

MINUTES
FINANCE REVIEW COMMITTEE MEETING
MARCH 12, 2019
12:00 PM (NOON)

1. Call Meeting to Order

Bob called the meeting to order at 12:15 P.M. (NOON)

2. Roll Call

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

Members absent: Kate Reuter

Also present: Mayor David Varnam and Clerk Dave Kurihara

3. 2019 Projects-DPW Request

An agenda memo summarizing the additional capital projects requested by the DPW for 2019 and the proposed funding was Administration's proposed was reviewed.

Members felt there was an immediate need for the project near Harrison Street but not for Pine Street and area near Birch Street; however, the DPW could argue for their need to the Council on Monday.

Motion by Pete, second by Dan to recommend to Council to proceed with the project for the area near Harrison Street for 2019. Motion carried.

4. Adjourn

Meeting was adjourned at 12:42 P.M.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
JUNE 11, 2019
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: Pete Hoffman, Joel Ingebritsen, Rose Oliveto and Bob Schmidt

Members absent: None

Also present: Clerk Dave Kurihara and Deputy Clerk/Treasurer Aja Taylor

3. Minutes

Motion by Pete, second by Joel to approve Finance Review Committee Minutes of 11-12-18 and 3-12-19. Motion carried.

4. 2018 Golf Course Financials

The 2018 balance sheet and income statement with 2015-17 comparative totals for the Golf Course was reviewed.

It was noted that the loan from the General Fund to the Golf Course was \$206,639 at the end of 2018.

Members felt the financial should be reviewed again at budget time so as see what amount of General Fund subsidy will be needed for 2020 and perhaps develop a strategy for dealing with future subsidies.

5. 2019 Pool Project and Fundraising

A summary of the pool project costs with offsetting funding sources was reviewed.

An updated summary based on the Committee's discussion will be provided prior to next Monday's Council meeting.

6. 2018 General Fund Actual vs. Budget

N/A-Did not review

7. Adjourn

Motion by Pete, second by Rose to adjourn at 12:58 P.M. Motion carried.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
AUGUST 13, 2019
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: Pete Hoffman, Rose Oliveto and Bob Schmidt

Members absent: Joel Ingebritsen

Also, present: Mayor David Varnam, City Administrator David Carlson and Clerk Dave Kurihara

3. Minutes

Motion by Pete, second by Rose to approve Finance Review Committee Minutes of 6-11-19. Motion carried.

4. 2018 Golf Course Financials

Two financial statements were reviewed:

- 2019 budget with comparative totals for years ended 2016-18
- 2019 actual thru June with comparative totals for actual thru June, 2016-18

These statements had been reviewed by the Golf Course Committee the previous week and will be put into the Council packet for next Monday.

5. 2019 2nd Quarterly budgetary revenue and expenditure reports

Budgetary reports for the period ending June 30, 2019 to be included in the Council packet were provided for information only.

6. Conventional Rate Case Application

The PSC requires Council approval to submit a conventional rate case application. The last rate increase was a simplified (inflationary) rate increase of 3% in 2018.

Motion by Pete, second by Rose to recommend Council to approve submittal of a conventional rate case application to the PSC for an increase in water rates for 2020. Motion carried.

7. Preliminary 2020 Budget

Administration will be instructing each department to submit a budget the same as last year which was a zero or less than 1% percent budgetary increase unless an increase can be justified with offsetting revenues.

8. 2020 Debt Service Schedule

A review of the following documents:

- Levy (Debt Service and Operations Components) 2015-2019
 - E.g. 2019-\$1,424,000 (Debt Service is 55% and Operations-45%)
- Debt Service Budget 2018-2022
 - 2019-\$785,000 and Planned for 2020-\$790,000 & 2021-22-\$795,000
- Debt Capacity 2018-2022
- Debt Service Schedule 2020 Budget

9. 2018 Budget Amendment Resolution

This resolution to amend the 2018 General Fund budget was reviewed but will be presented next month.

10. Schedule next meeting

The next meeting will September 10th at Noon

11. Close Session

Motion by Pete, second by Bob to convene to close session at 1:00 P.M. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved in (Wisconsin Statutes 19.85, 1, g). Motion carried unanimously by roll call vote.

12. Open Session

N/A

13. Adjourn

Meeting adjourned at 1:17 P.M.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
SEPTEMBER 10, 2019
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: Pete Hoffman, Joel Ingebritsen, Rose Oliveto and Bob Schmidt

Members absent: None

Also, present: Mayor David Varnam, City Administrator David Carlson, Clerk Dave Kurihara Deputy Clerk Aja Taylor, DPW John Hauth and Library Director Jennifer Bernetzke

3. Minutes

Motion by Pete, second by Joel to approve Finance Review Committee Minutes of 8-13-19. Motion carried.

