

FINANCE COMMITTEE

Date and Time: Tuesday, July 14, 2020 @ 5:15 pm., Council Chambers

Members Present Rasmussen, Martens, Herbst, and Watson

Members Excused: Ryan

Others Present: Groat, Rosenberg, Jacobson, Goede, Bliven, Kujawa, Lindman, Splinter, Swanborg, Van Krey, Vanderboom, Wadinski

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 Chairperson, Lisa Rasmussen.

Minutes of the previous meeting(s). (6/23/20)

Rasmussen pointed out a typo in the minutes to be corrected to change the words “self riverfront” to “south riverfront.”

Motion by Watson, second by Herbst to approve minutes of the meeting on 6/23/20, as corrected. Motion carried 4-0.

Discussion and possible action on amendment of the Revenue Policy to include the State of Wisconsin Statewide Debt Collection program

Rasmussen stated if the city were to utilize the Statewide Debt Collection program there is a more robust collection effort that happens, meaning we could recover more money.

Maryanne Groat stated the city currently uses tax intercept which is the state looking for tax refunds and using them to pay the city for delinquent receivables. She explained with this Statewide Debt Collection program they will still use the tax intercept program, but they also interact with the debtors to develop payment plans and if the people fail to make installments they can go so far as to do wage attachments and/or bank levy. She noted with a traditional collection agency you are going to give up at least 50% of your revenue to the agency. In this situation the state adds on a collection fee to the debtor, allowing us to recover 100% of our revenue. The states collection arm would deem whether they think something is uncollectible and return it back to us to write off or pursue another collection means.

Motion by Herbst, second by Martens to approve the amendment to the Revenue Policy. Motion carried 4-0.

Discussion and possible action on abatement of FBO rent for Wausau Flying Service due to COVID19 downturn

Deferred to next month.

Discussion and possible action on abatement of late fees on pet licenses for 2020

Rasmussen stated there are nearly 1,000 pet licenses that have not yet renewed, partly due to Covid-19. Proof of rabies vaccination is required to renew licenses, but many Vet clinics have also been closed. She noted the penalty for being late s pretty stiff.

Groat indicated she received feedback from citizens that they did not receive their renewal invoices which may have gone into spam email folders. She stated it was hard for them to get into the vets to vaccinate and people are financially struggling. She felt waiving the late fees would help, given all of the challenges that 2020 has presented,

Motion by Herbst, second by Watson to approve the abatement of late fees on 2020 pet licenses until September 15, 2020. Motion carried 4-0.

Discussion and possible action on amendment of the Capital Policy to reflect the new Capital Improvement Committee

Rasmussen explained this is a housekeeping item in which the policy has been re-worded to remove the process that CIP requests would be vetted by the Committee of the Whole and changed to the recently formed CIP Committee.

Motion by Martens, second by Herbst to approve the amendment to the Capital Policy. Motion carried 4-0.

Discussion and possible action on the Request for Proposals for Municipal Fleet Management Consulting Services

Rasmussen stated the city is seeking to go to RFP for someone to look at all facets of how we manage our vehicle fleet and the facility that works on them, as well as how we manage vehicle leasing, procurement of vehicles, disposal of vehicles, and the replacement cycle.

Groat explained the situation where they are trying to absorb more of the fleet within the motor pool, which is good, but which has also created more pressure on the motor pool from both a financial and a human resources standpoint. The mechanics and all of the staff are busier because they have a larger and more specialized fleet; prioritization between public safety and the street maintenance can be problematic. It is important the rates being charged are sufficient to fund future acquisition of the fleet. She noted Mark Hanson, Eric Lindman and the Police Department reviewed the RFP and support the information being requested from the consultant.

Motion by Watson, second by Martens to approve the RFP for Municipal Fleet Management Consulting Services. Motion carried 4-0.

Discussion and possible action regarding budget modification hot mix

Rasmussen explained the concept of skin patch, which is a thin layer of asphalt over a street or area of street to buy five to seven years of useful life rather than spot repairs/pot hole patching which is not necessarily effective. DPW is looking at some milling and paving equipment to do this work and this would shift some line items in their budget to free up some resources.

Eric Lindman stated this could save us money in the long run. There are areas of the streets throughout the winter where cold mix is put in a hole and two to three weeks later we are back out there filling the same hole because it continues to pop out. He indicated engineering and streets are getting together this week to start itemizing the street list and sections of streets throughout the city that we think are good candidates for this process.

Motion by Herbst, second by Martens to approve the hot mix budget modification Motion carried 4-0.

