

FINANCE COMMITTEE**APRIL 24, 2023**

The meeting was called to order at 6:00 PM by Chairperson Roger Smith with the following roll call:

Finance Committee of the Whole - Alderperson Bob Smith, Alderperson Joseph Riese, Alderperson Roger Smith, Alderperson Jack Abbott, and Alderperson Kim Olson were all present. Also present were Mayor John Guinn, Comptroller/Treasurer Angela Runde, and City Clerk Anastasia Gonstead were also present.

PLEDGE OF ALLEGIANCE**APPROVAL OF MINUTES****Approve March 27, 2023 Finance Committee Meeting Minutes**

Motion by Alderperson Roger Smith, second by Alderperson Bob Smith. 5-0, unanimous.

CITIZEN COMMENTS

None.

TAG CENTER REPORT

City Clerk Anastasia Gonstead read Director Micaela Luehring's report. She was unable to attend due to finishing lifeguard certification.

Membership Report

None.

Staffing Update

- We are still looking for part-time employees.
- Cleaners and building supervisors: must be available nights and weekends.
- Lifeguards: must be available weekday nights.
- Swim lesson instructors, front desk clerk, weekday nights, weekend days.
- All positions come with a free membership.

Maintenance Report

- Scott Kollmansberger provided information for the maintenance report for this meeting.
- Parking Lot-
 - o Asphalt Specialists came and evaluated parking lot and proposed a \$27,000.00 estimated cost for the redo. This does not include repainting the parking stall lines.
- Roof-
 - o Lopez Roofing came to assess the roof in order to propose an estimate cost for repair on 4/3/23.
 - o Have not yet received estimated proposal.
- Pool Deck-
 - o Confirmation received by Carrico Aquatics director that pool deck will be painted during scheduled shut down in August beginning on the 14th and through the until 18th.
- Heating and air ducts/vents
 - o Received routine maintenance/cleaning throughout the building.

Recreation Report

- Summer Adult softball signups are underway. Men's league starts May 17th at Ziegler and women's league starts May 18th at the Malthouse. I have 5 teams for Men's league and 4 teams for women's league.
- Summer Adult bags will also be starting May 17th on the side of Ziegler's softball diamond. It is \$25 a team. I don't have any teams signed up at the moment.
- Summer kids Sports Sampler Program & the craft and swim program will be going on again! I have to finalize dates of when I can teach both of these classes, yet.

TREASURER'S REPORT

Treasurer's Report

Comptroller/Treasurer Angela Runde reports. She explained the equipment purchased last year for the server upgrade was incorrect. The correct items have been received, that should be starting this week. In the meantime, the system continues to be corrupted. There are two CD's that need renewal and BMO still has the highest offer. This will need to happen prior to June. They have not been renewed properly, so they are currently only earning half a percent. The DNR annual report is due by the end of the month, however, the DNR is having internal issues currently. They have indicated any amount of time their site is down, they will extend the deadline for filing by that amount of time. With regards to the expenditure report, the prior issues are still causing problems. She may have to contact the State. The quarterly filings are done, the State is still seeing errors as the past years had errors. Comptroller/Treasurer Runde explains she is currently reworking Excel spreadsheets for budget, correcting errors where things were not adding correctly. Baker Tilly is hoping to report in June. Comptroller/Treasurer Runde has finished the TID reports, they are there for the Council's review, they have been submitted to the State.

Aldersperson Roger Smith asked what dollar amount they are trying to reconcile. Comptroller/Treasurer Runde explained the amount is in excess of \$400,000. They are still trying to resolve that. Aldersperson Bob Smith states he is person friends with John Rader (who is with Baker Tilly), he talked to him and has information on that. Aldersperson Bob Smith did not expand upon that any further.

Aldersperson Olson asked if they are any closer to getting reports out of Caselle. Comptroller/Treasurer Runde stated it will happen with the upgrade. Mayor Guinn asked Aldersperson Olson to clarify which reports she is looking for in particular. Aldersperson Olson stated she wanted Receivables and Accountables - read only. Mayor Guinn explained that when the upgrade was started, some modules were looked over. There will be some cost involved to get all the needed modules. Comptroller/Treasurer Runde added that she is waiting on Civic Systems to get her an updated contract and pricing. She stated the last contact she saw was not the one that was signed. That it appears past employees at City Hall had taken out the payroll module, likely in anticipation of going to ADP. She has asked Civic Systems to add it now, but spread the cost over two years, to allow the City to budget for it. Aldersperson Bob Smith inquired when they chose the upgrade and the modules? Mayor Guinn stated, to his recollection, early 2022. Aldersperson Bob Smith asked if Mayor Guinn didn't review it at that time. Mayor Guinn stated he asked for a comprehensive report and was told we had everything we needed.

