**Minutes of the Meeting of the Finance Committee Held**

**On Tuesday, May 5, 2015 Pursuant to Notice Duly Given**

1. Meeting called to order at 4:45 p.m. by Mayor Bostedt
2. Roll Call: Darrell Anderson, Bob Le Breck, Jean Feldt, Roger Reed and Al Schreiber

Also Present: Attorney Evans, Fire Chief Jack Mlnarik, Fire Captain John Reed, Building Inspector and Firefighter Joe Last, Park & Rec Director John Bostedt, Police Chief Bernie Faith, Mayor Bostedt, Sara Perrizo, Administrator Perrizo as Recording Secretary and other interested parties

1. Election of Chair

Le Breck nominated Reed, who accepted. Mayor Bostedt asked two times for further nominations and none were presented.

**Moved by Anderson, seconded by Feldt to close the nominations.**

**Motion carried upon verbal voice vote. 5 ayes**

**Moved by Schreiber, seconded by Feldt to elect Roger Reed as Chair of the Finance Committee.**

**Motion carried upon verbal voice vote. 5 ayes**

At this time, Chairperson Reed took over running the meeting.

1. Election of Vice-Chair

Anderson nominated Feldt, who accepted. Reed asked two times for additional nominations and none were received.

**Moved by Schreiber, seconded by Anderson to close the nominations.**

**Motion carried upon verbal voice vote. 5 ayes**

**Moved by Anderson, seconded by Schreiber to elect Jean Feldt as Vice-Chair of the Finance Committee.**

**Motion carried upon verbal voice vote. 5 ayes**

1. Approval of Agenda

**Moved by Schreiber, seconded by Anderson to approve the agenda. M/C**

1. Approval of Minutes from the 4/21/15 meeting.

**Moved by Anderson, seconded by Le Breck to approve the minutes as typed.**

**Motion carried upon verbal voice vote. 5 ayes**

1. Correspondence/Public Appearances

Le Breck suggested that everyone look back at previous years’ financial results in preparation for the upcoming budget. Perrizo explained that the budget books include the most recent audited year as well as six months of the current year’s numbers. She also stated that she reviews the City’s financial statements quarterly and will bring any concerns to the Committee’s attention.

1. Discussion/Recommendation on:
   1. Accounts Payable for the Month of April 2015 in the Amount of $754,346.12, Payroll for the Month of April 2015 in the Amount of $164,177.62 and Other Financial Reports as Presented

Le Breck questioned some expenses from the Library, including costs for the purchase of coffee for the Keurig machine. Perrizo will continue to investigate whether or not the Friends of the Library reimburses the Library for these expenses.

The members posed several questions on specific checks, which the department heads answered.

**Moved by Le Breck, seconded by Anderson to approve the accounts payable for the month of April 2015 in the amount of $754.346.12, payroll for the month of April 2015 in the amount of $164,177.62 and other financial reports as presented.**

**Motion carried upon verbal voice vote. 5 ayes**

* 1. Building Permit Fee for Maintenance Projects

Anderson asked that this be put on the agenda. He stated that last month a $100 fee was set for floodplain permit applications because that is the amount that the County charges. In the past, there was not a charge for maintenance permits such as windows, siding, etc and the County does not charge for these items, either. Why do we? Mlnarik stated that they are not trying to compare the City to the County. In the case of the floodplain permit application, the County was the closest place they could find, so they went with the same fee. Prior to the Fire Department taking over the building permits, the permits had been issued arbitrarily. Some people were charged and some were not. The homeowner is not protected against someone who is not credentialed through the State and contractors who are not credentialed cannot get permits, so the homeowners have to assume the responsibility for the project. Last stated that the State requires a permit be obtained for all projects. If the contractor is not credentialed, then the homeowner has to sign a statement accepting responsibility when they get the building permit. Anderson opined that it is foolish to make people pay for something that there was no charge for in the past. Mlnarik clarified that there is no charge for a single door, window, etc. If the Council wants to eliminate the maintenance permit, then they will have to decide what qualifies for that. Other municipalities do charge for maintenance permits.

Feldt asked what the $25 permit is for. Mlnarik explained that it is for things such as siding and roofs. Last said that it is for any project up to $5,000 in value. After the project is completed, the homeowner is required to call for an inspection. If a call is not received within 365 days (the length of the permit), a letter is sent to the property owner. All applicable ordinances are explained to the applicants when the permits are picked up. Anderson has no problem with the permit requirement, but feels there should be no fee. Last stated that $25 is a small price to pay for the inspectors to go out and check the project. Schreiber and Feldt agree.

**No action taken.**

* 1. Approval to Contract with Crack Filling Services for Crack Filling of City Streets in the Amount of $20,000

Perrizo read the following statement from Jeremy Wusterbarth, “We have been using Crack Filling Services for about the last ten years for crack filling various city streets. They come highly recommended by other municipalities in the state and I would continue to use them as their quality of work is second to none.” Feldt asked what streets will be crack filled. Perrizo explained that all City streets are eligible, based on need.

