

MINUTES
FINANCE REVIEW COMMITTEE MEETING
FEBRUARY 13, 2018
12:00 PM (NOON)

1. Call Meeting to Order

Bob called meeting to order at 12:00 PM (NOON)

2. Roll Call

Members present: Bob Schmidt, Pete Hoffman and Kate Reuter

Members absent: Dan Von Feldt

Also present: Administrator David Carlson, Clerk Dave Kurihara, Fire Chief Steve Braun and Mayor David Varnam

3. Minutes

Motion by Kate, second by Pete to approve the minutes of 11/14/2017. Motion carried.

4. EMS Position Update

At this time, a proposal to present on creating a City EMS position has been delayed. Steve is waiting to hear back from the State regarding whether the EMS will be able to provide service at the paramedic level which needs to be answered first. Additionally questions were answered regarding current and possible transfer future services.

5. Pool Proposal

The Administrator provided a summary of the pool options provided by Burbach and stated they are proposing to proceed with constructing the smaller pool version 17 with just the vessel and no amenities at a cost of approximately 3 million. The cost of amenities could be covered by donations and added at any time. The City has 1.9 million on reserve and would need to borrow approximately an additional 1 million. It does seem reasonable to proceed based on expected rising inflation rates on construction costs and interest rates on borrowing.

Further, several debt related handouts were handed out and it was explained that the City could theoretically borrow 2.5 million dollars in 2019 to assist funding pool construction costs and the WIDot Hwy61N project while still be able to maintain an annual levy increase as in the past. Debt limit is not affected much and starting in 2020 the Debt Service Levy provides an estimated \$180,000 gap. It should be cautioned that this will limit any street projects or any unexpected debt levy project without incurring a tax increase. Also mentioned was the larger pool version is not fiscally feasible.

Motion by Bob, second by Pete the Committee believes the City can fiscally construct a 3 million pool project (smaller version 17-vessel only) and not change the historical tax levy increase. Motion carried.

6. City Building Lighting Proposal

Presented were two (2) proposals to update City buildings with LED lighting. Both proposals have a pay period less than 3 years and Option B is a scaled back version.

Motion by Pete, second by Kate to recommend Council approve either City Building Lighting Proposal. Motion carried.

7. Adjourn

Motion by Pete, second by Kate to adjourn at 1:09 P.M. Motion carried.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
MAY 16, 2018
12:00 PM (NOON)

1. Call Meeting to Order

Bob called meeting to order at 12:00 PM (NOON)

2. Roll Call

Members present: Bob Schmidt, Pete Hoffman and Dan Von Feldt

Members absent: Kate Reuter

Also present: Admin. David Carlson, Clerk Dave Kurihara, DPW Hauth and Dep. Clerk Aja Taylor

3. Minutes

Motion by Pete, second by Dan to approve the minutes of 2/13/2018. Motion carried.

4. 2017 Revenue and Expense Review

Memo summarizing the 2017 revenue and expenditures of the City was briefly reviewed.

5. Financial Advisor Change

Administration explained the consultant for the City's current Financial Advisor (PFM Financial Advisors) has left the company and feel this is a good opportunity to allow a different Financial Advisor (Baird & Co.) to provide that type of service for the City's next large bond/note borrowing. Administration felt Baird is currently one of the top financial advisors in the state and represents several other public entities in the area (Grant County, Lancaster Schools, City of Fennimore and SWTC) along having provided some introductory financial information to the City pro bono.

The Committee did not feel a vote of approval was necessary until an agreement was presented but there was a consensus among the members that there was no objection to changing to Baird as the financial advisors on the next bond/note borrowing.

6. Resolution-WISC

Presented was a resolution authorizing entry and participation in the WISC (Wisconsin Investment Series Cooperative). This is another public investment pool for the City to invest its excess funds. Other current municipalities participants are City of Madison, City of Middleton and City of Milton.

Motion by Dan, second by Pete to recommend Council approve Resolution 2018-04 A Resolution Authorizing Entry into an Intergovernmental Cooperation Agreement Relating to the "Wisconsin Investment Series Cooperative" and Authorizing Participation in the Investment Programs of the Fund. Motion carried.

7. Jetter Truck Purchase

DPW Hauth presented a proposal from Bruce Equipment for a used 2008 jetter truck @ \$115,000 to replace the 1996 jetter truck purchased in 2006 for \$59,550.

The Committee did not take any action since the purchase was not budgeted and felt is not necessary now but would be open to discuss again depending on the Public Works Review Committee consideration of the item.

8. 2018 Sanitary Sewer

DPW Hauth presented three (3) projects for sanitary sewer work in which he felt two (2) of the projects needed attention as soon as possible

Motion by Dan, second by Pete to recommend Council approve the S. Harrison Sewer and Adams St. to Jackson St. Sewer/Storm Replacement projects with funding to be provided by short-term financing which would be combined with the long-term financing planned for 2019. Motion carried.