OTHER ITEMS OF DISCUSSION/POSSIBLE ACTION

Presentation from Ehlers Regarding Investment Advisory Services

Ehler's made a presentation regarding their Investment Advisory Services. A handout was provided (which has since been made available on the City website). After the presentation, Alderperson Bob Smith made comment that they used to get these presentations regularly, but have not for the last two and a half years. Stated that guessing wrong has lost the City money, CDs have changed dramatically this year, and stated we have restrictions, in particular with bonding. Tami with Ehlers pointed out there is legal way around most everything. She also explained with debt issues, there are ways to put those dollars to work. They keep us in line with the legalities and timing is everything. You keep it safe, but moving forward so you have the opportunity to do something with it. Alderperson Bob Smith also stated that we need to make sure we have cash flow, so we can pay our bills before taxes come in.

Review, with Possible Action, Quotes Received for the Ziegler Ballpark Lights

John Wild, Parks Director, speaks on this. States at this point he is unsure the process to move forward. He has two sealed bids. The original quotes he got last year were in the \$72-75 thousand range. The same to companies provided the sealed bids. Dobratz came in at \$86,765 and Encore Electric came in at \$72,660. Alderperson Bob Smith asked if we budgeted anything for the replacement of these lights. Director Wild stated they did not. Alderperson Bob Smith points out there was insurance money that came in that would offset the cost. He added that night games are dependent on this getting fixed. Director Wild pointed out many things in the parks are. Alderperson Roger Smith asked why it was not budgeted for. Mayor Guinn explained there was a wind storm that damaged them, the insurance company told the City they had to come down. Comptroller/Treasurer Runde confirms ARPA funds are available.

Alderperson Bob Olson makes a motion to approve the lowest bid for replacement and use ARPA funds to cover the balance of what the insurance did not cover. Second by Alderperson Olson. Discussion: Alderperson Riese inquires if there is anywhere else they can pull funds from for this. He states ARPA funds won't be there in the future, then what do they do? Mayor Guinn pointed out that they need to become more strategic with funding and planning for expenses. Alderperson Roger Smith asked about the "Rainy Day" fund. Mayor Guinn and Alderperson Bob Smith debated the legalities of how much money does or does not need to be left in a "Rainy Day" fund. Mayor Guinn suggested the landfill funds, that historically it has gone toward legal matters and toward the community. Alderperson Bob Smith pointed out they generally go toward things related to the landfill. Alderperson Abbott inquired if the funding all needs to come from one source. Mayor Guinn indicated that they do not. Alderperson Riese pointed out he is not objecting to funding the replacement of the lights, but the source of the funding, that he does not necessarily agree with ARPA. Alderperson Abbott inquired if the Bridge Street Project came in under budget. Comptroller/Treasurer Runde explained it did not. Alderperson Riese clarified that part two of the project may have, but not the project in it's entirety. Alderperson Olson inquired about using contingency funds. Comptroller/Treasurer Runde explained the difference between contingency vs. "Rainy Day" funding. Alderperson Olson inquired if there was a time constraint to get everything done for this project? Director Wild pointed out, at this time, they have not lost anything, that the teams have committed to staying, as the City is working toward resolving this issue. Alderperson Roger Smith asked when they need this to be done. Director Wild stated yesterday. Alderperson Roger Smith further inquired when the first night game will happen. Director Wild pointed out that the lights have no way of being up in time. However, the teams have committed to playing the same schedule that they had to follow last year. He added he is unsure how quickly the project will be able to be completed, but sooner than later is ideal.

Roll vote taken:

Aldersperson Bob Smith - Yes/Aye
 Aldersperson Olson - Yes/Aye
 Aldersperson Riese - No/Nay
 Aldersperson Abbott - Yes/Aye
 Aldersperson Roger Smith - Yes/Aye

Motion carries.

Discuss, with Possible Action, Options for Leasing And/Or Purchasing New Equipment for DPW

No discussion/action taken on this matter, DPW Director Hurst was not present for the meeting.

