

ADAMS CITY COUNCIL COMMITTEE REPORT

The Finance Committee was called to order on February 24, 2015 at 6:00 p.m.
On roll call were members: Marti, Kierstyn (for Roseberry) and Jensen (For Hilson)

Others attending: Mayor Baumgartner and Clerk/Treasurer Winters.

Motion by Marti, Second by Kierstyn to approve the minutes of the January 27, 2015 meeting as printed. All voted aye.

Petitions and Communications: Clerk Winters stated that we have received a summons regarding a foreclosure that received CDBG funding. The City entered into a Purchase of Service Contract with Central Wisconsin Community Action Council until Close-out of the Grant. We were informed by CWCA that they are in process of finding another entity to handle these types of loan. Mayor Baumgartner will send the summons and agreement to Attorney Richards-Bria.

Clerk Winters stated the time clock in the hallway is not working correctly and this only affects my office. As per Resolution hourly non-union employees are to use it. Instead of purchasing a new time clock and with the Special Council Meeting tomorrow, maybe include a clause on their Resolutions. After discussion, the committee decided to include a clause such as "that the Clerk/Treasurer Personnel do not have to use the Time Clock unless such time shall warrant reinstating."

Clerk Winters stated she received the League's Newsletter and the Governor proposes to keep Shared Revenues status quo.

She informed the committee on the proposed Bill for Wisconsin to go to County Assessed. Information distributed:

- The League's letter stating they are still formulating its position on County Assessment.
- They have received mixed communications from Municipalities some in support and some not.
- Information from the DOR & the Wisconsin Towns Association that was attached to Assessor Anderson's email.
- Information from Sue at the County that she just sent us from two Appraisal companies.

She received an email and the Town of Stockton is selling their ES&S Optech Eagle III tabulator and cart/ballot box. She explained that several municipalities are purchasing newer equipment as the Eagles are obsolete and eventually we will need to upgrade as well. She asked if she could make an offer to the Town if it is still available to use as a back-up or parts machine. The committee by consensus authorized Clerk Winters to offer Town \$100-\$200 for the Eagle to use for parts or back-up.

Agenda Items:

Discussion Relating to Delinquent Personal Property Invoice(s): Mayor Baumgartner has not received any update from Attorney Richards-Bria regarding the letter sent on December 12, 2014 to pay the outstanding amount, plus any incurring interest and penalties by December 26, 2014 to avoid further legal action. She will follow up with Attorney Richards-Bria on the next steps of action with possible offer of a contract for payment arrangements. Clerk Winters stated that they are now delinquent on their 2014 personal property as well. The 2013 total (as of December 31, 2014) including penalty & interest was \$3,689.12 and the delinquent amount due for 2014 is \$3,034.77.

Discussion/Recommendation Relating to Resolution Fee Schedule – Police Department. Clerk Winters explained the copies distributed shows the old charges and the newly proposed charges also the three columns indicate first, second and third offenses. Marti asked why the decrease. Mayor Baumgartner stated that the charges continued to be reduced and now they would be more comfortable giving the ticket that would stick and they can pay. **Recommendation by Kierstyn, second by Marti to Approve the Resolution Fee Schedule for the Police Department. All voted aye.**

THE MINUTES ARE DRAFT AND SUBJECT TO COMMITTEE APPROVAL

Discussion/Recommendation Relating to Lease Agreement – U.S. Cellular. Mayor Baumgartner stated that at the moment this is to extend the Agreement for an additional 18 months to hold it for \$1,000. The reason they have not built yet was the money the last three years was going towards capacity to building that base up. They are certain that in the next twelve months they will be building the tower and want to extend the lease. She explained that Janet found and distributed sample agreements for review that incorporates sub-leasing and other information we may want to incorporate. Winters explained that this was a recommendation from Public Works but after reviewing the current and other municipality agreements she added this to the Finance agenda for discussion. She has found that a Sub-leasing clause is not in the current 5 year Lease Agreement. Looking at the samples distributed we may want to include a percentage for sub-leasing, as well as, an annual percentage increase instead of every five years. Reviewing the information and what she had read online most include an average 3% annual increase, rent while constructing, and late payment fee. She explained that there are many options to include in the Agreement for additional revenue. Kierstyn stated that after the tower is built then we can include sub-leasing to the Agreement.

Discussion/Review Relating to the 2015 Capital Project Budget(s). Mayor Baumgartner stated the budget goes to 2017 but what we are looking at for this year is a communication upgrade for the Municipal Building offices. We received one quote from RRM out of Wausau here last week and works with many municipalities in the area quoted us \$900 per month. We are going to get two other quotes as we felt this was high.

This would bring all the phones together through the computer, providing system & monitoring back-up, troubleshooting, security updated, bring all email together, pull the Public Works into the same system so there isn't all the different emails and save documents in separate folders with permissions. The servers are not being utilized to their capabilities. We do not have to hire an IT person as the remote IT is cheaper to hire and hopes to hire someone for under \$10,000 a year. Kierstyn stated he would like to see the pump stations and well houses connected too. Winters stated that there is a sequence that is entered in the alarm system for calling.

Public Works has the Street Sweeper rehab in 2015. The guys have replaced some things on it for \$750.00 and the brush will need to be replaced. Kierstyn stated that all the plow trucks should get sand blasted as well as the loader with painting it and we will get several more years out of them. Mayor Baumgartner stated she will get prices on that. Marti stated that all the equipment should be scrubbed at the end of the salt season. Mayor stated they are now.

Winters stated that she would like to go "paperless" and include the purchase of laptops, tablets, notebooks or I-pads and software needed to the Capital Budget.

2015 Budget Progress Review Revenues & Expenditures. No discussion.

Motion by Marti, second by Kierstyn to Adjourn. All voted aye.

Wilbur Jensen\jlw
Acting Committee Chairperson

NEXT COMMITTEE MEETING(s): March 31st