



ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE FINANCE COMMITTEE OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN.

Finance Committee Meeting Minutes of June 29, 2021

1. Call to Order and Roll Call – Meeting called to order in conjunction with Common Council -
The special joint meeting of the Common Council and Finance Committee was called to order at 4:30 p.m. by Common Council President Lynn Binnie. Members Present: McCormick, Brown, Binnie, Allen, Majkrzak, Smith. Members Absent: None. Legal Counsel Present: Wallace McDonell. Also present City Manager Cameron Clapper.
The joint meeting ended at 4:59 pm. The Finance Committee meeting continued with members Lynn Binnie, Lisa Dawsey Smith and Greg Majkrzak. Also present for the Finance Committee meeting was City Manager Cameron Clapper, Finance Director Steve Hatton and HR Manager Judy Atkinson.
2. Election of Committee Chair and Vice-Chair – Hatton asked for nominees or motions for the chair of the Finance Committee. Binnie moved that Majkrzak be the committee chair, with a second from Smith. Hatton asked if there was any discussion. Hatton asked all in favor by voice vote, aye and Binnie and Smith voted aye. Hatton asked if anyone was opposed and there were none. Hatton congratulated Majkrzak and turned the meeting over to him. Majkrzak asked if there were any nominations for vice chair. Binnie moved that Smith be the vice chair, with a second from Majkrzak. Majkrzak asked all in favor for Smith to be vice chair say aye. Binnie, Majkrzak, and Smith voted aye. Majkrzak said all opposed say nay and there were none. Majkrzak said the motion passed and congratulated Smith.
3. Review and Approval of Minutes from May 25, 2021.
Majkrzak asked for a motion to approve the minutes from May 25, 2021. Dawsey Smith moved to approve the minutes with a second from Binnie. Majkrzak asked if they were all in favor of approving the minutes of May 25, 2021.
Ayes: Binnie, Smith, Majkrzak
Noes: None
Abstained: None
The motion passed by unanimous voice vote.
4. Hearing of Citizen Comments – There were no citizen comments
5. Staff Updates
 - a. 2021 Year-to-Date Financial Update – Hatton shared the financials for the city as of the end of May, including a summary, year to date spending, and 2021 vs the same period last year. Hatton said that there were no notable concerns to be discussed.

Hatton said comparisons to the prior year were favorable on the revenue side and a little bit unfavorable on the expenditure side. The purchase of 336 N Fremont was not budgeted and 2021 included an additional payroll compared to 2020. Binnie asked that the committee skip forward to item # 6 (actually #7 on the agenda) due to Fire Chief Higgins being in attendance. The finance committee moved on to #7 on the agenda.

6. Discussion/Direction on the following:

- a. American Rescue Plan Act Update (ARPA) – Hatton reviewed a PowerPoint presentation outlining the ARPA update. Hatton said the act is a \$1.9 trillion dollar law signed in March of 2021. \$362 billion is earmarked for state and local fiscal recovery, 60% goes to states and tribal governments, \$130 billion for lower units of government, counties receive half of the \$130 billion, \$45 billion goes to larger cities, and \$19.5 billion goes to non-entitlement units (NEU), which Whitewater is considered and will receive this funding. For Wisconsin, the state will receive \$2.5 billion of the \$219 billion, Walworth and Jefferson Counties will receive \$20 and \$16 million, respectively and Whitewater will receive \$1.5 million. For the five intended uses (Public Health Response, Negative Economic Impacts of PHE, Lost Public Sector Revenue, Premium Pay for Essential Workers, Water/Sewer/Broadband Infrastructure), the city does not have a health department, the second is food assistance and unemployment programs and economic development offered by the state. Lost public sector revenue relates to the city. Premium pay for essential workers is not something the city will go after. Water/Sewer/Broadband Infrastructure is something that the city will be pursuing. The funds received by the state and the two counties will also be used to support residents of Whitewater. Hatton reached out to the state and counties, to find out how they are determining where they are allocating their funding. Clapper said that he has had individuals come to him with interest in the dollars coming to the city to be used in certain ways. In most cases the items requested are being handled by other levels of government. Hatton stated that the city didn't find out how the act would work for NEUs until May 24th. Details from the state were released on June 3rd and they released a form on June 8th and the city made the request the same day. The first half of the payment was received Friday, June 25th and the second half will come in June of next year. An annual report will need to be filed in October and the funds need to be committed by the end of 2024 and they have to be spent by the end of 2026. The state has indicated how the funds will impact levy limits and expenditure restraint. If the funds were used out of the general fund it would impact both of the programs so the city is not having the funds impact the general fund. The ARPA funds are a one time revenue so they won't be used for reoccurring costs. The funds come with strings and require reporting. Hatton said Lost Public Sector Revenue includes Parks & Recreation programming, Whitewater Aquatic Fitness Center memberships, room tax and tourism council support, and media services equipment for virtual and in-person meetings. Funds covering Water/Sewer/Broadband Infrastructure include the water tower and Vanderlip lift station projects. The funds reduce the need to borrow and reduce the need to raise utility rates. Estimates will be refined and shared as time goes on. Majkrzak asked if there was a benefit splitting the potential water/sewer in funds between the water tower and lift station projects. Hatton said

