCE												
Beginning of Year	539,787	1,319,339	646,975	646,975	663,812	671,852	700,052	718,300	738,549	754,571	764,343	767,843
End of Year	1,319,339	646,975	646,975	663,812	671,852	700,052	718,300	738,549	754,571	764,343	767,843	782,060
Assigned/Unspendable	553,192	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Unassigned	766,147	621,975	621,975	638,812	646,852	675,052	693,300	713,549	729,571	739,343	742,843	757,060
% Unassigned of Annual GF Expenses	32%	26%	25%									

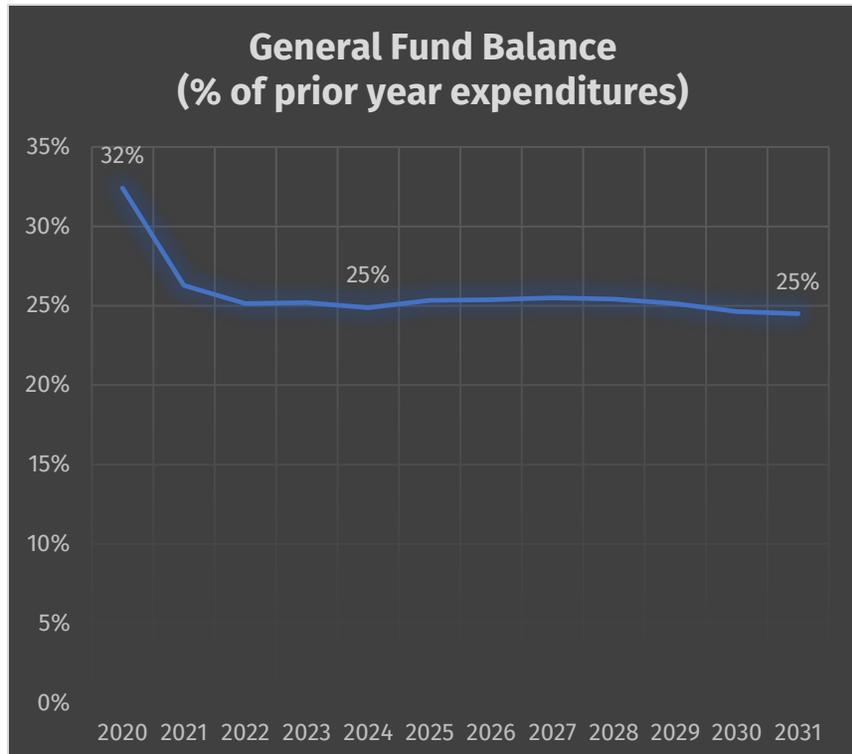
ASSUMPTIONS

1. General Fund expenses will increase 2.5% per year overall.
2. Property taxes applied to General Fund will increase each year as necessary to maintain 25% fund balance.
3. Intergovernmental revenues will increase 2% per year to reflect increased transportation aid (due to increased transportation spending).
4. Miscellaneous revenues will increase to reflect tax increment from TID #7 to reimburse administrative expenses.
5. Other revenues projected to remain flat.
6. Transfers Out are projected to decrease with the assumption that the Recreation & Parks Fund is more self-sufficient and less reliant on funding from the General Fund.

Appendix E: Long-Range Financial Plan (2022-2031)



General fund revenues and expenditures are planned to be relatively equal each year over the 10-year period. In 2021, excess General Fund reserves were transferred out to the Capital Improvement Fund at year-end, resulting in more expenses than revenues as reflected in the chart above. In some future years, revenues are shown to be slightly higher than expenditures in order to help maintain a minimum fund balance. In some years, slightly less revenues are needed.



The 10-year plan provides that the Village’s minimum General Fund Balance of 25% of prior year expenditures will be achieved. Staff recommends keeping the fund balance at or closely higher than 25% and any excess funds should be transferred to the Capital Improvement Fund to limit the need for future debt.

The Government Finance Officers Association (GFOA) recommends a minimum fund balance of no less than two months (about 17%) of regular operating expenditures. By maintaining a fund balance of 25%-29%, the Village is in compliance with its own policy and over and above the GFOA’s recommendation.

