

FINANCE COMMITTEE

Date and Time: Tuesday, March 22, 2022 @ 5:15 pm., Council Chambers

Members Present: Lisa Rasmussen, Sarah Watson, Michael Martens, Dawn Herbst, and Deb Ryan

Others Present: Maryanne Groat, Matt Barnes, Liz Brodek, Randy Fifrick, Nathan Miller, Tammy Stratz, Valerie Swanborg, John Chmiel & Angela Uhl, Mary Goede, Kaitlyn Bernarde

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. The Finance Committee was called to order by Chair, Lisa Rasmussen at 5:15 pm.

Minutes of the previous meeting(s): (3/08/22)

Motion by Herbst, second by Watson to approve all the minutes of the 3/08/22 meeting. Motion carried 5-0.

Discussion and Possible Action regarding creating a Paid Internship Program

Maryanne Groat stated they have not yet identified a funding source and since it is early in the season, we don't really know of any savings in other areas of the budget to apply this. She recommended they use the surplus from the 2021 operations and since this is kind of a pilot study, they could carry money forward from 2021 to 2022 to experiment with this to get additional manpower resources.

Mayor Katie Rosenberg clarified this would be complimentary or in addition to some of the programs we are already doing, such as the CSO program, etc.

Deb Ryan questioned what kind of positions these would be for and if any would be in other areas besides just city hall, like public works and/or utilities. Michael Martens stated from discussion at the HR Committee there weren't any specific positions designated, but it provides the opportunity for any department to create an internship.

Motion by Martens, second by Herbst to approve creating a Paid Internship Program from 2021 carryover. Motion carried 5-0.

Discussion and Possible Action regarding amending Section 10.01.080 Penalty

Lisa Rasmussen explained the request of Lt. Buckner to modify the fee schedule to raise the default fine from \$10 to \$20 for parking violations that don't have a set fine stipulated in the table.

Deputy Chief Matt Barnes stated a couple of examples of violations they deal with on a regular basis that this penalty would be used for are overweight trucks parked on the streets, and trailers not attached to a vehicle parked on the streets. He indicated one of the impetuses for bringing this forward is the \$10 citation is the lowest on our schedule and is not consistent with the other violations. The next lowest forfeiture across the board is \$20 and the \$10 penalty does not appear to be reducing violations or is a large enough forfeiture to prevent that type of parking. He commented people call the department all the time with these complaints and we're responding and consistently writing citations but are not seeing that it discourages it from happening again.

Motion by Martens, second by Ryan to approve amending Section 10.01.080 Penalty. Motion carried 5-0.

Discussion and possible action on Memorandum of Understanding between Marathon County, North Central Health Care and Metro Ride for specialized transportation assistance

Lisa Rasmussen indicated this is basically a renewal of the agreement for specialized transportation assistance that Metro Ride currently provides.

Motion by Ryan, second by Watson to approve the MOU. Motion carried 5-0.

Discussion and possible action regarding the sole source approval of the First Amendment to Airport Fixed Base Operation Agreement and First Amendment to Airport Management Agreement

Rasmussen stated the next two items are the contracts for the management of the Wausau Downtown Airport that are up for renewal, the Airport Fixed Base Operation (FBO) Agreement and the Airport Management Agreement. She indicated the Airport Committee has discussed and approve these contracts. She explained sole source documentation was in the packet for Wausau Flying Service due to their vast experience over the last 20 years in this specialized service. She noted the amendments allow both parties to review the terms of the arrangement every five years. She stated Assistant City Attorney Miller worked with the airport manager on the terms.

Michael Martens questioned why the fuel flow fee was being dropped from \$0.12 to \$0.06 a gallon. John Chmiel, Airport Manager, explained when they did a survey of other airports in the state that fee was more in line with what other airports. He stated originally when the agreement was signed with the city \$0.06 was the fuel flow fee, but when the city was having budgetary difficulties during the Tipple administration, we accepted an increase of double that fee. He indicated he is now requesting to go back to the original agreement. He noted fuel flow at the Wausau Airport since 2017 has increase 92%, largely because of the relationships we have established with customers.

Motion by Herbst, second by Ryan to approve the sole source request. Motion carried 5-0.

Discussion and possible action on authorizing execution of the First Amendment to Airport Fixed Base Operation Agreement

Motion by Martens, second by Herbst to approve the agreement. Motion carried 5-0.

Discussion and possible action on authorizing execution of the First Amendment to Airport Management Agreement and related budget modification

Motion by Martens, second by Herbst to approve the agreement. Motion carried 5-0.

