

MINUTES
FINANCE REVIEW COMMITTEE MEETING
MAY 12, 2014
5:30 P.M.

1. Call Meeting to Order

Bob (Chair) called meeting to order at 5:30 P.M.

2. Roll Call

Members present: Bob Schmidt, David Varnam, Pete Hoffman and Kate Reuter. Also present were Administrator Steve Winger and Clerk Dave Kurihara.

3. Minutes

Motion by David, second by Kate to approve the minutes of 12/09/2014. Motion carried.

4. Grant Regional Health Center Lease Buyout Update

The Committee was updated on the closing of the hospital property and lease buyout payment of \$1,809,000 that had occurred on April 29th. The final step will be for the Council to approve the amended bylaws and articles of incorporation, which will be on the consent agenda next Monday.

The Council had restricted this amount (\$1,809,000) with specific purposes to be determined later at the December 2014 meeting.

5. Library Project Status Update

Dave (Clerk) handed out a note sheet he used when he had met with the Lancaster Community Foundation Board regarding the project status of the Library.

As outlined, the total project cost is 3.6 million including the fund raising cost and the additional amount of funds needed upon completion (assuming August 2015) of the project is \$800,000. There was some discussion on whether to borrow short term or provide an inter-fund loan until more donations are received or raised. Further discussion will continue on this issue after Administration meets with the Library on their intended remaining donation effort and presentation for the Tiedemann foundation money. The Committee also requested the Library present at the June meeting their current donation effort.

6. Preliminary 2016 Budget discussion

Administration will be presenting an updated capital improvement plan (CIP) for review and discussing the 2016 budget guidelines at the next meeting/s. Also mentioned, the proposed Governor's budget is maintaining the status quo on municipal aid.

Tentatively the next meeting will be scheduled at 5:30 P.M. on July 14th

7. Adjourn

Meeting adjourned at 6:31 P.M.

Respectfully Submitted,
David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
JULY 14, 2015
5:30 P.M.

1. Call Meeting to Order

Bob (Chair) called meeting to order at 5:30 P.M.

2. Roll Call

Members present: Bob Schmidt, David Varnam, Pete Hoffman and Kate Reuter. Also present were Administrator Steve Winger and Clerk Dave Kurihara.

3. Minutes

Motion by David, second by Kate to approve the minutes of 05/12/2015. Motion carried.

4. Library Project Financing

The amount of pledged donations to date are \$250,000, which will be collected over the next eight years and the Library does plan on continuing with their donation effort including making a Tiedemann foundation grant request for most likely a naming right.

Discussion continued on how to fund (borrow or inter-fund loan) the remaining project costs of approximately \$800,000 to be paid upon completion (assuming August or September). Administration will contact the City's financial advisors for possible financing options to be considered at the next meeting.

5. Preliminary 2016 Budget discussion

Administration will be presenting a budget plan update and possibly an updated capital improvement plan (CIP), which will include vehicle replacement schedules for review at the next meeting. Further the Committee by consensus requested Administration to set a zero percent budgetary increase for operational costs.

Tentatively the next meeting will be scheduled at 5:30 P.M. on August 11th.

6. Adjourn

Motion by David, second by Kate to adjourn meeting at 6:31 P.M. Motion carried.

Respectfully Submitted,
David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
AUGUST 11, 2015
5:30 PM

1. Call Meeting to Order

Bob (Chair) called meeting to order at 5:30 PM

2. Roll Call

Members present: Bob Schmidt, David Varnam and Kate Reuter. Absent was Pete Hoffman. Also present were Administrator Steve Winger, Clerk Dave Kurihara and DPW John Hauth.

3. Minutes

Motion by David, second by Kate to approve the minutes of 07/14/2015. Motion carried.

4. Debt Overview and Possible 2015 Plan of Finance

A debt overview and 2015 plan of finance prepared by Public Financial Management, Inc. were reviewed which had outlined a proposed financing of a 3-year \$1,140,000 note at an estimated 1.6% interest as follows:

- \$800,000 Library Project
- \$200,000 Street Resurfacing (2 years)
- \$50,000 City Hall Parking Lot
- \$50,000 Sidewalk Installation (2 years)
- \$40,000 Closing Costs

There was discussion on the merits of short-term borrowing for the remaining library project costs as opposed to using money in the fund balance specifically the money designated for capital projects and economic development derived from the 1.8 million hospital buy out.

Motion by Kate, second by Bob to recommend Council approve the proposed 2105 Plan of Finance of \$1,140,000 as outlined above. Motion carried two (2) to one (1) with David voting against.

5. Review 2013-2017 CIP

The 2013-2017 was handed out for information and review only in which 2013-2015 included projects completed or will be completed and 2016-2017 were only wish list items expect of the \$300,000 public works items in the proposed borrowing.

It was mentioned that the CIP would be reviewed in depth and updated in the event a full CIP borrowing would be sought in 2016.

The Committee thought a 2016 borrowing would not be necessary since it was felt that no major capital projects should be performed next year.

6. Preliminary 2016 Budget discussion

A 2016 budget tentative schedule was handed out for review.

Tentatively the next meeting will be scheduled at 5:30 PM on September 9th.

7. Adjourn

Motion by David, second by Kate to adjourn meeting at 6:52 PM. Motion carried.

Respectfully Submitted,
David Kurihara, City Clerk

**MINUTES
FINANCE REVIEW COMMITTEE MEETING
NOVEMBER 12, 2015
5:30 PM**

1. Call Meeting to Order

Dave (Clerk) called meeting to order at 5:30 PM

2. Roll Call

Members present: David Varnam, Pete Hoffman and Kate Reuter. Absent: Bob Schmidt. Also present was Clerk Dave Kurihara

3. Minutes

Motion by Pete, second by Kate to approve the minutes of 9/29/2015. Motion carried.

4. Proposed 2016 Budget

There were no additional questions regarding the proposed budget that had been previewed at the October Council meeting.

Clerk Kurihara did note one change (below) not discussed but reflected in the budget ordinance. This change is being made to meet the allowable General Fund expenditure restraint limit of \$2,301,036 (budget ordinance reflects amount of \$2,300,000). Initially had estimated 2% growth but actual is 1.1% per Department of Revenue letter received on October 28, 2015.

In addition, this change is to remove the budgeted amount for the improvement of the ice skating rink which had no effect on the levy and the project is still being planned for 2016 in which the budget can be amended later to accommodate for the actual expenditure along with offsetting revenue from the Parks Trust Fund.

General Fund

- Revenue-Park Trust Fund Applied **Decrease** **(\$10,000)**
- Expenditure-Transfer to Capital Fund **Decrease** **(\$10,000)**

Capital Projects Funds

- Revenues-Transfer from General Fund **Decrease** **(\$10,000)**
- Expenditure-Park Projects **Decrease** **(\$10,000)**

5. 2016 Water, Sewer and Stormwater Rates

The proposed budget to be acted upon will not be reflective of any proposed rate increases and incomes statements with proposed budget figures were reviewed.

There was some discussion on having future annual inflation type increases but as for 2016 having none including a minor stormwater increase of 10 cents per ERU as recommended by Bob (Schmidt) since rates were increased last year.

6. Draft 2014 Audit Report

The draft 2014 audit report was briefly reviewed with most of the discussion on the items suggested for internal control improvement.

Final copy of the report will be distributed to Council for December.

7. Adjourn

Motion by Kate, second by David to adjourn at 6:28 PM. Motion carried.

Respectfully Submitted,
David Kurihara, City Clerk