

MINUTES
FINANCE REVIEW COMMITTEE MEETING
MARCH 25,2020
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 (virtually), Joel Ingebritsen, Rose Oliveto and Bob Schmidt

Members absent: None

Also, present: City Administrator David Carlson, City Clerk Dave Kurihara and DPW John Hauth (virtually)

3. Minutes

Motion by Pete, second by Rose to approve Finance Review Committee Minutes of 11-15-19. Motion carried.

4. Proposed Valley View and Cherry Street Project Financing

A memo summarizing the proposed projects costs and possible funding sources was briefly discussed.

Motion by Rose, second by Joel to recommend Council approval to proceed with proposed Valley View Sanitary & Storm Sewer and Cherry Street Storm Sewer Improvements Projects to be funded with short-term debt financing. Motion carried.

5. Adjourn

Motion by Joel, second by Pete to adjourn the meeting at 12:20 P.M.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
JUNE 9,2020
12:00 PM (NOON)

1. Call Meeting to Order

Bob called the meeting to order at 12:02 P.M. (NOON)

2. Roll Call

Members present: Stuart Harper, Joel Ingebritsen, Rose Oliveto and Bob Schmidt

Members absent: None

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

3. Minutes

Motion by Joel, second by Rose to approve Finance Review Committee Minutes of 03-25-20. Motion carried.

4. Financial Budget Update

A memo providing an update on the current and future status of the City's financial records was discussed.

5. Adjourn

Motion by Stuart, second by Rose to adjourn the meeting at 12:56 P.M.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
SEPTEMBER 15,2020
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: Stuart Harper, Rose Oliveto and Bob Schmidt

Members absent: Joel Ingebritsen

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

3. Minutes

Motion by Stuart, second by Rose to approve Finance Review Committee Minutes of 06-09-20. Motion carried.

4. 2019 Audit Presentation

Jay Bennett and Cassie Schmitz from Johnson Block and Company gave a PowerPoint presentation regarding the 2019 Audit.

Motion by Rose, second by Stuart to recommend to Council approval of 2019 Audit Report. Motion carried.

5. City Hall Boiler Replacement

John presented three (3) quotes to replace one of the City Hall boilers for Committee recommendation.

Deferred to Council after additional information is obtained regarding the replacement boiler.

6. WWTP Garage Roof Replacement Bid

John had received one (1) quote to replace the WWT garage roof, which was budgeted for 2020 for Committee consideration

Deferred to Council after more information is obtained regarding the life/material of the replacement roof.

7. 2021 MA Health Insurance Proposal

The 2021 Medical Associates health insurance proposal along with alternatives was presented for information only at this since other possible proposals are being investigated by the City's health insurance agent (Tricor Insurance).

8. Preliminary 2021 Budget

A memo providing a brief overview of the upcoming 2021 Budget was reviewed.

Rate review of the utilities (Water, Sewer and Stormwater) will be discussed next month along with a discussion on a possible City wheel tax.

9. Schedule Next Meeting

The next meeting will be October 13th at Noon.

10. Adjourn

Motion by Stuart, second by Rose to adjourn the meeting at 1:15 P.M.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
OCTOBER 13,2020
12:00 PM (NOON)

1. Call Meeting to Order

The meeting was called to order at 12:05 P.M.

2. Roll Call

Members present: Stuart Harper, Joel Ingebritsen and Rose Oliveto

Members absent: Bob Schmidt

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

3. Minutes

Motion by Joel, second by Stuart to approve Finance Review Committee Minutes of 09-15-20. Motion carried.

4. 2021 Insurance Proposal

Item deferred to Council since Joel was going to recused himself from discussion which would then create a lack of quorum.

5. Proposed 2021 Utility Rate Review

Memo outlining utility budgets and projected revenues was reviewed.

Motion by Joel, second by Stuart to recommend to Council to submit a Simplified Rate Case application to the PSC for an increase in water rates for 2021. Motion carried.

Motion by Stuart, second by Joel to recommend to Council to approve a 1.5% sewer rate increase effective 1/1/2021. Motion carried.

There was consensus not to increase the Stormwater Utility ERU rate for 2021.

6. 2021 Municipal Wheel Tax

Briefly reviewed memo on a municipal wheel tax but due to the limitation of time, discussion was deferred to the entire Council for consideration.

7. Proposed 2021 Budget Preview

N./A

8. Schedule Next Meeting

N/A

9. Adjourn

Meeting was adjourned at 12:58 P.M.

David Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
NOVEMBER 10, 2020
12:00 PM (NOON)

1. Call Meeting to Order

The meeting was called to order at 12:02 P.M.

2. Roll Call

Members present: Stuart Harper, Joel Ingebritsen (Virtual) and Rose Oliveto

Members absent: Bob Schmidt

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

3. Minutes

Motion by Stuart, second by Rose to approve Finance Review Committee Minutes of 10-13-20. Motion carried.

4. 2021 Insurance Proposal

Item deferred to Council since Joel was going to recused himself in which a lack of quorum would exist.

5. Contract Options for Assessment Services

An agreement for a blended 3-year or 5-year contract which would include a market revaluation in 2022 was reviewed.

Motion by Stuart, second by Joel to recommend to Council to approve a 5-year blended contract with Accurate Appraisal, LLC for \$80,000 (\$16,000 annually) with a 2022 market revaluation. Motion carried.

6. Comparison of City Taxes and Fees

The purpose of the memo was to show the City has maintained a lower tax and fees even if including a \$20 wheel tax than other cities in Grant County. However, the City does have high per capita cost for G.O. debt payments.

Further, the City has significant street maintenance needs in which a wheel tax would help generate additional revenue specifically for this need while still maintaining a lower fee rate to other Grant County cities.

7. Proposed 2021 Budget

The Committee reviewed the budget worksheets and discussed changes to the proposed 2021 budget presented last month.

Motion by Stuart, second by Joel to recommend to Council approval of the proposed 2021 Budget with the following changes:

- **Storm Water Fund-Storm Drain Maintenance-Increase \$30,800 (\$5,200 to \$36,000)**
 - City Limits Storm Water Retention Pond Improvements-\$18,000
 - Reed Street Storm Sewer Pipe Replacement-\$8,000
 - Study for Future School and Grant County Storm Water Improvements-\$10,000
- **Capital Projects Fund-Airport Improvement Outlay-Increase \$6,000 (\$0 to \$6,000)**
 - Crack fill and seal coat airport runway=\$120,000 and City share (5%) =\$6,000
- **Water Fund-Maint Resv/Tower Expense-Increase \$15,000 (\$70,000 to \$85,000)**
 - Inspect and clean water tower #2 (Arrow Ridge)
- **Sewer Fund- Outside Service Employed-Increase \$15,000 (\$20,000 to \$35,000)**
 - Memorial Park Pumping Station Study

Motion carried.

Note: There were no other changes including the proposed levy of \$1,458,000 or 0.9% increase and a Budget Ordinance for Council consideration reflecting the above changes will be prepared.

8. Schedule Next Meeting

N/A

9. Adjourn

Motion by Joel, second by Rose to adjourn the meeting at 1:37 P.M.

David Kurihara, City Clerk