9. Adjourn

Motion by Dan, second by Pete to adjourn at 12:57 P.M.
David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
JUNE 14, 2018
12:00 PM (NOON)

1. Call Meeting to Order

Schmidt called the meeting to order at noon.

2. Roll Call

Members present: Bob Schmidt, Pete Hoffman, and Dan VonFeldt

Members absent: Kate Reuter

Also present: Administrator David Carlson, Fire Chief Steve Braun, EMS Chief Jackie Edge, Mayor David Varnam, and Deputy Clerk/Treasurer Aja Taylor

3. Approve Finance Review Committee minutes of 05-16-18

Motion by Hoffman, seconded by VonFeldt to approve the minutes of 5-16-18. Motion carried.

4. Discuss EMS Administrator/Service Director Position and possible recommendation to Council

Braun presented the EMS proposal with the total cost range being \$68,000-\$82,000. Contributions towards this position being Lancaster EMS \$34,000-41,000 (50%), City of Lancaster \$20,000-24,600 (30%) and Townships \$13,600-16,400 (20%). The position would not generate significant revenue since we cannot bill transports at the paramedic level. They would like to have this position in place by October.

Schmidt commented that he would like all the townships will need to agree to their 20% contribution.

Carlson discussed a possible option for referendum which would add about \$18 per \$100,000 tax assessment. The members of the committee did not agree with the concept and did not choose to go forward with that option.

Staff was directed to identify options for reallocating existing funds to pay for the position in particular with scheduled overtime.

Motion by Hoffman, seconded by VonFeldt to move forward with a full-time EMS Administrator/Service Director position in the 2019 budget.

5. Adjourn

Motion by Hoffman, seconded by VonFeldt to adjourn at 12:45 P.M. Motion carried.

MINUTES
FINANCE REVIEW COMMITTEE MEETING
AUGUST 15, 2018
12:00 PM (NOON)

1. Call Meeting to Order

Bob called meeting to order at 12:00 PM (NOON)

2. Roll Call

Members present: Bob Schmidt, Kate Reuter and Dan Von Feldt

Members absent: Pete Hoffman

Also present: Admin. David Carlson, Clerk Dave Kurihara, DPW Hauth and Dep. Clerk Aja Taylor

3. Minutes

Motion by Kate, second by Dan to approve the minutes of 6/14/2018. Motion carried.

4. 2017 Budget Amendment Resolution

Presented a memo and resolution to amend the 2017 budget.

Motion by Kate, second by Dan to recommend Council approve Resolution 2018-13 2017 Budget. Motion carried.

5. 2018 2nd Quarterly Budget Reports

Provided, for information only, were the 2018 Budget Worksheets reflecting detailed prior actual, current actual and current budget from 1-18 to 7-18. Also included were examples of detailed and summary General Fund budget reports from new financial software.

The Committee felt the summary reports would be good to be provided monthly, but the detailed reports could be provided quarterly.

6. Preliminary 2019 Budget

A copy of the 2019 Budget Request memo to be sent out to Department Heads was shown.

Administration will be instructing each department to submit a budget that is zero or less than 1% percent budgetary increase of the 2018 budget unless an increase can be justified with offsetting revenues.

7. Closed Session

Motion by Kate, seconded by Dan to convene to closed session at 12:43 P.M. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regard to Wisconsin Professional Police Association (WPPA) employees (Wisconsin Statutes 19.85, Pl, c) Motion carried.

8. Open Session

Motion by Kate, seconded by Dan to resume to open session at 1:11 P.M. Motion carried.

9. 2019-2024 Capital Improvement Plan

There was a consensus due to the magnitude of the plan to hold separate meetings to review it in sections (e.g. Public Works and Golf) with the first meeting to be held next Wednesday, August 22nd at Noon.

10. Adjourn

Motion by Kate, second by Dan to adjourn at 1:30 P.M.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
AUGUST 22, 2018
12:00 PM (NOON)

1. Call Meeting to Order

Schmidt called the meeting to order at noon.

2. Roll Call

Members present: Bob Schmidt, Pete Hoffman, Kate Reuter and Dan VonFeldt

Members absent: None

Also present: Administrator David Carlson, Clerk Dave Kurihara and DPW John Hauth

3. Minutes

Motion by Dan, seconded by Kate to approve the minutes of 6-14-18. Motion carried.

