



FINANCE COMMITTEE MEETING MINUTES

March 18, 2013

Meeting of the: **FINANCE COMMITTEE OF THE CITY OF NEW HOLSTEIN**
Date/Time: **Monday, March 18, 2013 at 5:30 p.m.**
Location: **City Hall, 2110 Washington St, New Holstein WI 53061**
Members Present: Gene Woelfel, Wally Dudzinske, Ron Karrels (via video conference)
Others Present: Belva Olsen, Denis Mayer, Brian Reedy, Mike Stutz, Jeff and Lori Beck, Cory Bratz, Mary Renzaglia (via telephone conference)

The meeting was called to order by Chairperson Woelfel.

It was duly noted that the meeting was properly announced.

Roll call was taken by City Clerk Langenfeld.

Woelfel indicated that a request was made to move item #14 & #15 after #8. A motion was made by Dudzinske, seconded by Karrels, and carried to approve the agenda with changes.

A motion was made by Karrels, seconded by Dudzinske, and carried to approve the minutes from the previous meeting.

A motion was made by Karrels, seconded by Woelfel, and carried to approve the Meeting Attendance Requests as presented: Brian Reedy, DNA Update- Submission Guidelines by WI State Crime Lab, March 28, 2013, Appleton; Robert Baldwin, Traffic and Impaired Driving Law Program, April 2-3, 2013, Appleton; Chuck Schroeder, LETOA Fall Conference, September 11-13, 2013, Wausau; Denis Mayer, Jeff Beck, and Tom Konopka, WI State Fire Chiefs Association & Convention, June 20-23, Wisconsin Dells.

Michael Stutz, City Assessor informed the Committee that he is required to carry Error and Omission's Insurance and Workmen's Compensation Insurance Coverage as the City's Assessor. Currently the City pays Stutz \$11,000 annually and he is required to pay his payroll taxes on his own. Stutz indicated that he would reduce his annual fee to \$9,280 if he could be placed onto the City's payroll as a part-time employee. The reduced wage/fee would compensate for the City paying FICA, other payroll taxes for Stutz. Stutz would be automatically covered under the City's Error and Omissions and Workmen's Compensation insurance policy. A motion was made by Karrels, seconded by Dudzinske, and carried to approve the request to place Michael Stutz onto the City's payroll as the Assessor with a part-time status.

Fire Chief Denis Mayer requested permission from the Finance Committee to apply for a \$100,000 loan, payable over 10 years, to assist in funding the Fire Department's training tower. City Clerk Langenfeld informed the Committee there were three options for funding: 1) Apply for a State Trust Fund Loan 2) Solicit requests from local banks to compete for rates on a 10 year note 3) Add the project as a Capital Improvement Project in 2014. Clerk Langenfeld informed the Committee that with option 1, she could complete the application, with option 2;

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the City would require assistance from Ehler's & Associates to solicit for the bank rate at a cost of \$1,000. Mayer indicated that the Fire Department will be contributing \$70,000 to \$80,000 from the department's external funds towards the project. Woelfel indicated that the Fire Department should create a fund within their department to cover future repairs to the training tower. The Committee also reviewed that the tower should be made available to other departments to use for training. A motion was made by Karrels, seconded by Dudzinske, and carried to recommend to the Common Council that the City apply for a \$100,000 State Trust Fund loan to be paid back over 10 years with the Fire Departments external funds.

Mayer updated the Committee on the attached ISO Ratings report.

Mary Renzaglia, LM Consulting, LLC, was available via telephone to review her request to build an assisted living facility and 24 cottage style senior housing homes on the southern portion of TIF #1 at the corner of Kennedy Drive and Wisconsin Avenue (Hwy H). The total construction cost for the assisted living facility will be \$1,350,000; the total construction cost of the cottages will be \$1,800,000. The construction will be completed in two phases: the assisted living facility in 2013; cottages in 2014. The total area needed has increased to 9 acres to accommodate the thermal heating system that would be installed for the assisted living facility. Clerk Langenfeld updated the Committee on the Planning Commission meeting that occurred on March 15, 2013; including a discussion on the financing of the project. The assisted living facility will be funded with a bank note; the cottages will be funded through HUD. In April, the Planning Commission will be recommending to the Common Council to rezone 6 acres of TIF #1 to R-2 Multi-Family Residential. A motion was made by Woelfel, seconded by Dudzinske, and carried to recommend to the Common Council that an agreement should be drafted between the City of New Holstein and LM Consulting, LLC for the transfer of title of nine acres of the southern portion of TIF #1 at the corner of Kennedy Drive and Wisconsin Avenue for the construction of an assisted living facility and a 24 unit senior living cottage development contingent on: maintaining the statutory requirements of our TIF; that the constructed value of the assisted living property is \$1,350,000; and the 24 unit senior living cottages will be constructed at a value of \$1,800,000.

Clerk Langenfeld requested that a \$13,972 special assessment charge against property number 18607 be written off from the City's books. The property has been sold by Calumet County through a public auction in the amount of \$2,551; therefore the razing fee that was assessed on the property can no longer be collected. The Intergovernmental Agreement that was signed by the City's Common Council in 2008, limited the amount that the city could collect on the property to \$1,000. A motion was made by Karrels, seconded by Dudzinske, and carried to recommend to the Common Council that the \$13,972 razing fee for parcel id number 18607 be written off of the City's books.

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A motion was made by Woelfel, seconded by Dudzinske, and carried to approve the request to purchase the Panasonic Tough Book in the amount of \$4,000.

A motion was made by Karrels, seconded by Dudzinske, and carried to approve the Police Departments request to purchase an additional Automated External Defibrillator (AED), in addition to the two AED's approved in February, for a total cost of \$4,200.

A motion was made by Dudzinske, seconded by Karrels, and carried to approve the request to place a half page ad in the Tri-County News New Holstein edition in the amount of \$299.

Clerk Langenfeld presented the Financial Statements for February 2013.

Being no further business the meeting adjourned.

Cassandra Langenfeld
City Clerk