the city's water utility rates are at the lower end of similar sized communities and the sewer rates are at the higher end. If the funds are put towards one or the other it benefits rate payors in the city. Smith mentioned that the governor was adding another \$140 million into tourism and if it will trickle down to Whitewater. Hatton stated the \$40,600 of tourism lost revenue might not be needed. Hatton said that is why it is important to find out how the funds will be used by the state and counties. Smith mentioned that WEDC grant notification email message were sent out within the last week. Applicants will receive another \$5,000.

- b. 2021 Salary Resolution amendment #2 – Atkinson presented Salary Resolution amendment #2 and reviewed the changes. The Whitewater Fitness & Aquatic Center Fitness and Member Services Coordinator title will change to Aquatic Coordinator. The salary range will not change. The Neighborhood Services Officers and Community Services Officers (police department) wages have remained stagnant at \$10.75 per hour. The proposal is to use a salary range and make the top \$15.96. The Camera Operator position will be changed to Media Producer, which better suits the job tasks. The range is changed from \$7.25 to 10.37 to \$10.00 to \$15.96. The changes are to make the city more competitive and make the titles more fitting. Clapper said that the title changes will happen, but wages need recommendation to the council for final approval. Binnie asked if the Aquatic Coordinator is responsible for hiring, training, and supervising the life guards. Atkinson said yes and any other aquatic center programming. Binnie made a motion to recommend the three changes to the council. There was a second from Smith. Majkrzak asked for discussion and there was none. Majkrzak asked all in favor say aye.

Ayes: Binnie, Smith Majkrzak

Majkrzak asked all opposed and there were none.

The motion passed by unanimous voice vote.

Atkinson said that the salary resolution would go to the common council on July 20th.

7. Purchase of Whitewater Fire Department Command Vehicle – Hatton said that this vehicle was requested during the 2021 capital budget, but there wasn't enough funding and Chief Higgins asked to have this request brought to the finance committee. Chief Higgins said that the 2021 funds of \$20,000 budgeted to replace inspection unit 1300 will not be used and the portable radios were obtained via a grant so the \$5,500 won't be used. The fire department is asking the city for half of the \$65,000 to replace the command unit 1279. Chief Higgins said the vehicle is used at night for smaller crews to answer alarm calls and is a savings for the department and city. The current vehicle is a 2005 and needs more repairs so the fire department is looking for something more reliable. Majkrzak asked Hatton about savings of using a command vehicle vs. having Fire Department members respond to all calls. Higgins said that it is a savings of manpower, but he didn't have the numbers. Majkrzak said that it would be helpful to have the information in the future. Higgins said he could come up with the numbers. Smith asked if the vehicle was in use 365 days a year and if the old vehicle would be used for another purpose. Higgins said yes and that it would be replacing 1275 which is a 2003 and would be a backup if the new vehicle was in for service. Binnie asked what type of vehicle it would be. Higgins said it could be a Tahoe or Ford

Expedition, but it would need to be put out for bid. Majkrzak asked Hatton if they were looking for support. Hatton said it would go to common council for approval, but was being reviewed by the Finance Committee for recommendation. Majkrzak asked if there was a motion or action. Binnie moved to recommend approval of the purchase of the fire department command vehicle to common council. Smith seconded the motion. Majkrzak asked if they were all in favor say aye.

Ayes: Binnie, Smith, Majkrzak

Noes: None

Absent: None

Abstained: None

The motion passed by unanimous voice vote. The finance committee then proceeded with item #6. a. on the agenda.

8. Future Agenda Items – Majkrzak asked if there were any future agenda items from the committee members and there were none.
9. Discussion of Next Meeting Date – Hatton said the next meeting is scheduled for July 27th, the fourth Tuesday. Hatton asked if 4:30 pm would suit the members. Smith said she will be out of the area, but could attend if there was a hybrid option. Hatton said yes. Majkrzak said he understood it would be a hybrid meeting (in-person and virtual).
10. Adjournment – Smith moved to adjourn with a second from Binnie. The motion passed by unanimous voice vote.

Ayes: Binnie, Smith, Majkrzak

Noes: None

Abstained: None

The Finance Committee adjourned at 5:52 pm.

Respectfully submitted,

Kathy Boyd, Executive Assistant