2022 Budget
Appendix E: Long-Range Financial Plan (2022-2031)
Capital Improvement Fund



	Audited 2020	Projected 2021	Projected									
			2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
CAPITAL IMPROVEMENT FUND												
Sources of Funds												
Property Taxes	54,884	102,909	53,120	50,000	55,000	60,000	65,000	70,000	75,000	70,000	70,000	75,000
Grants	-	137,505	1,305,066	134,494	93,961	355,000	266,000	10,000	-	-	-	-
Sale of Equipment	-	9,800	10,000	33,525	20,925	750	42,251	15,000	15,000	15,000	15,000	15,000
Rental Income	24,528	27,193	28,144	29,129	30,149	31,204	32,296	33,426	34,596	35,807	37,060	38,357
Bonds	2,800,000	-	-	-	3,250,000	-	2,600,000	-	2,000,000	-	-	-
Impact Fees	40,067	-	-	60,000	60,000	5,000	50,000	-	-	-	-	-
Other	240,559	1,000	-	-	-	-	-	-	-	-	-	-
Total Sources of Funds	3,160,038	278,407	1,396,330	307,148	3,510,035	451,954	3,055,547	128,426	2,124,596	120,807	122,060	128,357
Capital Expenditures												
Equipment Replacement	65,456	15,675	142,000	223,500	139,500	5,000	281,671	100,000	100,000	100,000	100,000	100,000
Roads & Infrastructure	378,742	2,887,177	1,022,000	533,000	2,872,000	1,575,000	2,220,000	500,000	500,000	500,000	500,000	500,000
Parks	221,664	12,815	10,000	37,467	45,000	15,000	75,000	15,000	10,000	10,000	10,000	10,000
Facilities	-	56,707	55,000	92,000	27,000	-	20,000	20,000	20,000	20,000	20,000	20,000
Other	62,050	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total Expenditures	727,912	2,973,374	1,230,000	886,967	3,084,500	1,596,000	2,597,671	636,000	631,000	631,000	631,000	631,000
Excess/(Deficiency)	2,432,126	(2,694,967)	166,330	(579,819)	425,535	(1,144,046)	457,876	(507,574)	1,493,596	(510,193)	(508,940)	(502,643)
Transfers In/(Out)	473,153	150,000	-	-	-	-	-	-	-	-	-	-
Net Change in Fund Balance	2,905,279	(2,544,967)	166,330	(579,819)	425,535	(1,144,046)	457,876	(507,574)	1,493,596	(510,193)	(508,940)	(502,643)
CAPITAL IMPROVEMENT FUND BALANCE												
Beginning of Year	859,922	3,765,201	1,220,234	1,386,564	806,745	1,232,280	88,233	546,109	38,535	1,532,131	1,021,938	512,999
End of Year	3,765,201	1,220,234	1,386,564	806,745	1,232,280	88,233	546,109	38,535	1,532,131	1,021,938	512,999	10,356

ASSUMPTIONS

1. Expenditures follow existing plans; placeholder amounts set for years beyond capital plans.
2. Sale of equipment revenue estimated based on 15% of new equipment expense for that year.
3. Borrowings in 2024, 2026 and 2028 needed to fund capital projects/maintain fund balance.