**Moved by Schreiber, seconded by Anderson to approve the contract with Crack Filing Services for crack filling of City streets in the amount of $20,000.**

**Motion carried upon verbal voice vote. 5 ayes**

* 1. Approval of Invoice from Cargill in the Amount of $6,036.11 for Road Salt

Perrizo read the following statement from Wusterbarth, “This is the last of the road salt that was contracted with the DOT. We are required to take everything we have ordered, or pay storage fees. Either way, at some point we have to take it. This was a light winter for salt usage and we don’t have a lot of room to store it. The Utility allows us to store our salt in their sludge storage building. I needed to wait to haul the winter sludge out before taking the salt.”

**Moved by Feldt, seconded by Le Breck to approve the invoice from Cargill in the amount of $6,036.11 for road salt.**

**Motion carried upon verbal voice vote. 5 ayes**

* 1. Approval to Contract with Robert E. Lee & Associates in the Amount of $22,800 for Neddo, Pierce and Hazen Street Construction Projects

Perrizo read the following statement from Wusterbarth, “This is for the reconstruction of Neddo, Pierce & Hazen Streets which will get new curb and gutter, aprons and new storm sewer, which is required to be approved by the DNR and submitted to an engineer.”

Mayor Bostedt stated that these roads are in bad shape and need to be redone.

**Moved by Le Breck, seconded by Andersonto approve contracting with Robert E. Lee & Associates in the amount of $22,800 for Neddo, Pierce and Hazen Street construction projects.**

**Motion carried upon verbal voice vote. 5 ayes**

* 1. Approval of Invoice from Oconto County Highway Department in the Amount of $5,891.71 for Manhole Tarring & Bridge Inspection

Perrizo explained that this is for work already done by the County.

**Moved by Feldt, seconded by Le Breck to approve the invoice from Oconto County Highway Department in the amount of $5,891.71 for manhole tarring & bridge inspection.**

**Motion carried upon verbal voice vote. 5 ayes**

* 1. Approval of Bid from Broadway Automotive for Truck for Wastewater Treatment Plant in the Amount of $28,534.61

Perrizo read the following statement from Wusterbarth regarding items g and h, “Bids were advertised and only Broadway Automotive submitted. Besides advertising, I sent bid specs to Koehne, Peterson Ford and Chrysler World and they did not bid on the truck. Money for the truck comes out of the equipment replacement fund and this truck will replace the 1996 GMC. We added a crane to the utility box so we do not have to contract out to lift the pumps from the lift stations.”

**Moved by Feldt, seconded by Schreiber to approve the bid from Broadway Automotive for truck for wastewater treatment plant in the amount of $28,534.61.**

**Motion carried upon verbal voice vote. 5 ayes**

* 1. Approval of Bid from Monroe Truck Equipment for Utility Box for New Truck for Wastewater Treatment Plant in the Amount of $13,091

Feldt asked how much it cost to have a contractor bring in the crane. Perrizo said it was around $200 per visit.

**Moved by Schreiber, seconded by Anderson to approve the bid from Monroe Truck Equipment for utility box for new truck for wastewater treatment plant in the amount of $13,091.**

**Motion carried upon verbal voice vote. 5 ayes**

* 1. Approval of Three-Year Agreement with FiveStar Fireworks, Inc. for Fourth of July Fireworks Show in the Amount of $5,300 per Year

Perrizo stated that this is the vendor we have used for the past several years. Last year they included $500 in free product with the agreement and this year they agreed to take $200 off per year if the City signs a three-year agreement. Mlnarik said that this vendor is great to work with and follows all regulations.

Mayor Bostedt opined that the display two years ago was disappointing, so she got involved. There were some issues with a former member of the company, but the remaining partner does all that he can now.

**Moved by Anderson, seconded by Le Breck to approve the three-year agreement with FiveStar Fireworks, Inc. for Fourth of July fireworks show in the amount of $5,300 per year.**

**Motion carried upon verbal voice vote. 5 ayes**

* 1. Approval of Quote from Electrical Services and Supplies, Inc. in the Amount of $10,844 for Installation of LED Lights at the Library

Perrizo stated that this was the number one priority set by the Finance Committee at budget time for the Library. They are projected to save around $2,500 per year in electrical costs after the lights are installed.

**Moved by Schreiber, seconded by Feldt to approve the quote from Electrical Services and Supplies, Inc. in the amount of $10,844 for installation of LED lights at the Library.**

**Motion carried upon verbal voice vote. 5 ayes**

* 1. Interim Fire Chief Compensation

Perrizo stated that the Police & Fire Commission appointed Captain John Reed as Interim Chief and recommended a salary of $64,500 with Reed continuing to pay 4.9% into state retirement. This will equal close the same amount of pay that Reed earned last year with overtime.

**Moved by Schreiber, seconded by Feldt to approve the Interim Fire Chief compensation of $64,500 with the Interim Fire Chief continuing to pay 4.9% into Wisconsin Retirement.**

**Motion carried upon verbal voice vote. 5 ayes**

1. **Moved by Schreiber, seconded by Anderson to adjourn.**

**Motion carried upon verbal voice vote. 5 ayes**

**Meeting adjourned at 5:43 p.m.**

Respectfully Submitted:

Sara J. Perrizo, CPA

Administrator