4. 2019-2024 CIP

An initial review of the draft 2019-2024 Capital Improvement Plan began with the following departments with any noted changes:

- Airport
- General
 - GEN-18-003-Theater Improvements-Interior
 - Move from 2021 to 2019
- Public Works
 - PW-18-001-Jetter Truck
 - Reduce Amount from \$200,000 to \$120,000
 - PW-18-003-Emergency Siren
 - Move \$2,500 from 2020 to 2019
 - Move some cost of \$25,000 from 2021 to 2019
 - PW-18-004-Public Works Building Upgrades
 - Reduce amount from \$50,000 to \$25,000 for 2021
- Stormwater (Reviewed only SW-18-001)

The next meeting for the next review will be Wednesday, August 29th at Noon.

5. Adjourn

Meeting was adjourned at 1:03 P.M.

MINUTES
FINANCE REVIEW COMMITTEE MEETING
AUGUST 29, 2018
12:00 PM (NOON)

1. Call Meeting to Order

Schmidt called the meeting to order at 12:05 P.M.

2. Roll Call

Members present: Bob Schmidt, Pete Hoffman, Kate Reuter and Dan VonFeldt

Members absent: None

Also present: Clerk Dave Kurihara and DPW John Hauth

3. 2019-2024 CIP

Continued review of the draft 2019-2024 Capital Improvement Plan began with the following departments with any noted changes:

- Stormwater
 - SW-18-004-Elm Street High School Runoff
 - Reduce Planning/Design from \$45,000 to \$30,000 (12%)
- Street
 - STR-18-001-Plow Truck
 - Check to see if airport entitlement funds can be used to replace existing truck
 - Remove cost for wing blade
 - STR-18-007-Upgrade End-Loader
 - Provide further justification for wing blade
 - STR-18-010-McKinley St. Reconstruction
 - Need to reevaluate for further discussion since not feasible to have two major street projects in same period with oversight and bonding
 - STR-18-011-Wolf Parking Lot
 - Delete-Maintenance or part of resurfacing budget
- Wastewater
 - WW-18-001-WWTP Generator Upgrade
 - Check to see if DNR financial assistance is available
 - WW-18-003-Phosphorus
 - Project construction contingent upon future legislation but will keep planning/design cost as listed
 - WW-18-004-Seal Cost Lagoon
 - Change name from Seal Cost to Repave
 - WW-18-006-R.B.C. Roof Repair
 - Reduce cost from \$25,000 to \$10,000
 - WW-18-007-S. Jackson Sewer Replacement
 - Dependent upon bonding capacity
 - WW-18-008-WWTP Driveway
 - Reduce amount from \$25,000 to \$15,000
 - WW-18-009-Televising Cable
 - Delete-Maintenance
 - WW-18-010-Maintenance Program
 - Delete-Maintenance
 - WW-18-011-WWTP Garage Imp
 - Change funding from Debt to Sewer Fund
- Water
 - W-002-18-Water Tower #2 Cleaning
 - Delete-Maintenance

The next review will be Wednesday, September 5th at Noon.

4. Adjourn

Meeting was adjourned at 1:05 P.M.

MINUTES
FINANCE REVIEW COMMITTEE MEETING
SEPTEMBER 10, 2018
12:00 PM (NOON)

1. Call Meeting to Order

Schmidt called the meeting to order at 12:05 P.M.

2. Roll Call

Members present: Bob Schmidt, Pete Hoffman and Kate Reuter

Members absent: Dan VonFeldt

Also present: Administrator Carlson, Clerk Dave Kurihara, DPW John Hauth, Police Chief Deb Reukauf and Fire Chief Steve Braun.

3. 2019-2024 CIP

Continued review of the draft 2019-2024 Capital Improvement Plan. Any changes are noted below:

- Police
- Fire
 - F-18-005-Basement Remodel
 - F-18-006-Apparatus Bay
 - F-18-007-HVAC
 - Projects seem to be maintenance in nature as oppose to capital. Determine which items can be part of the budget as maintenance and if any building reserves can be applied.
 - F-18-008-Support Vehicle Replacement
 - Fire Chief noted the Firefighters Fund would contribute 50%.
- Park and Recreation
 - P&R-18-002-Shooting Range
 - Revised funding timeline
 - P&R-18-003-Mini-Exavator
 - Reclassify item-related to Cemetery and Water Utility.
WWTP Generator Upgrade
 - P&R-18-007-Stream Bank Restoration
 - Reclassify-Stormwater project.
 - P&R-18-008-BMX Skate Park
 - Remove.
 - P&R-18-012-Park Driveway
 - Remove and include project as part of paving budget.
 - Movers
 - Committee like to see a schedule of movers the City owns with expected replacement for the next meeting.

The next review will be Monday, September 24th at Noon.

4. Adjourn

Meeting was adjourned at 1:24 P.M.