2022 Budget
Appendix E: Long-Range Financial Plan (2022-2031)
Debt



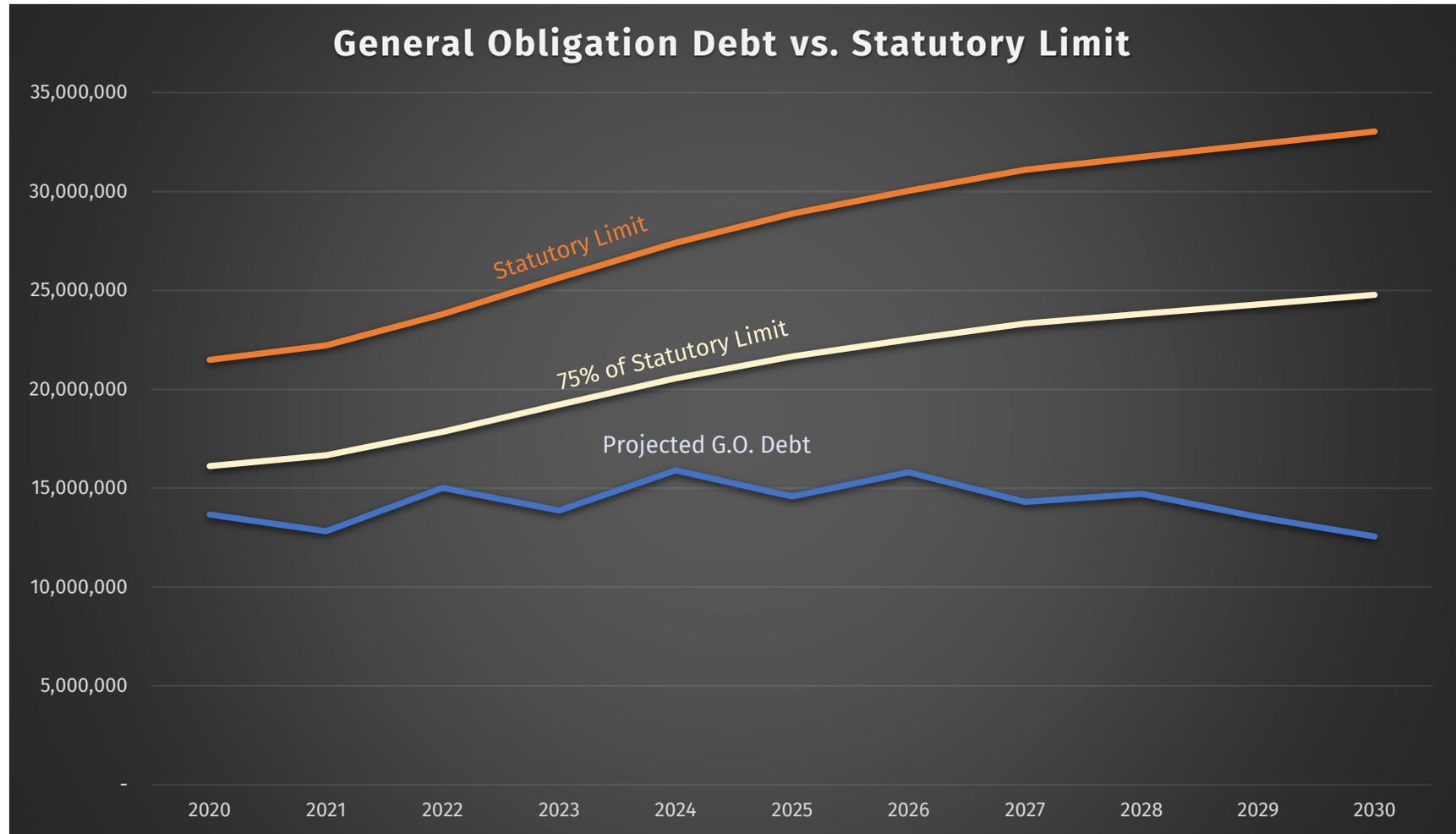
Principal and Interest Payments

		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
GENERAL OBLIGATION DEBT													
Issued													
G.O. Bond Series 2006A	Debt Service Fund	148,530	147,900	-	-	-	-	-	-	-	-	-	-
STF Loan Series 2011A	Debt Service Fund	72,005	-	-	-	-	-	-	-	-	-	-	-
STF Loan Series 2011B	Debt Service Fund	43,646	-	-	-	-	-	-	-	-	-	-	-
G.O. Ref. Bond Series 2012B	Sewer Utility/TID #3/TID #4	550,270	570,595	450,245	561,495	558,100	563,700	568,700	568,100	567,050	-	-	-
G.O. Ref. Bond Series 2015A	Debt Service Fund	214,488	221,678	223,354	234,423	244,723	249,258	248,165	246,488	254,100	260,865	45,765	-
G.O. Bond Series 2019A	TID #5	32,400	57,025	56,275	55,525	74,475	87,900	91,025	89,075	96,975	94,725	92,475	90,225
G.O. Bond Series 2020A	TID #5	33,497	42,763	67,531	91,838	120,635	119,095	117,495	115,845	114,145	112,335	110,415	133,169
G.O. Bond Series 2020B	TID #6	12,285	27,300	27,300	76,800	75,800	89,650	98,250	96,750	120,000	118,000	116,000	114,000
G.O. Bond Series 2020C	Debt Service Fund	-	61,798	209,015	205,515	202,015	146,135	144,135	142,135	140,135	187,635	184,635	181,635
Fire Truck Loan 2015	Debt Service Fund	17,251	-	-	-	-	-	-	-	-	-	-	-
Fire Truck Loan 2020	Debt Service Fund	-	-	37,769	37,769	37,769	37,769	37,769	37,769	37,769	37,769	37,769	37,769
Total Issued G.O. Debt		1,124,372	1,129,058	1,071,489	1,263,364	1,313,516	1,293,507	1,305,539	1,296,162	1,330,174	811,329	587,059	556,797
Contemplated													
Fire Station 2022	Debt Service Fund	-	-	-	208,785	208,785	208,785	208,785	208,785	208,785	208,785	208,785	208,785
Capital Projects 2024	Debt Service Fund	-	-	-	-	-	226,184	226,184	226,184	226,184	226,184	226,184	226,184