4. 2018 Budget Amendment Resolution

This resolution and memo to amend the 2018 General Fund budget had been reviewed last month but is being presented this month for Council approval and Administration.

Motion by Joel, second by Rose to recommend to Council approval of 2018 Budget Amendment Resolution. Motion carried.

5. Financial Advisor Services

Administration mentioned that they are likely to use the financial advisory services of Ehlers for financial planning related to TID development, general fiscal planning and bond issuance but would present any proposals for Committee review before acceptance.

Also, City Administrator presented a proposal from Ehlers (members requested a copy) relating to the Hotel Development as information only since their services are not needed at this time.

6. Preliminary 2020 Budget

Proposed 2020 budgets were reviewed for the following funds: General, Special Revenue (Cemetery, Stormwater, Golf Course, Library and Potosi Library), Debt Service and Capital Projects, which included a listing of 2020 projects.

The Committee had suggested: Pool expenses and revenues be projected based on having a new pool and an amount for Xmas lights should be included.

City Administrator further presented expenditure comparisons with other similar municipalities compiled from the Municipal Data Tool (members requested a copy be sent to them).

7. Schedule next meeting

The next meeting will October 15th at Noon

8. Close Session

Motion by Pete, second by Joel to convene to close session at 1:29 P.M. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved in (Wisconsin Statutes 19.85, 1, g). Motion carried.

9. Open Session

N/A

10. Adjourn

Motion by Pete to adjourn the meeting at 1:42 P.M.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
OCTOBER 15, 2019
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: Pete Hoffman, Joel Ingebritsen, Rose Oliveto and Bob Schmidt

Members absent: None

Also, present: Mayor David Varnam, City Administrator David Carlson, Clerk Dave Kurihara, Deputy Clerk Aja Taylor, DPW John Hauth and Library Director Jennifer Bernetzke

3. Minutes

Motion by Pete, second by Joel to approve Finance Review Committee Minutes of 9-12-19. Motion carried.

4. 2018 Audit Presentation

Jay Bennett and Cassie Schmitz from Johnson Block and Company gave a PowerPoint presentation regarding the 2018 Audit.

Motion by Joel, second by Rose to recommend to Council approval of 2018 Audit Report. Motion carried.

5. 2020 Health Insurance

A staff report summarizing the proposals received for 2020 health insurance was prepared briefly reviewed.

Joel recused himself from voting citing he has a conflict of interest.

Motion by Rose, second by Pete to recommend to Council the Staff's recommendation to select Medical Associates Proposal Alternative #9 which would not include the Encompass. Motion carried.

6. Valley View Sewer Replacement

No action taken although this item was deferred to Council for consideration after a revised proposal to include stormwater improvements is presented.

7. Proposed 2020 Budget Review

- a. Proposed Water, Sewer and Internal Service Fund Budgets reviewed.
- b. Utility Rate Review-Memo reviewed but discussion to continue tomorrow.

Due to limited time, the meeting will adjourn and continue tomorrow at 5:00 P.M. in the DPW's office.

- c. Stormwater Utility Funding-NA
- d. 2020 Budget Preview-N/A

8. Schedule next meeting

N/A

9. Adjourn

Meeting adjourned at 1:26 P.M.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
OCTOBER 16, 2019
5:00 PM

1. Call Meeting to Order

Bob called the meeting to order at 5:00 P.M. (NOON)

2. Roll Call

Members present: Pete Hoffman, Joel Ingebritsen, Rose Oliveto and Bob Schmidt

Members absent: None

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

3. Proposed 2020 Budget Review

a. Utility Rate Review

Continued reviewed of memo with emphasis on Stormwater Utility rates.

Motion by Joel second by Pete to recommend to Council approval of utility rates increases for 2020 as follows:

- Water-None
- Sewer-1.5% proposed
- Stormwater-.90 cents increase per ERU

Motion carried unanimously by roll call vote

b. Stormwater Utility Funding

Discussed as part of Stormwater Utility rates.

c. 2020 Budget Preview

- The draft 2020 Budget Preview was reviewed with the following noted:
 - i. Proposed tax levy increase-\$33,000 or 2.32%
 - 1. Operational levy growth allowed by State=\$3,109 or .045%
 - ii. Proposed utility rate increases-Discussed earlier
 - iii. Estimated Impact on Residents
 - 1. 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 (\$55.50 compared to \$54.16 in 2019) and Utilities-TBD
 - iv. Capital Projects changes from September meeting:
 - 1. Remove Building Analysis-\$35,000 and Golf Course Entrance Sign-\$15,000
 - 2. Revised Park Mower to Mower/Street Equipment from \$20,000 to \$51,000
 - 3. Delay Park Shelter Improvement and reduce from \$25,000 to \$11,500
 - a. Members felt more discussion needed on Mower/Street Equipment and Park Shelter
 - v. Wages -2% built into budget

d. Other Budget Matters

Police Chief and DPW will be recommending structural adjustments above the 2% across the board increase for employees to be considered on Monday night.

