



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Finance Committee

Date and Time: Tuesday, March 16, 2021 at 7:15 pm

Location: City Hall, 2000 N Calhoun Rd, Parks and Recreation Activity Room

Members Present: Alderman Scott Berg, Alderman Mike Hallquist, Alderman Mike Jurken, Alderman Jerry Mellone, Alderman Bob Reddin, Alderman Dave Christianson and Alderman Kathryn Wilson

Members Excused: None

Others Present: Director of Finance and Administration Robert Scott and Alderman Chris Blackburn

1. Roll Call

Alderman Scott Berg noted a quorum was present and called the Finance Committee meeting to order at 7:19 pm.

2. Announcements

The next regularly scheduled meeting will be held on Tuesday, April 6, 2021.

3. Minutes of the March 2, 2021 regular Finance Committee meeting.

Motion by Alderman Bob Reddin, second by Alderman Mike Hallquist to approve the minutes of the March 2, 2021 regular Finance Committee meeting. Motion carried 7-0.

4. Unfinished Business

a) None.

5. New Business

a) Vouchers exceeding \$50,000 requiring immediate action.

Motion by Alderman Jerry Mellone, second by Alderman Mike Jurken to approve vouchers exceeding \$50,000 requiring immediate action. Motion carried 7-0.

b) Request of the Wastewater Utility to purchase replacement deep bed sand filter valves from Dorner Company for \$195,240.

Motion by Alderman Bob Reddin, second by Alderman Mike Hallquist to approve the request of the Wastewater Utility to purchase replacement deep bed sand filter valves from Dorner Company for \$195,240. Motion carried 7-0.

c) Finance Committee only item - Review of 2020 year end unaudited financial report.

Director Scott provided an overview of the 2020 year end unaudited financial report (copy of written report available for review in the Finance department offices). He noted that the results for the General fund were basically breakeven, but only due to the steps taken after consultation with the Finance Committee to make interfund transfers totaling \$900,000 from the Park Development and Fleet Services fund to the General fund. Those transfers plus CARES Act and other Federal grants of approximately \$800,000 offset the declines in economically sensitive revenue sources as forecast earlier in 2020. The

revenue losses were as follows: room taxes - \$1,100,000; building permits - \$200,000; municipal court fines - \$200,000; parks and recreation fees - \$250,000; and investment revenues - \$450,000.

General fund expenditures were approximately 98% of budgeted amounts. Notable positive variances included approximately \$100,000 for the Finance and Assessor's offices resulting for position vacancies and COVID related shutdowns; \$80,000 for Information Technology due to a cancelled project, lower contracted services, and savings on a server acquisition; approximately \$50,000 for Mosquito/Deer Control due to fewer than budgeted treatments; \$100,000 positive variance in Public Works Outlay due to favorable bids for street and curb/gutter work; \$125,000 for the Library, mainly due to salary savings from position vacancies and COVID related shutdown; and \$475,000 for Parks and Recreation resulting from the closure of the Wiberg Aquatic Center (approximately equal to the lower revenues), as well as salary savings from seasonal position vacancies and COVID related shutdown.

Director Scott then highlighted certain other sections of the report, including the shortfall in room taxes allocated towards Brookfield Conference Center debt service. The report also includes status of the five TIF districts currently outstanding, all of which except TIF No. 4 are performing at or above projections. He noted activity in certain non-major funds, as well the internal service funds for Risk Management, Health Insurance, and Fleet Services. Director Scott then concluded the presentation regarding fund financial results indicating that the Sewer and Water utilities financial results were as expected compared to budget. Finally, he highlighted the investment schedules included in the report, noting that the \$146 million in cash and investments at December 31, 2020 is the high point of the year, reflecting \$63 million in property tax collections for the 2021 budget and the other taxing jurisdictions.

The committee members then asked several questions of clarification. Report was for informational purposes only – no action required.

6. Adjournment

Motion by Alderman Mike Hallquist, second by Alderman Mike Jurken to adjourn the meeting at 7:46 pm. Motion carried 7-0.

Respectfully Submitted:
Robert Scott
Director of Finance and Administration