Capital Projects 2026	Debt Service Fund	-	-	-	-	-	-	-	180,947	180,947	180,947	180,947	180,947
Capital Projects 2028	Debt Service Fund	-	-	-	-	-	-	-	-	-	139,190	139,190	139,190
Total Contemplated G.O. Debt		-	-	-	208,785	208,785	434,970	434,970	615,917	615,917	755,107	755,107	755,107
General Obligation Debt Principal Remaining		13,667,069	12,825,000	15,012,755	13,872,748	15,901,803	14,575,367	15,798,471	14,299,354	14,720,820	13,542,014	12,555,250	11,664,329
Statutory Limit		21,486,400	22,223,628	23,802,601	25,631,685	27,412,819	28,874,575	30,030,567	31,098,178	31,752,609	32,387,661	33,035,414	33,696,123
% of Statutory Limit		63.6%	57.7%	63.1%	54.1%	58.0%	50.5%	52.6%	46.0%	46.4%	41.8%	38.0%	34.6%

ASSUMPTIONS

1. Contemplated borrowing for Fire Station in 2022 would be \$3M for Union Grove portion, at 25 years and 3.5% interest.
2. Contemplated borrowing for Capital Projects in 2024 is estimated as \$3.25M at 20 years and 3.5% interest.
3. Contemplated borrowing for Capital Projects in 2026 is estimated as \$2.6M at 20 years and 3.5% interest.
4. Contemplated borrowing for Capital Projects in 2028 is estimated as \$2M at 20 years and 3.5% interest.
5. General Obligation debt statutory limit is based on 5% of equalized values as projected later in this document.

Appendix E: Long-Range Financial Plan (2022-2031)



According to Wisconsin statutes, the outstanding principal amount of outstanding general obligation debt is limited to 5% of the Village’s equalized value. The Village’s policy is to maintain at least 25% of its statutory general obligation debt capacity available at all times in case of emergency. The chart above illustrates the projected general obligation debt in relation to the estimated statutory limit and 75% of statutory limit. The Village’s debt is projected to be closest to its policy limit at year-end 2022 when it is at 63.1%.

