

City of Lodi Finance & Human Resources Committee Meeting
Minutes of June 19, 2018

1. Call to Order

The Finance & Human Resources Committee meeting was called to order by Alder Stevenson at 5:00 p.m.
Committee Members present: Rich Stevenson, Eric Hansen, Paeg Heckel, Suzanne Miller, and Ann Groves Lloyd
Absent: Peter Tonn
Staff present: Jennifer Sweeney, Kennan Buhr, and Julie Ostrander
Others present: Mayor Ness, Andy Zimmer, Dean Bloedorn

2. Selection Of Committee Chair

Heckel nominated Stevenson as committee chair, second by Miller. There were no other nominations. Motion carried.

3. Public Input: None

4. Finance Committee Minutes of May 1, 2018

Motion by Stevenson, second by Groves Lloyd to approve the minutes from the May 1, 2018 Finance Committee meeting. Motion carried.

5. Human Resources Committee Minutes of May 1, 2018

Miller stated that she seconded the motion to nominate Heckel. Motion by Groves Lloyd, second by Heckel to approve the minutes from the May 1, 2018 Human Resources Committee meeting as amended. Motion carried.

6. Flood Study Costs and Two Step Approach

In 2017, the Plan Commission had requested a feasibility study be completed to investigate if changes to the current flood map were warranted. FEMA changed the flood plain and flood fringe locations. These changes caused increased flood insurance costs in the area and a reduction in property value. At the time, the city requested changes to the map prior to passing it, and FEMA declined to do so.

Zimmer stated that MSA found the Lodi marsh has more storage for water than the DNR model gives credit. The current DNR model overstates the carrying capacity of the stream bed by anywhere from 30%-50%. Zimmer suggested the following course of action include approaching the DNR to recalibrate their model, and then completing the application with FEMA to change the flood plain and flood fringe accordingly. Zimmer stated that the fee for completion of the work is about \$30,000 total. Roughly \$12,000 funds the first phase which includes conversations with the DNR. If the DNR is receptive to the changes, then another \$10,000 would fund work needed for the FEMA application. The filing fee for the FEMA application is a little over \$8,000. To continue with this process, the city would need to approve a "not to exceed" \$12,000 task order for MSA.

Resident Dean Bloedorn explained the issues he has encountered since his building is now included in the FEMA flood map. He stated that the subsidized amount of flood insurance, multiplied by the life of the loan, is subtracted from the appraised value of his property. Not only have property owners lost value, but the city's tax incremental district #5 has also lost base value.

The committee discussed budgeting the additional flood study costs in 2019 vs. a 2018 budget amendment. Motion by Groves Lloyd, second by Stevenson to recommend to Common Council a budget amendment to fund \$12,000 to complete Phase 1 of the FEMA Letter of Map Revision (Flood Study). Motion carried 5-0.

7. Approve Accounts Payable and Payroll

Motion by Stevenson, second by Hansen to approve the April 2018 Check Register. Motion carried
Motion by Stevenson, second by Groves Lloyd to approve the May 2018 Check Register. Motion carried
Motion by Miller, second by Heckel to approve the May 2018 City Payroll. Motion carried.

8. Review June 2018 Aged Accounts Receivable

The aged AR report was reviewed and discussed.

9. Review Accounts Receivable Policy

The committee discussed the draft version of the Accounts Receivable Policy. This policy provides parameters around the Accounts Receivable (AR) process and gives direction for writing off balances. However, written off balances are still collectable by the city. The balances are just removed from the AR module within the accounting software. Motion by Groves Lloyd, second by Stevenson to recommend to Common Council approval of the Accounts Receivable Policy. Motion carried.

10. Resolution 18-39 Amending Classification and Compensation Policy 5. Employee Performance Appraisal

The committee elected to postpone this resolution until their next meeting. Heckel presented additional information not available when the meeting agenda packets were issued. Some of Heckel's suggestions included renaming the policy "Employee Planning and Achievement Discussion," newly worded questions on the form, including an employee's short and long term goals, and reasons goals were not met. Discussion ensued around how to determine if someone is eligible to receive an achievement increase and whether employees who receive a formal reprimand are eligible. Miller also asked about exit interviews. If committee members have additional suggestions, they should be sent to city staff prior to the next meeting.

11. Review Financial Policy and Procedure for the General Fund Contingency Fund Account

The committee agreed that this policy is no longer warranted. Motion by Stevenson, second by Groves Lloyd to recommend to Common Council rescinding the Financial Policy and Procedure for the General Fund Contingency Fund Account. Motion carried.

12. League of WI Municipalities Mutual Insurance Dividend

Ostrander stated she included this on the agenda for informational purposes. Each year the city receives a dividend from the League of WI Municipalities Mutual Insurance. This year, the city will receive \$16,849.

13. Programmed Cleaning Inc.

The city's custodian is retiring July 6. Ostrander and Police Chief Klicko spoke about using a cleaning company vs. hiring a new employee. The company has also entered into a contract with the school district. Therefore, the work at city hall is at a cost savings to the city since the company will already be in the area. The services of the cleaning company would be more cost effective three days a week than hiring a new employee. Motion by Groves Lloyd, second by Stevenson to recommend to Common Council to enter into a contract with Programmed Cleaning Inc. for cleaning services. Motion carried.

14. Discuss Renewal/Extension of Lease at 915 Development Drive

Buhr stated that the utilities will no longer need to park a vehicle at this location. Thus, the lease would be completely paid through the police department budget. The committee felt it is beneficial to keep police vehicles there. Mayor Ness said he would speak to 3 Degree Ventures about the lease. The committee suggested renewing for at least a year. A new lease agreement will be discussed next month.

15. Date And Time Of Next Meeting

The next scheduled Finance & Human Resources Committee meeting will be July 17, 2018 at 5:00 PM.

16. Adjourn

Motion by GL, second by Stevenson to adjourn. Motion carried. The meeting adjourned at 6:36 p.m.

These minutes have been approved.