Meeting Minutes
Finance & Personnel Committee
Wednesday, February 2, 2022 at 5:15p.m. - Council Chambers

Members present: Dorsey (Chair), Faucher (Vice Chair), Barrington, Roberts and Besaw.

Also present: Mayor Mark Herter, Ald. Fred Zaug, Ald. Bernie Ritchie, Ald. Dennis Herter, Ald. John Hass, Ald. Steve Groat via Zoom (10 voting)

City Administrator Chad Hoerth, Police Chief Schlueter, City Clerk Nicole Lemke, Director of Parks & Recreation Ginger Arndt, Finance Director Judy Radke, Library Director Ann Hunt, Interim Director of PW Luke Hammons, Missy Kempen Mapping & Electronic Media Specialist via Zoom, Laurie Shaw Cemetery Commission (arrived at 5:47pm).

1. The meeting was called to order by Chairman Dave Dorsey at 5:15pm. Motion made by Barrington and seconded by Besaw to approve the amended agenda. *Carried 10 -0*

2. Hoerth was called upon to lead a discussion on the proposed amendment to East Central Regional Planning Commission's (EWRPC) by-laws. Hoerth explained the Counties have already passed a resolution supporting the amendments which are mainly on how the Board of Directors are selected.

3. Besaw/Barrington to recommend to Council the Resolution to amend the Articles of Organization and the By-Laws of East Central Wisconsin Regional Planning Commission (ECWRPC). *Carried 10 -0*

4.
   A. Hoerth presented a contract with Quarles & Brady LLP to create Development Agreement with Titan Industries (TID 6). Barrington asked if a new TID had been created; Hoerth explained the developer's agreement creation is just a preliminary step and a Joint Review Board would need to come together, project plans will need to be developed and Council will need to approve. Faucher/Roberts to approve contract with Quarles & Brady LLP to create Development Agreement. *Carried 10 -0*
   B. Radke presented TID Termination Resolution. Barrington/Roberts to pass TID Termination Resolution. *Carried 10-0.*

5. Radke presented the 2021- Year End Expenditures. Radke explained these are estimated and unaudited figures. Radke went through each expense category in detail. Radke explained many categories were underbudget due to staffing vacancies. In total the City was under budget by $430,632.23 (95.08%).

   Radke then compared the expected ($8.7 million) and actual ($8.9 million) year-end revenues. She stated the police department's higher than expected revenues were because they had received a few grants. The $189,583 in revenue plus the expenditure savings equaled $562,967. Radke explained Capital Maintenance, Cable, Boat Launch and Retirement Reserve need to be accounted for separately, but recommended to the Committee to allocate the remaining $404,826 as follows: $350,000 to Capital Fund, $30,000 to Economic Development and to save $25,000 toward the future revaluation. Hoerth asked the cost for the revaluation. Radke explained the last time the cost was $80,000, and that $25,000 would be a portion of the cost. Finance Director Radke reviewed the Monthly financial reports. She highlighted that she had needed to estimate the Wheel Tax for December but that the City had since received the Wheel Tax check and the actual amount was $130,441.

6. Radke said since 2021 when they passed the original budget they have needed to shift the category of some funds, but the total money is still the same. Radke stated the City is required by State Statute to update this by resolution. Barrington/Besaw to pass Resolution to Amend 2021 Budget. *Carried 10 -0*

7. Radke explained the are required for the audit to designate fund balances. Besaw/Faucher to recommend to Council the resolution assigning fund balance. *Carried 10 -0*

8. Finance Directors Report was discussed.

9. There being no public comment or further business, a motion was made by Besaw and seconded by Roberts to adjourn at 6:13 p.m. *Carried 10-0*

10. The next regularly scheduled finance committee meeting will be held in the Council Chambers on March 2 at 5:15 p.m.

Respectfully Submitted,
Nicole Lemke, City Clerk