

FINANCE COMMITTEE

Date and Time: Tuesday June 14, 2022 @ 5:30 pm., Council Chambers

Members Present: Lisa Rasmussen, Michael Martens, Carol Lukens, Doug Diny

Members Excused: Sarah Watson

Others Present: Maryanne Groat, Bob Barteck, Todd Baeten, Randy Fifrick, Shannon Graff, Anne Jacobson, Emily Ley, Katie Rosenberg, Jamie Polley, Toni Vanderboom

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 Chairperson Lisa Rasmussen.

Minutes of the previous meeting: (5/24/22)

Motion by Martens, second by Lukens to approve the minutes. Motion carried 4-0.

Discussion and possible action sole source request Parks Department 400 Block repairs

Lisa Rasmussen explained some of the side supports of the stage at the 400 Block need a process for freezing water.

Motion by Martens, second by Diny to approve. Motion carried 4-0.

Discussion and possible action regarding ARPA funding requests

Rasmussen stated in this round of scoring Community Partners Campus Facility Project scored high, followed by the Wastewater Screening Improvement Project; the Stormwater Lift Station; 17th Avenue – Stewart to Elm Reconstruction; Affordable Housing Improvements and Expansion; and Homebuyer Education, Counseling and Closing Assistance.

Discussion followed on each of the individual projects. <https://www.youtube.com/watch?v=UuVyTY77fWk>

Motion Diny, second by Martens to approve the Community Partners Campus Facility Project. Motion carried 4-0.

Motion by Lukens, second by Martens to approve the Wastewater Screening Improvement Project. Motion carried 4-0.

Motion by Lukens, second by Martens to approve the Stormwater Lift Station Project. Motion carried 4-0.

Consensus of the committee was to hold on the 17th Avenue Reconstruction Project due to John Muir Construction and/or look at alternatives such as CIP; and to wait on the Affordable Housing Improvements and Expansion for more information from Tammy Stratz.

Motion by Diny, second by Martens to approve the Homebuyer Education, Counseling and Closing Assistance Program. Motion carried 4-0.

Maryanne Groat stated the HR Department is intending to submit an ARPA request for a market study of wages for non-represented employees. She noted the HR Committee would prefer funding from another sources.

Toni Vanderboom, HR Director, stated they have been looking at a market study from some time. She explained the Employee Handbook obligates us to do a comprehensive comparison of employee's pay to market conditions at least every five years. She indicated we are currently at three years since the last market study and due to the abnormally changing market she felt it was important to not wait too long. She stated they would not be changing who is in what salary grade, only how the salary grades align with market. She stated the RFP will be amended to include an obligation for the vendor to provide us with an implementation estimate early in the project so that it can be properly accounted for in the budget planning process.

Maryanne Groat stated the committee should rank this project and it can be considered at the next meeting. Vanderboom stated if they were going to identify another funding source other than ARPA, then the sooner the decision can be made the better because they will be several months behind estimate if we are waiting for a ranking. She estimated the cost to be approximately \$80,000 or more for custom. Groat stated they could use surplus for this study if they preferred not to use ARPA. Rasmussen indicated this item will be brought back to the June 28th Finance meeting to be more properly agendaized and to provide more information, but they should still rank it.

Discussion and possible Action Budget modification legal services

Anne Jacobson stated they have expended their 2022 legal budget as of the end of March and there are outstanding bills in the amount of \$34,498.28. She indicated Groat recommended adding \$70,000 to that budget from surplus.

Motion by Martens, second by Lukens to approve the budget modification. Motion carried 4-0.

Discussion and Approval of the 2022 Community Development Block Grant program year.

Rasmussen stated all the information regarding the public hearing and the Citizens Advisory Committee's recommendation is in the packet.

Motion by Martens, second by Lukens to approve the 2022 CDBG program. Motion carried

Discussion and possible action regarding PFAS filter replacement and related budget modification

Rasmussen stated there has been some inquiries from citizens looking for further supplies to replace filters in their zero water pitchers. She indicated they are sitting on inventory of 2,000 undelivered pitchers. The question is if that inventory includes the spare filters that were to go with them. She felt there was value in taking the spare filters that were not picked up after multiple notifications and give them out before investing more ARPA funding. She noted the Public Works Director informed them the new plant will filter PFAS effectively for the initial startup phase.

Carol Lukens questioned if the 2,000 pitchers could be returned or if there was something else that could be done with them. Groat stated they could be used by people who replace their lead service, which will need to drink an alternate water source for a period. Another option would be to do a partial funding.

Consensus was to hold action on this request for now and direct the department to deploy the 2,000 undistributed spare filters to anyone who needs them. If they exhaust the supply and still want to obtain more this can be brought back to the Finance Committee.

Becky McElhaney commented there were complaints that they are not getting the notification, or the email is going to the spam folder.

Discussion and possible action regarding sole source purchase of recruitment services HR Gov

Motion by Martens, second by Lukens to approve. Motion carried 4-0.

Discussion and possible action regarding budget modification related to a midyear Cost of Living adjustment

Deferred to next meeting.

Discussion and possible action creating an Extended Retirement Notice Incentive

Deferred to next meeting.

Presentation 2021 Financial Results

Deferred to future meeting.

Adjourn

Motion by Lukens, second by Diny to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:32 pm.