

FINANCE COMMITTEE

Date and Time: Tuesday, May 25, 2021 @ 5:15 pm., Council Chambers

Members Present: Lisa Rasmussen, Dawn Herbst, Sarah Watson, and Deb Ryan (*Michael Martens excused*)

Others Present: Maryanne Groat, Anne Jacobson, Ben Bliven, Brad Lenz, Katie Rosenberg, Jamie Polley, Leslie Kremer,

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

Minutes of the previous meeting(s). (4/27/2021 and 5/11/21)

Motion to approve by Herbst, second by Watson. Passed 4-0.

Discussion and possible action regarding pet license late fees

Rasmussen gave historical background on the pet licensing program and a synopsis of how the current fee and penalty structure had been created. Rasmussen discussed that the P.D. and Clerk's office have been working together to try to increase compliance.

City Attorney Anne Jacobson discussed the statutory provisions relative to dog licensing and late fees municipalities are able to charge. The license fee could be set at any amount the Council wants to approve, however, the late fee can only be \$5.00.

Groat discussed that refunding residents who paid the late fee already in 2021 would amount to approximately \$14,000.

Motion by Watson to reduce pet license late fee to \$5.00 and refund those residents that already paid a 2021 late fee in excess of the \$5.00, second by Ryan. Motion passes 4-0.

Discussion and possible action regarding February 2021 General Fund Financial Statements

MaryAnne Groat discussed income and expenses for 2021 so far. The winter season was mild, so expenses were reduced. Groat stated that the projections for the 2021 General Fund look positive for the City.

The full report can be heard here: <https://www.youtube.com/watch?v=WvFpB8jimC8>

Report placed on file.

Discussion and possible action approving the 2021 Community Development Block Grant Program

Allocation – updated allocation

Rasmussen stated that once the funds were allocated, additional funding beyond what was expected was received. Therefore, Community Development is requesting that the additional grant funds be allocated to a road construction project that is underway.

Deb Ryan stated that residents on 5th Avenue have presented a petition for additional street lighting. CISM authorized engineering to move ahead with installing a pole and light at this area. The cost is not known at this time and it is undetermined whether a budget modification may be needed. Ryan questioned if grant funding would be available for midblock LED lights and electrical at that corner. Stratz explained that we are outside of the approval window for grant funding for projects for this round. Stratz also explained that there are rules that disallow use of these grant funds for projects that are already in progress.

Motion by Ryan to approve updated allocation of Block Grant funds as recommended by staff, second by Herbst. Motion carries 4-0.

Discussion regarding 2020 COVID election grant funding including but not limited to the Wisconsin Election Commission and the Center for Tech and Civic Life

Rasmussen discussed that during 2020, the City received two different grants for election administration. Groat discussed that a presidential election is quite expensive to administer and then the COVID pandemic increased those expenses. The City received a grant from the Center for Tech and Civic Life ("CTCL") and from the Wisconsin

Elections Commission to defray election costs due to COVID. We learned about the CTCL grant from the Marathon County Clerk. We also utilized Routes to Recovery funds to help defray election related costs.

Groat explained that the City currently does not have a policy whereby all grants come before Committee or Council for approval. Only those grants that by law require a public hearing or Council approval currently come before Committee/Council. Groat asked whether the Committee would want to have a policy in place. Groat stated that we would not want to risk missing a window to apply for a grant due to requiring all grants to come before a Committee before applying so it may make more sense for the grant acceptance decision/approval to come before Committee or Council rather than the decision to apply for a particular grant. Watson stated that it would be good to have the grant acceptance approval come before Committee/Council.

Ryan stated that when grant funds come to the City, there are requirements that must be met under the grant so the Finance Committee and Council should have the opportunity to review those before grant funds are accepted. Groat explained that the grant funds were disclosed on the financial statements provided to Finance Committee and Council.

Watson questioned if there is any action that needs to be taken on this agenda item. Rasmussen stated that no action is needed on this agenda item and it is informational as a lead in to the next agenda item.

Discussion and possible action overview of existing grant application and management process and future needs as it pertains to ARPA funds

Rasmussen stated that if the Committee wants to have Groat create a draft policy, relative to approvals needed for grant applications/grant funding, the Committee can give that direction. The consensus was to have Groat put something together for this Committee's review at a future meeting.

Groat discussed that grant applications are completed by staff as they are able to manage as part of their other daily tasks. Groat stated that perhaps having a part-time grant writer on staff may be something the City wants to consider. Having one person dedicated to grant writing could be beneficial for the City departments, as well as residents, from a cost savings perspective. The cost/benefit analysis would need to be done by Human Resources before we would move ahead with any decision.

Motion by Watson, second by Herbst to make recommendation to Human Resources Committee to explore creation of grant writer/manager position and what the salary/cost would be, as a part-time, ¾ time and full time position, with the responsibilities to include tracking grants we receive, grants we award, and the contractual requirements and timelines applicable to each grant. Motion carries 4-0.

Discussion and possible action authorizing the Mayor to accept the City of Wausau's allocation from the US Department of Treasury Coronavirus Local Fiscal Recovery Fund - no local match required

Motion by Watson, second by Herbst to authorize the Mayor to accept the City of Wausau's allocation from the US Department of Treasury Coronavirus Local Fiscal Recovery Fund. Motion Passes 4-0.

Adjourn

Motion by Watson, second by Ryan to adjourn the meeting. Motion carried 4-0. Meeting adjourned at 6:10 p.m.