

**CITY OF AMERY
FINANCE COMMITTEE PROCEEDINGS
July 23, 2019**

The Finance Committee of the City of Amery met on July 23, 2019 at City Hall in the Committee Meeting Room. Chairperson, Tim Strobusch called the meeting to order at 5:00 p.m.

City Clerk, Patty Bjorklund conducted Roll Call.

Present: Chairperson, Tim Strobusch; Vice-Chairperson, Rick Van Blaricom and Member, Sara Flanum.
Absent: None.

Staff Present: City Administrator, Kim Moore; City Clerk-Treasurer, Patty Bjorklund and Amery Fire Chief, Dale Koehler.

Staff Absent: None.

Others Present: Mayor, Paul Isakson – City of Amery; Alderperson, Julie Riemenschneider – City of Amery; Chairperson, Ed Gullickson – Town of Garfield; Chairperson, Jay Luke – Town of Lincoln; Chairperson, Keith Karpenski – Town of Alden; Supervisor, Alan Carlson – Town of Lincoln; Sue Knutson, Clerk – Town of Garfield; Supervisor, Erik Henningsgard – Town of Black Brook; Allied Emergency Services, Inc., Fire Chief, Mark Knutson.

Pickle Ball Court Expenses Reimbursement:

Vice-Chairperson, Van Blaricom discussed the Pickle Ball Court expenses that were paid by Dennis John. Approval of expenses and reimbursement was discussed.

Motion by Vice-Chairperson, Van Blaricom to recommend to the City Council to approve reimbursement of Pickle Ball Court Expenses in the amount of \$95.55 to Dennis John; seconded by Member, Flanum.

Ayes – 3

Nays – 0

Motion Carried

The Amery Lions Club Shelter at North Park – No Charge Discussion:

Larry Kressel of the Amery Lions Club had spoken with City Clerk-Treasurer, Bjorklund to see if the City of Amery would be willing to allow the Lions Club to use the Lions Club Shelter at North Park for no charge. Vice-Chairperson, Van Blaricom noted that in the past, the approval to let the Amery Lions Club use the shelter at no charge was approved. It was the consensus of the committee to keep that approval active. No action taken.

Call-Out Pay for Storms, Snowplowing, Etc.:

Discussion took place regarding Call-Out Pay that had arisen from a Department Head Meeting that City Administrator, Moore conducts weekly. She noted that the other day there was a storm, and part of the Public Works Crew had to come back to the city to do work related to the storm that happened recently. Discussion took place if the Public Works Crew comes back to the City to do work related to emergencies, storms, etc. could they be compensated at a rate of \$2.00 per hour. They also would not like that time to be considered as their PTO time taken off. Discussion ensued.

Motion by Member, Flanum to recommend to the City Council to approve \$2.00 per hour Call-Out Pay for special situations related to emergencies for Public Works Crew as long as it is not abused; seconded by Vice-Chairperson, Van Blaricom.

Ayes – 3

Nays – 0

Motion Carried

Management Analyst/Deputy Clerk Position:

City Administrator, Moore detailed the fact that the City of Amery is reviewing filling the position for a Management Analyst/Deputy Clerk. She will detail more of the discussion in a later Closed Session portion of this meeting.

RFP for Assessor Services:

City Clerk-Treasurer, Bjorklund noted that the current Assessor for the City of Amery, Barbara Zempel of Zempel Appraisal Service, will not be renewing her contract with the City of Amery next year. Her contract runs through December 31, 2019. Ms. Zempel notified the Board of Review Members that she will not be continuing after December 31, 2019. Bjorklund created a Request for Proposals (RFP) for City Assessor and presented to the committee. There were no definitive submission dates for the interested individuals within the RFP Proposals document. The consensus of the committee was to have RFP's submitted by August 30, 2019 which is the last business day of August in the City of Amery. Those dates will be incorporated within the document.

