



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Finance Committee

Date and Time: Tuesday, June 20, 2023, at 6:45 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 Human Resources James Zwerlein, Director of Parks and Recreation John Kelliher and Alderman Chris Blackburn

### 1. Roll Call

Alderman Dave Christianson noted a quorum was present and called the Finance Committee meeting to order at 6:45 pm.

### 2. Announcements

The next regularly scheduled Finance Committee meeting is Tuesday, July 18, 2023.

### 3. Minutes

a) Minutes of the June 6, 2023, regular Finance Committee meeting.

***Motion by Alderman Bob Reddin, second by Alderman Kathryn Wilson to approve the minutes of the June 6, 2023, 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 Mike Hallquist, second by Alderman Kathryn Wilson to approve vouchers exceeding \$50,000 requiring immediate action. Motion carried 7-0.***

b) Resolution approving lease agreement with Andrew Automotive Group for Police HIDTA vehicle.

***Motion by Alderman Mike Hallquist, second by Alderman Kathryn Wilson to approve the resolution approving lease agreement with Andrew Automotive Group for Police HIDTA vehicle. Motion carried 7-0.***

c) Resolution approving 2023 Vehicle/Equipment Replacement Fund budget amendment requested by the Director of Finance and Administration: appropriate \$52,500 to Fire equipment expenditure account 25011562-613000, for purposes of funding maintenance agreement for replacement Fire equipment covered under Assistance to Firefighters Grant.

***Motion by Alderman Bob Reddin, second by Alderman Jason Anderson to approve the resolution approving 2023 Vehicle/Equipment Replacement Fund budget amendment requested by the Director of Finance and Administration: appropriate \$52,500 to Fire equipment expenditure account 25011562-613000, for purposes of funding maintenance agreement for replacement Fire equipment covered under Assistance to Firefighters Grant. Motion carried 7-0.***

d) Finance Committee only item – 2024 budget parameters.

Director Scott presented an overview of the staff report regarding the 2024 budget parameters (written report available for review in the Finance department offices), noting the following recommended parameters:

- Operating budget increase at 3% based on the projected expenditures per the City’s financial forecasting model.
- For budgetary purposes, assume a factor for salary changes of 3.0% based on settled union contracts and the City’s practice of treating non-represented staff at least as well as those represented by a bargaining unit.
- General City borrowing target of \$5.1 million, consistent with projects included in the adopted capital improvement plan for 2023-2027.
- Property tax levy equivalent to the expected state levy limit

He noted that the predicted gap in property tax levy between that computed using the above noted guidelines and the estimated state levy limit is approximately \$830,000. Staff intends to apply two techniques discussed at the June 14 special Committee meeting to close a portion of the gap: (a) shift \$250,000 of levy previously allocated to the Employee Retirement Fund to support general City operations, and (b) implement further allowances for vacancy savings to salary budgets based on historical patterns of unspent salary budgets. He noted that these two items are estimated to close approximately 50% of the gap.

***Motion by Aldermen Kathryn Wilson, second by Alderman Jason Anderson, to adopt the 2024 budget parameters as recommended by staff, with the Committee specifically directing the departments to identify expenditure budget reductions to close the remaining gap in the tax levy to zero. Motion carried 7-0.***

e) Finance Committee only item – potential uses for balance of American Rescue Plan Act funds allocated to the City of Brookfield.

Director Scott presented an overview of the staff report regarding the status of the City’s allocation under the American Rescue Plan Act (ARPA) and parameters for use of the monies (written report available for review in the Finance department offices). He noted that funds remaining after allocation to the 2022, 2023 and (projected) 2024 budgets are approximately \$1,214,000. Director Scott indicated that the only specific staff suggestion to use a portion of the remaining monies was an economic development grant to the operator of the Brookfield Conference Center (a subsidiary entity of NCG Hospitality), with whom the City contracts to operate the conference center. The conference center incurred operating losses in 2020 and 2021 resulting from the pandemic and cancellation of previously booked events and meetings but was not otherwise eligible for any other Federal assistance for private businesses (specifically involved in travel, tourism, and hospitality), due to the timing of opening of the conference center. Following discussion among the Committee, the consensus of the Committee was not supportive of using the ARPA funds to provide such a grant.

Alderman Wilson then reviewed her list of potential uses for the ARPA funds (copy available in the Finance department offices). Neither Alderman Wilson nor any of the other aldermen offered a motion to pursue any of those suggestions at this time.

Alderman Mellone also had submitted a list of potential uses for the ARPA funds (copy also available in the Finance department offices), which he also reviewed with the Committee. With respect to his suggestions regarding funding for the American Legion Post 449, St. Dominic’s church playground, and Petawa, feedback from the Committee was that providing monies to those entities was outside the scope of the

program and was not supported. Regarding Alderman Mellone’s suggestion to assist the Elmbrook Historical Society with a recently identified need for repairs to the sewer lateral serving the Dousman Stagecoach Inn, the Committee was supportive of the potential use but deferred action pending further investigation by staff into the repair and whether it falls under the City’s responsibility under the lease with the Historical Society.

Alderman Hallquist then put forward a proposal to utilize a portion of the ARPA funds towards the reconstruction and expansion of the Wirth Park playground to improve the facilities and ensure improve accessibility for all users, under a public/private partnership. Director Kelliher outlined a potential funding framework for the playground improvements, which are included in the adopted capital improvement plan, as follows:

|                     |                |
|---------------------|----------------|
| City bonding        | \$600,000      |
| Private fundraising | 300,000        |
| ARPA                | <u>300,000</u> |
| Total               | \$1,200,000    |

***Following discussion by the Committee, it was moved by Alderman Mike Hallquist, seconded by Alderman Bob Reddin, to allocate \$300,000 of the remaining ARPA funds to the playground project as a funding source in the 2024 capital budget. Motion carried 7-0.***

There were no other suggestions for allocation of the balance of the ARPA monies brought forward at this meeting.

6. Adjournment

***Motion by Alderman Mike Hallquist, second by Alderman Jason Anderson to adjourn the meeting at 7:45 pm. Motion carried 7-0.***

Respectfully Submitted:  
Robert W Scott  
Director of Finance and Administration