Review, with Possible Action, Main Street Mayville's Request for Payment

Motion to approve the second installment payment of \$5,000 by Aldersperson Abbott, second by Aldersperson Bob Smith. No discussion.

Roll vote taken:

Aldersperson Abbott - Yes/Aye
 Aldersperson Bob Smith - Yes/Aye
 Aldersperson Riese - Yes/Aye
 Aldersperson Olson - Yes/Aye
 Aldersperson Roger Smith - Yes/Aye

Motion carries.

Review, with Possible Action, Server Upgrade

Comptroller/Treasurer Runde explains WiseGuy IT verbally provided a quote to get the server needed, for minimum specs, will be an additional \$900 from what was originally quoted last fall. She explained at some point they decided a work station with additional space would do the job, but it did not. She has not seen anything further yet. Mayor Guinn explained that the City did deliver specifications on what was required for a server upgrade, but WiseGuys took a shortcut that did not work. Civic Systems has explained that the system may not perform at all unless it is on a dedicated server. Aldersperson Roger Smith inquired of the Council members if any of that sounded familiar. Aldersperson Bob Smith confirmed it does. He indicated that if you check the minutes from that meeting, you would find that Bob from WiseGuys said it would be a server, not a work station. Comptroller/Treasurer Runde further explained it is difficult right now to get contracts or any kind of paperwork out of companies right now, but the expected increase is \$900. Aldersperson Abbott inquired if there was an original contract. Aldersperson Bob Smith stated that they have to spend the money, the server is needed. Comptroller/Treasurer Runde explained the server is here, that we did not have an option and if we have to absorb it into our departmental budgets, we will have to do so. Aldersperson Bob Smith suggested they could put this back on the IT company.

Motion by Aldersperson Roger Smith to approve the server upgrade with the caveat of validation of contract and the cost not to exceed \$900. Aldersperson Riese stated they can recommend to Council and in the meantime they can hope the hard numbers come in. Aldersperson Bob Smith stated this ultimately is the bill for the server, they either have to pay it or try to negotiate it down.

Amended Motion by Aldersperson Roger Smith to recommend to Council to approve. Second by Aldersperson Riese. Discussion: None. 5-0, unanimous.

Review, with Possible Action, Civicsystems Upgrade

Comptroller/Treasurer Runde explained she was hoping by this meeting there would be a contract with definitive numbers, but we are at their mercy until they provide the information.

Motion to table this matter to next month's meeting made by Alderperson Bob Smith, second by

Discuss, with Possible Action, the Frequency of the City Attorney's Presence at City Meetings

Mayor Guinn prefaced any discussion with information received from the City Attorney, that Attorney Franti is on board with whatever the Council members decide on this matter.

Alderperson Olson stated that the City is spending a lot of money to have an attorney present and she does not see what the need is. Alderperson Bob Smith indicated the rate is approximately \$130 per hour, so meeting can be upwards of \$400-500 each. Motion by Alderperson Olson to only have the City Attorney at Council Meetings Upon Request. Second by Alderperson Abbott. Discussion: Alderperson Riese pointed out, whatever they do now, can be changed later if needed.

Roll vote taken:

Alderperson Olson - Yes/Aye
 Alderperson Abbott - Yes/Aye
 Alderperson Riese - Yes/Aye
 Alderperson Bob Smith - Yes/Aye
 Alderperson Roger Smith - Yes/Aye

Motion carries.

Discuss, with Possible Action, 2022 Bridge St. Reconstruction, Payment Request #2 - Final

Comptroller/Treasurer Runde pointed out the information found in the agenda packet was submitted by Town & Country, confirmed by Kunkel Engineering. Clarification was made that is part of the project came in lower. Alderperson Bob Smith pointed out special assessments will be lower for those property owners under phase two of the project, will not be retroactive for those under phase one.

Motion to Approve Payment Request #2-Final made by Alderperson Riese, second by Alderperson Roger Smith. No discussion.

Roll vote taken:

Alderperson Riese - Yes/Aye
 Alderperson Roger Smith - Yes/Aye
 Alderperson Olson - Yes/Aye
 Alderperson Bob Smith - Yes/Aye
 Alderperson Abbott - Yes/Aye

Motion carries.

ADJOURNMENT

Motion to adjourn at 7:13 PM by Alderperson Bob Smith, second by Alderperson Riese. 5-0, unanimous.

Meeting adjourns at 7:13 PM

Anastasia Gonstead, City Clerk