

**Minutes of the Meeting of the Finance Committee Held
On Tuesday, October 4, 2016 Pursuant to Notice Duly Given**

1. Meeting called to order at 5:01 p.m. by Chairperson Reed
2. Roll Call: Dean Reed, Robert Le Breck, Jean Feldt, Roger Reed and Al Schreiber
Also Present: Mayor Heier, Fire Chief John Reed, Police Chief Bernie Faith, Superintendent of Public Works Jeremy Wusterbarth, City Attorney Lindsay Erickson, Sara Perrizo, Administrator Perrizo as Recording Secretary and other interested parties
3. Approval of Agenda
Moved by Feldt, seconded by Le Breck to approve the agenda. **M/C**
4. Approval of Minutes from the 9/6/16 meeting.
Moved by Schreiber, seconded by Feldt to approve the minutes as typed.
Motion carried upon verbal voice vote. **5 ayes**
5. Correspondence/Public Appearances
The Committee decided to hold the annual budget meeting on November 3 beginning at 8:30 a.m.
There will be no Committee of the Whole in November due to the Election. City Council will be held on November 1 and a special City Council meeting will be held to approve the 2017 budget.
6. Discussion/Recommendation on:
 - a. Payroll for the Month of September 2016 in the Amount of \$185,726.26, Accounts Payable for the Month of September 2016 in the Amount of \$290,108.59 and Other Financial Reports as Presented

Several committee members asked questions about specific invoices which were answered by the department heads who were present at the meeting.

Moved by Schreiber, seconded by Feldt to approve the payroll for the month of September 2016 in the amount of \$185,726.26, accounts payable for the month of September 2016 in the amount of \$290,108.59 and other financial reports as presented.

Motion carried upon verbal voice vote. **5 ayes**
 - b. Claim for Refund/Adjustment of 2014 and 2015 Taxes from Unlimited Services of Wisconsin, Inc. in the Amount of \$3,522.91

Perrizo explained that Unlimited Services has been disputing their assessed value for three years. They are assessed as manufacturing, so the State of Wisconsin is responsible for determining their assessed value. An agreement has now been reached between Unlimited Services and the State to reduce the assessed value to \$950,000 for 2014 and \$933,200 for 2015 and 2016. Because the State caused the delay in the reassessment, State statute requires that Unlimited Services be refunded the differences in the taxes that were paid and the taxes that would have been paid under the new assessment amounts. A chargeback form will be filed to

get back the share of the taxes paid to the school district, county and NWTC. The City's share of the refund will be \$1,273.03.

Moved by Le Breck, seconded by D. Reed to approve the claim for refund/adjustment of 2014 and 2015 taxes from Unlimited Services of Wisconsin, Inc. in the amount of \$3,522.91.

Motion carried upon verbal voice vote. 5 ayes

- c. Approval of Final Pay Request from David Tenor, Inc. for McDonald Street Project in the Amount of \$118,915

Wusterbarth went over the list of bid quantities compared to actual work completed. The curb and gutter work was taken out of the contract and was done instead by two local vendors at a reduced cost. Due to several unexpected overages, the original contract amount was \$117,870 and the total amount due is \$118,915. The blacktop should be installed this week.

Le Breck asked if 5% retainage will be withheld on this payment, as we have done with others in the past. Wusterbarth explained that the water main has been tested and is functioning. Also, there is a one year warranty on the work. He does not feel it is necessary to withhold the retainage.

Moved by Le Breck, seconded by D. Reed to approve the final pay request from David Tenor, Inc. for McDonald Street project in the amount of \$118,915.

Motion carried upon verbal voice vote. 5 ayes

- d. Approval of Invoice from B&M Technical Services, Inc. in the Amount of \$7,476

Wusterbarth explained that this invoice is for replacement of the sludge press control system at the wastewater treatment plant. The control system recently failed and was one of the items that was on the list of equipment that was anticipated to be replaced in the near future.

Moved by Schreiber, seconded by D. Reed to approve the invoice from B&M Technical Services, Inc. in the amount of \$7,476.

Motion carried upon verbal voice vote. 5 ayes

- e. Approval of Invoice from Green Bay Highway Products, LLC in the Amount of \$5,020.50

Wusterbarth stated that two culvert pipes failed on Van Hecke Avenue and created sinkholes in the road. This invoice is for the cost of the pipes. The installation work was done by the City crew, with the help of Jackie Foster, Inc.

Moved by D. Reed, seconded by Feldt to approve the invoice from Green Bay Highway Products, LLC in the amount of \$5,020.50.

Motion carried upon verbal voice vote. 5 ayes

- f. Approval of Invoice from Vermeer Wisconsin, Inc. in the Amount of \$7,000

Wusterbarth explained that this invoice is for the rental of a trommel screen to do the composting at the transfer station. We need to do this to meet DNR requirements. If we did not compost, we would have to transport the material to another site, which would be much more expensive.

Moved by Schreiber, seconded by D. Reed to approve the invoice from Vermeer Wisconsin, Inc. in the amount of \$7,000.

Motion carried upon verbal voice vote.

5 ayes

- g. Approval of Pay Request #1 from Jackie Foster, Inc. in the Amount of \$41,656.29 for Washington Street Project

Wusterbarth stated that we will be withholding 5% retainage on this pay request as the project is not complete. He went over the bid items and gave an update on the progress of the project. Curb and gutter was poured last week and it will be approximately three weeks before the road is blacktopped.

Moved by D. Reed, seconded by Feldt to approve pay request #1 from Jackie Foster, Inc. in the amount of \$41,656.29 for Washington Street project.

Motion carried upon verbal voice vote.

5 ayes

- h. Approval of Purchase of Pick-Up Truck with Plow in an Amount Not to Exceed \$37,000

Wusterbarth explained that this will be paid for out of the equipment replacement fund and the truck will replace one that is a 2000 model. The current truck has had its transmission replaced two times, has rotten floor boards and is beyond its useful life.

Moved by Schreiber, seconded by Feldt to approve the purchase of a pick-up truck with plow in an amount not to exceed \$37,000.

Motion carried upon verbal voice vote.

5 ayes

7. **Moved by Le Breck, seconded by Feld to adjourn.**

Motion carried upon verbal voice vote.

5 ayes

Meeting adjourned at 5:30 p.m.

Respectfully Submitted:
Sara J. Perrizo, CPA
Administrator