Motion by Vice-Chairman, Van Blaricom to recommend to the City Council to approve the Request for Proposals for City Assessor document with the submission date by August 30, 2019. Also, post a notice in the Amery Free Press for RFP's after the August 7, 2019 Council Meeting. Motion seconded by Member, Flanum.

Ayes – 3

Nays – 0

Motion Carried

2020 Fireworks Discussion:

Member, Flanum would like to see a plan or committee put together for planning of the 2020 Fireworks for Independence Day in the City of Amery. Her concern was that the Amery Fire Department will no longer be doing the fireworks with Spielbauer Fireworks located in Bellavue, WI. Location was also discussed. There were residents who did not like the mess that was left after the fireworks were discharged. Fire Chief, Dale Koehler interjected that the Public Works Department supposedly cleaned up the mess. Also, Fire Department members were employed by Spielbauer Fireworks and their insurance covered them. Amery Community Club pays ½ the cost as well as the City of Amery for the fireworks display. The fireworks are 3” and not 5” he noted. A different location for the fireworks display was also discussed. Figures will need to be discussed for future 2020 budgeting purposes. The discussion was tabled until the August 27, 2019 Finance Committee where more decisions can be made.

2020 Budget Discussion:

City Clerk-Treasurer, Bjorklund sent out an email to all council members notifying them that she had looked into having CliftonLarsonAllen assist with the 2020 Budget. Costs for them to do so would be approximately \$2,000. Her concern was that many unfinished items need to be completed from 2018 in regards to reconciliations, journal entries, etc. That will take some time, and she can't devote her full attention to the Budget as the former City Clerk-Treasurer did. She noted that preparing the budget was not part of the duties of City Clerk-Treasurer. The City Administrator holds those duties in her job description. The current City Administrator has not done the budget. She was questioning if the council was interested in having the auditing firm assist with the budget. The Administrator and Clerk-Treasurer could compile information for the auditing firm and with the firm's assistance, they could help complete the budget document. Mayor, Isakson would like to see the Auditing Firm assist. He felt that he would gain more knowledge with their input. Bjorklund also noted that they will explain in detail the Budget draft at a meeting prior to final approval. Member, Flanum questioned if an answer needs to be given now. Bjorklund stated that she mentioned that the Public Hearing on the Budget will take place the same evening as the City Council meets in November. The Auditing firm stated they could work around that date, if they were given time to work that into their schedules. Discussion regarding this issue will be tabled until the August 27, 2019 Finance Committee where more decisions can be made.

2018 Audit Discussion:

City Clerk-Treasurer, Bjorklund included a copy of the 2018 Audit Draft for the City of Amery in the council member's packets. Member, Flanum didn't totally understand the document and other members had questions. She felt that the letter (Independent Auditors' Report) was not detailed enough. Bjorklund will reach out the auditing firm to see if they can put together a more detailed letter so that the City Council can approve at their August 7, 2019 City Council Meeting. The full Draft Audit for 2018 and "possible" detailed letter regarding the Audit will be discussed for possible approval at the August 7, 2019 City Council Meeting.

Motion by Vice-Chairman, Van Blaricom; seconded by Member, Flanum to go into Closed Session at 5:35 p.m.

Roll Call Vote: Ayes – Chairman, Strohbusch; Vice-Chairman, Van Blaricom and Member, Flanum
Nays – 0
Motion carried.

Motion by Vice-Chairman, Van Blaricom; seconded by Member, Flanum to reconvene into open session proceedings at 7:05 p.m.

Roll Call Vote: Ayes – Chairman, Strohbusch; Vice-Chairman, Van Blaricom and Member, Flanum
Nays – 0
Motion carried.

Motion by Vice-Chairman, Van Blaricom; seconded by Member, Flanum to adjourn at 7:06 p.m.

Ayes – 3 Nays – 0 Motion Carried

Patty Bjorklund, WCMC, CMC, CMTW
City Clerk-Treasurer