MINUTES
FINANCE REVIEW COMMITTEE MEETING
SEPTEMBER 24, 2018
12:00 PM (NOON)

1. Call Meeting to Order

Bob called the meeting to order at 12:00 P.M. Noon

2. Roll Call

Members present: Bob Schmidt, Pete Hoffman, Kate Reuter and Dan Von Feldt

Members absent: None

Also present: Mayor David Varnam, Administrator David Carlson, Clerk Dave Kurihara, DPW John Hauth and Grounds Specialist Ron Mara

3. 2019-2024 CIP

Continued review of the draft 2019-2024 Capital Improvement Plan. Any changes are noted below:

- Golf Course
 - G-18-002-Lightning Detection System-Out-Not needed
 - G-18-006-Tee Box Renovation-Out-Be part of annual maintenance
 - G-18-010-Entrance Sign-Increase to \$15,000
 - G-18-011-Paving-Move to 2020 from 2022

Reviewed mower replacement schedule-Revise with more reasonable time schedule and accurate cost figures.

Add additional project to add/replace bridges on course.

- Community Development

4. Adjourn

Meeting was adjourned at 1:08 P.M.

MINUTES
FINANCE REVIEW COMMITTEE MEETING
OCTOBER 8, 2018
12:00 PM (NOON)

1. Call Meeting to Order

Bob called the meeting to order at 12:00 P.M. (NOON)

2. Roll Call

Members present: Bob Schmidt, Pete Hoffman, Kate Reuter and Dan VonFeldt

Members absent: None

Also present: Mayor David Varnam, Administrator David Carlson, Clerk Dave Kurihara, DPW John Hauth.

3. Minutes

Motion by Kate, second by Dan to approve the minutes of 9/24/2018. Motion carried.

4. Proposed 2018 Budget

The draft 2019 Budget Preview was reviewed with the following noted:

- Proposed tax levy increase-\$41,000 or 2.96%
- Proposed utility rate increases of 0% for water and 1.5% for sewer
- Estimated Impact on Residents
 - A resident whose property is assessed at \$100,000 and uses 4,000 gallons of water a month will likely pay a slight increase in:
 - City-only tax of 1.00 per month (\$53.41 compared to \$52.41 in 2018)
 - Utilities of \$0.88 per month (\$87.05 compared to \$86.17 in 2017)
- Capital Projects changes:
 - Remove Plow Truck-\$180,000-Will budget for 2020 if able to obtain funding
 - Shift \$50,000 from Grants to Long Term Notes for Warming House Restrooms
- Wages -2% built into budget along with recommended structural adjustments to be considered

Motion by Pete, second by Dan to recess until 6:45 P.M. Motion carried.

Reconvened at 6:45 P.M. (All Present as listed above except Kate).

5. 2017 Audit Report

A copy of the 2017 report and Required Audit Communications was briefly reviewed.

6. Close Session

Motion by Pete, second by Dan to convene to close session at 7:17 P.M. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to Wisconsin Professional Police Association Agreement and full time non-represented employees' wages (Wisconsin Statutes 19.85, Pl, c). Motion carried.

7. Open Session

N/A

8. 2019-2024 CIP

Updated plan will be provided for the Council next Monday.

9. Adjourn

Meeting was adjourned at 8:55 P.M.

MINUTES
FINANCE REVIEW COMMITTEE MEETING
OCTOBER 8, 2018
12:00 PM (NOON)

1. Call Meeting to Order

Dave (Clerk) called the meeting to order at 12:00 P.M. (NOON)

2. Roll Call

Members present: Pete Hoffman, Kate Reuter and Dan VonFeldt

Members absent: Bob Schmidt

Also present: Administrator David Carlson and Clerk Dave Kurihara

3. Minutes

Motion by Kate, second by Pete to approve the minutes of 10/08/2018. Motion carried.

4. 2019 Health Insurance Proposals

A staff report summarizing the proposals received from Medical Associates, Quartz and Dean was prepared briefly reviewed.

Motion by Pete, second by Dan to recommend to Council Administration's recommendation to select Medical Associates Proposal with the 15/30 medicine copay option for 2019 based the minimum cost increase, historical quality service received, employee satisfaction and Medical Associates demonstrated willingness to work with the City. Motion carried.

5. Proposed 2019 Budget

There were no recommended changes to the proposed budget presented last month to the Council.

Motion by Dan, second by Pete to recommend to Council approval of proposed 2018-11 Budget and Tax Levy Ordinance for 2019. Motion carried.

6. 2019-2023 CIP

There were no further comments or recommended changes regarding the proposed plan as presented at the October Council meeting.

7. Close Session

Motion by Kate, second by Dan to convene to close session at 5:25 P.M. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to Wisconsin Professional Police Association Agreement and full time non-represented employees' wages (Wisconsin Statutes 19.85, Pl, c). Motion carried unanimously by roll call vote.

Bob arrived at 5:26 P.M.

8. Open Session

N/A

9. Adjourn

Motion by Pete, second by Bob to adjourn at 6:16 P.M. Motion carried.

David Kurihara, City Clerk