Discussion and possible action regarding budget modification for the purchase of seven buses through the VW State of Wisconsin Grant Assistance Program and Transit Reserves

Maryanne Groat explained the Council approved a resolution over a four-year period and established a budget for the purchase, but it took so long to procure them the budget has now lapsed. She stated a carryover resolution is typically done each year in April, but the buses have already been received and the payment needs to be made.

Motion by Ryan, second by Watson to approve the budget modification. Motion carried 5-0.

Discussion and possible action regarding Adoption of the Standard Allowance of Revenue Loss Pursuant to the American Rescue Plan Act of 2021, Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program

Maryanne Groat explained when notice was first received regarding these funds there was a computation that we would go through annually to determine what our lost revenue was. That computation allowed us to compare certain kinds of revenue from year to year and apply an inflationary increase to it to determine our revenue loss. This was established during the interim rules, but when the final rules came out in January 2022 there was also an option for the use of a standard allowance of up to \$10 million and then the revenue loss doesn't have to be documented. She stated we need to elect the method we are going to use and that she advocated for the \$10 million standard allowance. She stated if we miscalculate the revenue loss it could create problems in categorizing our expenses, so this method eliminates the audit risk of revenue loss. The revenue loss calculation has to be done each year and we can't accurately project what that number is going to be. By creating the standard allowance of \$10 million we have the number up front. The benefit of categorizing and getting the largest revenue loss possible is because expenditures out of the revenue loss category are the most flexible and has the least amount of compliance requirements. Anything government would typically spend dollars on can be spent out of that category. She noted they do want us to tell the federal government what we're going to do sooner versus later.

Motion by Ryan, second by Martens approve the use of the Standard Allowance of Revenue Loss. Motion carried 5-0.

Discussion and possible action regarding current American Rescue Plan Grant Requests

Rasmussen indicated they've received some requests for funds from within the departments which the committee will need to rank and score using the decision matrix created.

Consensus of the committee was to take more time to review and rank the requests and to email Maryanne Groat by April 6th and bring this item back to the next meeting. Groat noted once they rank them, they do not have to feel compelled to fund any at this time or could make a decision to partially fund some because they have plenty of time and may want to see what other requests are.

Deb Ryan stated Tom Kilian had indicated to her that he had concerns regarding areas in his district that don't have streetlights. Rasmussen stated he should send the specific streets that need streetlights to Eric Lindman and he will have the electricians look and them and bring them to CISM.

Discussion and possible action regarding licensing the use of the Special Assessment software purchase

Martens stated we have already approved the assessment software and questioned if this was just approving the contract language because the provider does not want to have any kind of indemnification clauses. Groat confirmed this and noted the IT Department sees this as a low risk software because it is not interacting with residents; it is internal only.

Motion be Herbst, second by Martens to approve the purchase. Motion carried 5-0.

Discussion and possible action regarding authorization to charge back uncollectible 2020 personal property taxes

Rasmussen stated the City Attorney's Office continues attempting to collect on these accounts. Groat stated we can't charge it all back, the statutes guide us through the situations where we are allowed to charge back. She noted the Attorney's Office has been actively trying to collect on these and expects the amount we will charge back will be less than the \$39,000. There is an April 1st deadline, but we will work on finetuning the amounts.

Motion by Watson, second by Martens to approve the charge back. Motion carried 5-0.

Discussion and possible action regarding survey software

Maryanne Groat indicated she reached out to the vendor who has a variety of methods to engage the public, such as sending out post cards, letters, as well as a data base to push out requests. The key to good statistically valid sample is to get people to respond to the surveys and the vendor has a formula to calculate our margin of error. The vendor anticipates that 400 people could sign up relatively quickly.

Deb Ryan stated the city has a quarterly newsletter and for a lot of seniors that is their way of learning and keeping track of what information the city is asking for because a lot of them don't have a computer or are comfortable with technology. She encouraged them to include information in newsletter to reach that section of the community as to how they can participate.

Sarah Watson pointed out they can also participate in a survey by phone and questioned where the funding for the survey software is coming from. Groat stated they could fund it through ARPA because the rules allow administrative costs.

Motion by Watson, second by Herbst to approve the survey software. Motion carried 4-1. (*Ryan was the dissenting vote.*)

Discussion and possible action regarding February 2022 General Fund financial report

Maryanne Groat indicated she should have a good final December of 2021 at the next meeting, as well as the carryover resolution. She commented it is somewhat early in the year to make any assumptions on the rest of the year.

Adjourn

Motion by Watson, second by Herbst to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:00 pm.