

**FINANCE COMMITTEE**

Date and Time: Tuesday, March 24, 2015 @ 5:30 pm., Board Room

Members Present: Winters, Kellbach, Nagle, Oberbeck, Nutting

Others Present: Tipple, Groat, Giese, Hardel, Hite, Jacobson, Kujawa, Werth, Schock, Chmiel, Wagner, Neal, Mielke, Abitz, Goede, Deb Ryan.

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. It was noted that there was a quorum present and the meeting was called to order by Chairperson Winters.

**Public Comment on matters appearing on the agenda.**

None

**Minutes of previous meetings. (2/24/15)**

Nagle requested a revision of a statement made by him in the draft minutes to reflect his intent; there was no objection to this request.

Motion by Nagle, second by Nutting to approve the minutes of the meeting on 2/24/2015 as corrected. Motion carried 5-0.

**Discussion and possible action on Transfer of Funds - From the Police Department to the Fire Department – Hardel**

Chief Hardel stated this request was in reference to a movement across the nation to have a paramedic on the SWAT team. He explained SWAT calls are high risk for injury and they have found if there is a paramedic on the scene in the event that an officer is shot, the chance of the officer's survival increases approximately 83%. He indicated he has requested four paramedics from Wausau Fire who are highly trained and were a part of the team last year. He indicated it was not put in the Fire Department budget this year so he was requesting some of his budget be transferred to continue it.

Motion by Oberbeck, second by Kellbach to approve the transfer of \$8,250 from Police to Fire as presented. Motion carried 5-0.

**Discussion and possible action to consider authorizing rates and fees for operation of FAA aviation medical examination service from private airport hangar, and execution of Amendment to Airport Ground Lease to allow such operation.**

John Chmiel explained the reason the lease needs to be changed is because where the hangar is located tenants are not currently allowed to operate businesses from their hangars. He indicated Dr. Burt is one of very few aviation medical examiners that are authorized to give medicals to pilots. This would be unique that this service would be provided on an airport and a benefit to it. He noted it was approved by the Airport Committee and we will also be changing the minimum standards ordinance, which specifically addresses Dr. Burt's particular business. It will be a part-time business; Dr. Burt is going to be semi-retiring. The fee the airport decided to charge him is based on his estimated number of medicals he'll be doing next year. He indicated the Airport Committee voted they will re-evaluate if it was the appropriate fee after 12 months.

Motion by Nagle, second by Kellbach to approve the rates and fees for operation of FAA aviation medical examination service from private airport hangar, and execution of Amendment to Airport Ground Lease to allow such operation. Motion carried 5-0.

**Discussion and possible action on PetData Report – Groat**

Groat presented the report through the month of February, noting we always see a big push in the month of March because pet licenses are due for renewal March 31<sup>st</sup>. Winters distributed a handout on things he and Rasmussen agreed that Finance Committee would do and PH&S Committee would do in reference to animal control.

#### **Discussion and possible action on February 2015 General Fund Financial Report – Groat**

Groat stated we are only two months into the year so there are not a lot of concerns expressed at this time. She pointed out we are doing considerably better this year in the public works area due to the lack of snow removal activities that were required. There were \$1.4 million in expenses through the month of February 2014, compared to just under \$1 million through February this year.

#### **Discussion and possible action regarding Strategic Plan – Tipple**

Mayor Tipple indicated the public safety committee met with Northcentral Technical as a facilitator this afternoon to continue on with our strategic plan and came up with some ideas. He indicated there will be some invites coming out to the various committees in the next couple weeks. Winters questioned if any of the other committees have met or moved forward since November 5, 2014.

Groat stated the initial vision was to create these separate committees (jobs, blight, public safety) that would all work independently, but we have found there is no benefit of a learning curve this way and are re-thinking the process. The suggestion is to use one group to do each one of those components and bring experts in to the process as need be. The benefit of doing that is that core group is learning and becoming more successful at that process. She commented they would like our strategic plan to have action components instead of just sitting and collecting dust on a shelf; there would be a “to do” list within the plan. She felt that by using one committee versus multiple committees, we don’t have to worry about duplicating efforts because they can mesh issues together.

Oberbeck requested more documentation on how this is moving forward and reports on how the committees are structured, including who are the chairpersons and what are the goals. Winters indicated he would place this on the next agenda for a report on the issues in the survey, where we left off, and how we are going to proceed.

#### **Discussion and possible action regarding the Downtown Mall – Tipple**

Mayor Tipple stated the mall owners have indicated the Sears space is going to continue to be occupied by Sears; all the current tenants in the mall are solid; they are looking for other opportunities for the mall; and that they are working on a proposal to move Younkers from their current space to the former JC Penney’s space. Ann Werth stated CBL is putting together a financial package they want to bring forth to the City of Wausau.

Nagle commented we have a great downtown and a challenged mall; 30 years ago we had a lousy downtown and a great mall. He stated all options are on the table and this is an opportunity to take that eight square block area and do something really innovative and futuristic. Winters requested an update at the meeting in May.

#### **Discussion and possible action regarding the Assessment Department revaluation project – Tipple**

Mayor Tipple stated the final software conversion is scheduled for April 21<sup>st</sup> and is going fairly well. Personal Property tax forms were mailed out and they are coming back in. He noted it is on the state budget to get rid of personal property tax which has a big effect on Wausau. Groat noted the financial impact to the city would be approximately \$1.6 million decrease. Giese stated they are prepping for the revaluation and will be training with the new software next week. Winters indicated there would be a presentation at the next meeting regarding the assessment process.

#### **Discussion and possible action regarding the Capital Improvement Budget Process – Groat**

Groat stated the annual process typically begins the end of March, starting with placing the forms for the departments to access on the internal Intranet. They can submit their capital requests, which is anything over \$25,000 and she then meets with the departments to ensure everything is correct. The CIP Committee, which consists of the Finance Director, the City Planner, the Director of Public Works, Council President, Finance Chair and CISM Chair, conducts interviews with the departments, reviews the requests and individually ranks them by established criteria. The highest points would be determined top priority and the CISM Committee submits DPW’s street, sidewalk and storm sewer projects. The committee meshes the two demands together to come up with the capital budget which is then submitted to the Finance Committee. Groat explained the scoring matrix to the committee. Winters questioned if the committee wanted to discuss how CIP Committee is conducted in the future. Groat indicated she could survey other communities on their CIP processes.

**Presentation regarding December 31, 2014 financial position of the Tax Increment Districts – Groat**

Groat indicated she was waiting for some grant information and would bring this back to the next meeting.

**Adjournment**

Motion by Nagle, second by Kellbach to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:40 p.m.