e. Schedule next meeting

The next meeting will be November 12th at Noon

f. Adjourn

Meeting adjourned at 6:46 P.M.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
NOVEMBER 15, 2019
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: Pete Hoffman, Joel Ingebritsen, Rose Oliveto and Bob Schmidt

Members absent: None

Also present: Mayor David Varnam, City Administrator David Carlson, City Clerk Dave Kurihara, DPW John Hauth and Library Director Jennifer Bernetzke

9. Administrator Memos

The Administrator explained the purpose of the financial memos (City Finances Review, City Finance Needs, Stormwater Utility and Wheel Tax), which were to provide information to new members and inform the Committee of some financial concerns.

8. Town and County Sanitation Proposal for Sanitation Services

John (DPW) explained proposal from Town and County Sanitation regarding continued sanitation services in which one option #1 would be to supply a toter for garbage for weekly pick up and another for recyclables with every other week pickup.

Motion by Pete, second by Joel to recommend to Council approval of Proposal -Option 1 from Town and County Sanitation for a seven (7) year contract. Motion carried.

7. Ehlers as City's Financial Advisor

Administrator presented proposal for Ehlers to be City's financial advisor in which there is no retainer or annual cost, but fees are incurred as needed services are rendered.

Motion by Joel, second by Rose to recommend to Council approval of Ehlers as City's financial advisor. Motion carried.

6. Upgrading Council Chamber Sound System

Administrator presented a memo for upgrading the Council Chamber's sound system or as another option to rearrange the tables for improved communication.

There was a consensus not incur an additional unbudgeted cost to upgrade the sound system but first try a different rearrangement.

3. Minutes

Motion by Joel, second by Rose to approve Finance Review Committee Minutes of 10-15-19 and 10-16-19. Motion carried.

4. Mayor's Veto

The Committee stood by their recommendation of the Council's approval of a .90 cents ERU Stormwater Rate Increase.

5. Proposed 2020 Budget

The Committee reviewed and discussed changes from both the Mayor and Administration to the proposed budget presented last month.

Motion by Joel, second by Pete to recommend to Council approval of the proposed 2020 Budget with the following changes (2020 Budget Adjusted) which has a levy \$1,445,000 or 1.47 % increase over 2019 and qualifies for an Expenditure Restraint Program payment:

Acct No	Item	2020 Budget Proposed	2020 Budget Adjusted	Expenditure Change	Levy Change	Other Change	Expenditure Restraint
100-56700-790	Chamber Contribution	\$ 15,000	\$ 17,000	\$ 2,000	\$ 2,000		\$ 2,000
100-56700-791	Night on the Square	1,300	-	(1,300)	(1,300)		(1,300)
100-56700-795	Community Promotion	6,700	-	(6,700)	(6,700)		(6,700)
	General Fund Change			(6,000)	(6,000)	-	(6,000)
280-41110	Tax Levy	265,000	261,000		(4,000)		(4,000)
	Library Fund Change			-	(4,000)	-	(4,000)
300-31100	Fund Balance	30,300	40,300			10,000	
300-41110	Tax Levy	795,000	785,000		(10,000)		
	Debt Service Fund Change			-	(10,000)	10,000	
400-48110	Investment Interest	58,500	58,000		500		500
400-57430-801	Golf Course Equipment	98,500	24,500	(74,000)		(74,000)	
400-57620-216	Park Improvements	11,500	25,000	13,500			
400-57620-802	Park Equipment	51,000	99,000	48,000	(12,500)	61,500	(12,500)
	Capital Proj Fund Change			(12,500)	(12,000)	(12,500)	(12,000)
100-44340	Airport Fuel Sales	40,000	20,000			(20,000)	
100-53800-356	Airport Fuel Purchases	35,000	15,000	(20,000)			(20,000)
100-59600-900	Unreserved Expense	-	20,000	20,000	20,000		20,000
	General Fund Change			-	20,000	(20,000)	-
	Total Change			(18,500)	(12,000)	(22,500)	(22,000)
	Proposed Budget Amount				1,457,000		2,880,000
	Adjusted Budget Amount				1,445,000		2,858,000
	2019 Budget Amount				1,424,000		
	Levy Change				21,000		
					1.47%		
	Allowable 2020 ERP						2,861,600
	Available Amount						\$ 3,600

Note: Dave (Clerk) will prepare Budget Ordinance for Council consideration reflecting the above changes. Motion carried.

10. Schedule next meeting

N/A

11. Adjourn

Motion by Rose to adjourn the meeting at 1:40 P.M.

David Kurihara, City Clerk