Discussion and possible action regarding the installation of a glass barrier in the Customer Service Area for disease protection

Rasmussen stated the sneeze guards currently in use in the Customer Service area was a temporary solution put up for short term use. This is a more permanent solution and will make it easier to communicate because there will be microphone equipment installed. She commented years ago security in the building for front counter staff was discussed due to the fact they sometimes deal with unhappy and/or angry customers. This will be a firmer barrier that an individual could not reach across which adds safety beyond the disease protection. She noted it will be similar to what is at the Police Department.

Groat stated there is an area in lobby that used to be an open window that was patched. She indicated they are proposing to open that back up and put glass there as well. Customer Service reps could be placed there for the Presidential Election allowing us to support more activity and separate staff members.

Motion by Watson, second by Martens to approve the installation of a glass barrier in the Customer Service Area. Motion carried 4-0.

Discussion and possible action regarding budget modification sign shop

Rasmussen stated the sign shop is in need of some storage for materials and adequate count of their inventory. She indicated they submitted a proposal for some cabinets that would accomplish that and there are line item transfers within their budget to pay for it.

Motion by Herbst, second by Martens to approve the sign shop budget modification. Motion carried 4-0.

Presentation City of Wausau 2019 Popular Report

Robert Splinter, Assistant Finance Director, presented the city's new Popular Financial Report. The intention of the report is to extract information from the city's Comprehensive Financial Report which has over 170 pages of detailed financial information and put it in a much more easily understandable report for the general public who may

not have a background in public finance. The Popular Report has only 10 pages and gives a more basic or educational look into the city's fiscal affairs. He noted there are charts and pictures to illustrate its main points. The report also ties information from other formal reports, such as the Capital Improvements Plan, the Tax Increment District Report, and the City Budget. He stated it allows us to incorporate some trend analysis and combine our financial data with other statistical information to give readers a better narrative into the city's fiscal activities and compare financial metrics from year to year. He commented some of the Popular Report's information is focused on specific topics that are important to residents.

Splinter indicated they have submitted the Popular Report to the Government Finance Officers Association for their review and feedback and consideration for their award program. Only ten government entities in the State of Wisconsin receive that award. He hoped to get more residents familiar with the city's functions and increase their interest in participating in the development of the city's future endeavors. He noted it is available on the Website and there will be hard copies available at the Clerk's Office. He encouraged anyone who wished to reach out to him with feedback or suggestions.

Discussion and possible action on statement for purposes of ADA Title II compliance

Rasmussen indicated Public Access requested this item deferred to next month.

Discussion and possible action on parking space lease agreement with Balding Eagle, Inc. for Athletic Park parking

Rasmussen explained in the past overflow parking for Athletic Park was allowed in the Wilton Hurd lot behind that building, but last season that option was taken away and we had to find an alternative for the baseball fans. The agreement is proposed to use that parcel again if the city paves it. She felt this was a small price to pay for the value it brings to Athletic Park for adjacent parking. She added that paving also eliminates concerns about fluids from vehicles; it was a gravel lot that was in pretty rough shape.

Motion by Herbst, second by Watson to approve the parking space lease agreement with Balding Eagle, Inc. Motion carried 4-0.

Discussion and possible action on property lease agreement with Lunda Construction Co. at 180 E. Wausau Avenue

Rasmussen stated Lunda Construction has been contracted to do the bridge deck work on the Bridge Street Bridge. They have asked to park some of their equipment on a site the city owns while working.

Anne Jacobson questioned what monthly rent they would like to charge which was currently blank in the agreement. Lindman commented it is an advantage to the city to have them here and to be able to use this property. He indicated he wasn't exactly sure what the construction completion date was, but suggested a \$300 flat fee rather than a monthly fee.

Motion by Martens, second by Watson to approve the lease agreement with Lunda Construction Co. at 180 E Wausau Avenue for a flat fee of \$300. Motion carried 4-0.

Discussion and Possible Action Creating a Sign-on Bonus Program

Rasmussen stated this has become a practice in the private sector in order to be able to hire employees that have either an elevated skill set or elevated experience.

Martens commented the HR Committee was in general agreement that it is worth giving the department heads and the HR Department this level of discretion because there are some chronically difficult spots to fill. Rasmussen commented sometimes when trying to attract experienced employees from other areas that have already gained a certain volume of vacation or a certain wage, they often are unwilling to start over at a new job, so this is helpful.

Martens pointed out there is a claw back that if they separate within the first three years there is a sliding scale for payback.

Motion by Herbst, second by Martens to approve creating a Sign-on Bonus Program. Motion carried 4-0.

Adjourn

Motion by Watson, second by Martens to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:55 p.m.