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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, February 14, 2023
6:15 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:
Mayor Andrew Nerbun
Alderman Glenn Bushee
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Kimberly Tollefson, Community Development Director and Brian Sajdak, City Attorney.

2) Approve Meeting Minutes
   a. January 10, 2023 Finance-Personnel Meeting Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Bushee

AYES:	Bushee, Parrish, Strzelczyk

3) License Applications
   a. February, 2023 Licenses

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Parrish

AYES:	Bushee, Parrish, Strzelczyk

4) Vouchers Paid
   a. January 2023 Vouchers Paid List

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Bushee
SECONDED BY: Alderman Parrish

AYES:	Bushee, Parrish, Strzelczyk

5) Resolutions

a. **RESOLUTION 4014** A Resolution Authorizing the Purchase and Implementation of Electronic Poll Books, Supplies and Training in an Amount Not-to-Exceed $90,000

City Clerk Fochs explained this is the first project before the Committee from the ARPA spending plan that was approved by Council last fall. The City wants to purchase 32 electronic poll books. This would allow for four at each polling site. The total cost of the electronic poll books will not only include the hardware, but employee training, a four-year warranty and software support as well. Ms. Fochs explained that if this were to pass Council tonight, staff would look to implement in 2024. Electronic poll books streamline the check in process on election days, enhance the absentee ballot process, reduce the number of poll workers needed for each election site and streamline the voter registration process. Efficiencies are also gained post-election when staff manually records every voter and every new registrant. Badger Books uses an import file and all information is recorded within minutes versus about two weeks.
RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Parrish

AYES:	Bushee, Parrish, Strzelczyk

b. **RESOLUTION 4015** A Resolution Approving a Town Center Business Loan Between Bank Five Nine and Tamatito in the Amount of $25,000, for a Restaurant Located at 6300 West Mequon Road

Community Development Director Tollefson stated this program was used twice in the past. One time Ruby Tap expanded their outdoor dining area, and most recently Mammoth Fitness used it for building improvements and equipment purchase. This is different than any Revolving Loan Fund or TIF incentive. This is a program that other communities use in conjunction with Bank Five Nine. The bank works with municipalities on specific objectives the City would like to accomplish and they develop a loan program geared towards meeting those objectives. This is a conventional, private loan between the bank and business entity. The City is not loaning any of its money for this program. The City is acknowledging that the use of this loan does meet the City objectives. Tamatito will be using the money for new equipment and general business startup costs. The Economic Development Board did approve this on January 24.
RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bushee
SECONDED BY: Alderman Parrish

AYES:	Bushee, Parrish, Strzelczyk

6) Information Items
   a. 2022 YTD Investment Report as of 12/31/2022

   Assistant Director Keyser shared the City's cash position and investment position at the end of Quarter 4, 2022. The majority of the increase in cash is due to the December property tax collection. The money is disbursed to the other taxing authorities in mid-January. Other inflows of cash were general city business, utility payments, cell tower leasing payments, state shared revenue and the money market interest. Outflows of cash included payroll/benefits and accounts payable. Both were similar to prior quarters.

   The investments at both Dana and Ehlers saw a positive return for the three months ending December 31, 2022. On a year-to-date basis, the City did recognize investment loss, however investment interest as well as money market account interest have seen a significant increase since the beginning of 2022 and the future appears positive. Also due to the conservative nature of the portfolios, the City does not realize any of these losses since the securities are held until maturity.

   b. Finance & Personnel Work Plan

   Alderman Strzelczyk asked for a review of the City debt portfolio and the outlook of future borrowing in a high inflation environment since there are and will be new Council members.

7) Adjourn

   A motion to adjourn was made at 6:43 PM by Alderman Bushee, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director