2022 Budget
Appendix E: Long-Range Financial Plan (2022-2031)
Property Taxes and Valuation

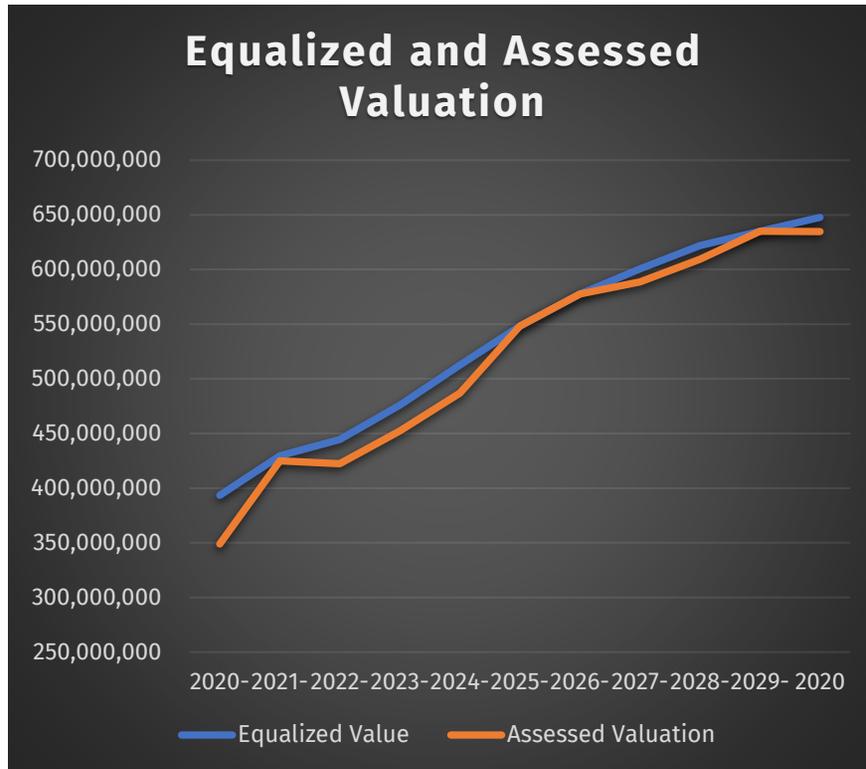


Tax/Assessment Year Budget Year	2020- 2021	2021- 2022	2022- 2023	2023- 2024	2024- 2025	2025- 2026	Projected 2026- 2027	2027- 2028	2028- 2029	2029- 2030	2030- 2031
PROPERTY TAXES											
General Fund	1,332,310	1,381,129	1,426,231	1,454,996	1,499,006	1,529,226	1,567,756	1,591,453	1,639,556	1,689,103	1,757,147
Debt Service Fund	475,422	467,885	470,138	686,492	693,292	868,131	865,039	1,042,309	1,047,921	1,241,376	1,023,276
Capital Improvement Fund	102,909	53,120	50,000	55,000	60,000	65,000	70,000	75,000	70,000	70,000	75,000
Subtotal Property Tax Levy	1,910,641	1,902,134	1,946,369	2,196,488	2,252,297	2,462,357	2,502,795	2,708,762	2,757,477	3,000,479	2,855,424
Tax Increment	145,796	159,765	212,095	318,373	463,524	612,536	720,168	789,417	849,650	854,771	856,127
Total Property Tax Levy	2,056,437	2,061,899	2,158,463	2,514,860	2,715,821	3,074,893	3,222,963	3,498,179	3,607,127	3,855,251	3,711,551
EQUALIZED AND ASSESSED VALUE											
Equalized Value	393,397,600	429,728,000	444,472,560	476,052,011	512,633,701	548,256,375	577,491,503	600,611,333	621,963,560	635,052,181	647,753,224
Assessed Valuation	348,892,700	424,861,800	422,248,932	452,249,411	487,002,016	548,256,375	577,491,503	588,599,106	609,524,288	635,052,181	634,798,160
Mill Rate	5.89418	4.85311	5.11183	5.56078	5.57661	5.60849	5.58097	5.94323	5.91794	6.07076	5.84682
Tax/Assessment Year Budget Year	2019- 2020	2020- 2021	2021- 2022	2022- 2023	2023- 2024	2024- 2025	2025- 2026	2026- 2027	2027- 2028	2028- 2029	2029- 2030
VILLAGE TAXES BY ASSESSED VALUE											
\$150,000	884.13	727.97	766.77	834.12	836.49	841.27	837.15	891.48	887.69	910.61	877.02
\$200,000	1,178.84	970.62	1,022.37	1,112.16	1,115.32	1,121.70	1,116.19	1,188.65	1,183.59	1,214.15	1,169.36
\$250,000	1,473.55	1,213.28	1,277.96	1,390.20	1,394.15	1,402.12	1,395.24	1,485.81	1,479.48	1,517.69	1,461.71
\$300,000	1,768.25	1,455.93	1,533.55	1,668.23	1,672.98	1,682.55	1,674.29	1,782.97	1,775.38	1,821.23	1,754.05
\$400,000	2,357.67	1,941.24	2,044.73	2,224.31	2,230.64	2,243.40	2,232.39	2,377.29	2,367.18	2,428.30	2,338.73
\$500,000	2,947.09	2,426.55	2,555.91	2,780.39	2,788.31	2,804.25	2,790.49	2,971.61	2,958.97	3,035.38	2,923.41

