



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Finance Committee

Date and Time: Tuesday, May 17, 2022 at 7:00 pm

Location: City Hall, 2000 N Calhoun Rd, North Conference Room

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

Members Excused: None

Others Present: Director of Finance and Administration Robert Scott, Director of Public Works Tom Grisa, Director of Parks, Recreation & Forestry John Kelliher, Director of Community Development Dan Ertl and Alderman Chris Blackburn

1. Roll Call

Alderman Dave Christianson noted a quorum was present and called the Finance Committee meeting to order at 7:00 pm.

2. Announcements

The next regularly scheduled Finance Committee meeting is Tuesday, June 7, 2022. Alderman Christianson noted that both he and Director Scott are scheduled to be out of town that day, so Alderman Berg was asked to chair the meeting and Deputy Finance Director Sarah Kitsembel will staff the meeting.

3. Minutes

a) Minutes of the April 5, 2022 regular Finance Committee meeting.

Motion by Alderman Bob Reddin, second by Alderman Scott Berg to approve the minutes of the April 5, 2022 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 Bob Reddin, second by Alderman Scott Berg to approve vouchers exceeding \$50,000 requiring immediate action. Motion carried 7-0.

b) Resolution rescinding 2021/22 property taxes on personal property tax account number 12245.

Motion by Alderman Kathryn Wilson, second by Alderman Mike Hallquist to approve resolution rescinding 2021/22 property taxes on personal property tax account number 12245. Motion carried 7-0.

c) Resolution approving contract with the Wisconsin Department of Agriculture, Trade and Consumer Protection for annual weights and measures inspection services.

Motion by Alderman Scott Berg, second by Alderman Kathryn Wilson to approve resolution approving contract with the Wisconsin Department of Agriculture, Trade and Consumer Protection for annual weights and measures inspection services. Motion carried 7-0.

d) Resolution approving authorized broker/dealers for City of Brookfield investments.

Motion by Alderman Jerry Mellone, second by Alderman Mike Hallquist to approve resolution approving authorized broker/dealers for City of Brookfield investments. Motion carried 7-0.

e) Resolution approving request of the Wastewater Utility to purchase replacement biosolids transfer pump from Crane Engineering for \$75,000.

Motion by Alderman Mike Hallquist, second by Alderman Bob Reddin to approve resolution approving request of the Wastewater Utility to purchase replacement biosolids transfer pump from Crane Engineering for \$75,000. Motion carried 7-0.

f) Resolution approving a professional services agreement with Clarke Environmental Mosquito Management, Inc. to conduct a mosquito management program in an amount not to exceed \$125,000.

Motion by Alderman Bob Reddin, second by Alderman Jerry Mellone to approve resolution approving a professional services agreement with Clarke Environmental Mosquito Management, Inc. to conduct a mosquito management program in an amount not to exceed \$125,000. Motion carried 7-0.

g) Finance Committee only item – budget transfer for Municipal Court contracted bailiff costs.

Motion by Alderman Jerry Mellone, second by Alderman Mike Hallquist to approve the budget transfer of \$4,000 from Municipal Court salaries to Court contracted services to cover contracted bailiff costs. Motion carried 7-0.

h) Finance Committee only item – review of 2021 year end unaudited financial report.

Director Scott provided an overview of the 2021 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 a surplus of \$971,000, primarily from expenditures for most departments coming in lower than budget. A portion of the 2021 surplus has been earmarked for 2022 capital expenditures (\$440,000), and that part of the remaining surplus should be set aside to replace the state expenditure restraint program aids that will be not be received in 2023.

Director Scott then highlighted certain other sections of the report, including the property tax levy allocated towards Brookfield Conference Center debt service and the refunding of the conference center bond anticipation notes. 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, particularly that the Health Insurance fund experienced a loss in 2021 due to a significant number of high dollar claims. 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, with both utilities generating positive cash flow. Finally, he highlighted the investment schedules included in the report. Report was for informational purposes only – no action required.

i) Finance Committee only item – 2023 budget review meeting dates and proposed 2023 budget development parameters.

Director Scott indicated that staff was requesting that the Committee schedule dates for the special Finance Committee meetings to review the proposed budget. It was moved by Alderman Bob Reddin, seconded by Alderman Mike Hallquist, to approve the budget development calendar and schedule special meetings for October 17 and October 19 at 6:30 pm, with a third meeting date of October 24 as a backup, also at 6:30 pm. Motion carried 7-0.

Due to the length of the meeting, discussion regarding 2023 budget development parameters was deferred to a future meeting.

6. Adjournment

Motion by Alderman Mike Hallquist, second by Alderman Jerry Mellone to adjourn the meeting at 7:43 pm. Motion carried 7-0.

Respectfully Submitted:

Robert W. Scott

Director of Finance and Administration