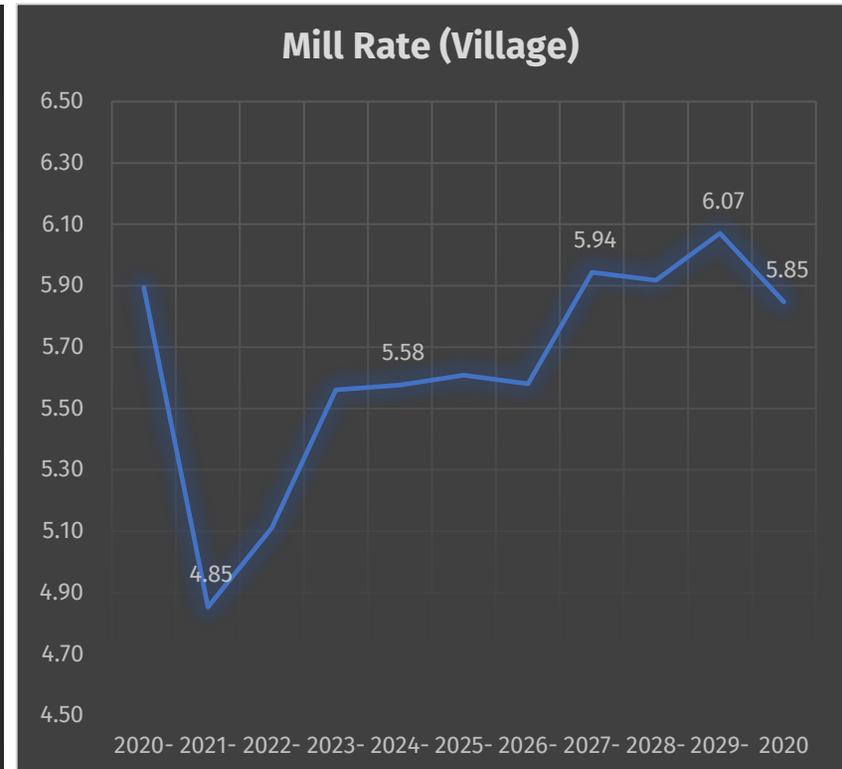
ASSUMPTIONS

1. Tax Increment generally follows project plans and most recent cast flow projections for TIDs.
2. Equalized value assumes 2% increase per year, plus new values according to TID project plans.
3. Assessed value assumes within 0-5% of equalized value based on conducting periodic interim market re-assessments.

Appendix E: Long-Range Financial Plan (2022-2031)



An interim market reassessment was conducted in 2021 which brought the Village’s assessed value in line with the equalized value. The plan makes the assumption that equalized and assessed values will increase 2% per year, plus the estimated value of planned improvements in existing tax incremental districts. The plan also assumes an interim market reassessment will take place in 2026 and 2030.



The chart above illustrates that the mill rate for the Village portion of property taxes dropped in 2021 due to the interim market reassessment which increased property assessments and caused the mill rate to decrease. The plan projects that the mill rate will steadily increase back toward 6.00 over the 10-year period.

Historically, the mill rate has consistently been slightly below or above 6.00. From the period of 2011-2020, the mill rate ranged from 5.89 to 6.62.