
FINANCE COMMITTEE

Tuesday September 5, 2023

6:00 P.M. at CITY HALL

405 Jewel Street

Finance Members: Richard Evans, Jane Fude, and Kayla Muchka

Also Invited: Meagan Buchda, Stephanie Justmann, Chanse Schomber, Joe Ludtke, Jacob Caltagerone, Paul Shanks, and Dan Wegener

Also Present: Keith Weinheimer

1. The meeting was called to order at 6:00 pm and Roll Call was taken.
2. Motion by Fude / Muchka to approve the agenda. Motion carried.
3. Motion by Fude / Evans to approve the July 11, 2023, minutes. Motion carried.

4. **Public Comment.** None.

5. **Review, Discuss, and Possibly Approve Spending of the ARPA Funds for Capital items or 2024 projects.**

Stephanie Justmann from Dodge County Finance joined us to explain what type of projects could be supported by using ARPA Funds. The rules for use have evolved over the past few years. The funds can be used for designated projects such as road resurfacing if the City can determine lost revenue. Currently, the annual report was documented by Shawn that the monies would be used for the E. Oak Street project. This project may not fit in all qualifications required to use the funds. If the funds can be used after reporting under "lost revenue" to do road resurfacing projects, there are federal guidelines that must be followed for the bidding process. Meagan will work with our Auditors to determine if there has been any revenue loss that can be used to reallocate ARPA Funds for preferred projects.

6. **Review, Discuss, and Possibly Approve using the remainder of 2021 borrowed funds allocated for Recreation for the purchase of security cameras for the Community Center and Parks.**

Paul Shanks from Jarvis Industries LLC presented a plan to install cameras at the Community Center and the City Park. The cameras would be strategically located to cover as much ground as possible. Two doors of the Community Center would have Access control with card readers. The Jarvis quote is \$10,758.50. The remainder of the allocated funds for Recreation is \$11,000. Jarvis does not install cable for connecting the equipment. This would have to be done by DPW or contracted out. Finance instructed DPW Superintendent Ludtke to get a quote for installing the necessary wire in the park. There was discussion about where to install the cameras. Recreation Director Jacob Caltagerone wants to have a camera installed inside the Community Center gym to monitor unauthorized use of the gym. Chanse Schomber does not want cameras installed inside the Center due to invasion of privacy and that it was discussed before he signed his 3-year contract in July 2023. Jacob expressed frustration that the Recreation Department gets overlooked on issues concerning Community Center security. There was discussion about concerns for people that rent for private affairs. Because of lack of funds for the complete

installation, we requested that Javis provide a new quote for 3 cameras and the system to be installed in the park only. The installation of cameras outside of the Community Center premise would be done at a later time. The Committee agreed that cameras would not be located inside the Community Center gym.

Motion by Fude / Evans to approve designating the remaining \$11,000 of the recreation fund earmarked for outdoor cameras in the park. Motion carried 3-0.

7. Review, Discuss, and Possibly Approve RFP for the City Assessor for a three-year term 2024-2026.

We received two applications to be the City Assessor for the three-year term. Accurate Appraisal bid at \$12,000 every year for a total of \$36,000. Bowmar Appraisal Inc. bid \$6,900 for 2024, \$7,200 for 2025, and \$7,500 for 2026 for a total of \$21,600. Bowmar is our current Assessor. Motion by Muchka / Fude to approve Bowmar to provide Assessor Services for 2024-2026. Motion carried 3-0.

8. Review, Discuss, and Possibly Approve Farm Lease Contract for 2024-2026.

Keith Weinheimer submitted a letter of intent to rent the farmland at \$180 per acre. After discussion, the committee determined that \$200 per acre was the desired rent.

Motion by Evans / Fude to approve setting the Rental Agricultural property at a minimum of \$200 pr acre for the fiscal years 2024-2026. Bids are to be submitted by September 29th, 2023, by 4:00 pm. Motion carried 3-0.

9. Review, Discuss, and Possibly Approve PILOT Payment from Dodge Count Housing Authority for their property located at 491 E. Center Street.

PILOT payment for this property has been \$3,625 since 2005. Based on change in assessment and other factors, Meagan suggested an increase to \$4,692.

Motion by Fude / Muchka to approve setting the PILOT Payment from Dodge County Housing Authority for property located at 491 E. Center Street at \$4,692 for years 2024-2026. Motion carried 3-0.

10. Review, Discuss, and Possibly Approve Transfer of Ownership of Road Right of Way along E. Center Street, parcel 241-1115-2242-013, from Dorothy Strassman.

Motion by Fude / Muchka to approve transfer of ownership of Road Right of Way along E. Center Street, parcel 241-1115-2242-013, from Dorothy Strassman to the City of Juneau for \$1 and associated costs for Quit Claim. The City will provide two easements to the Strassman field property. Motion carried 3-0.

11. Review, Discuss, and Possibly Approve Removing the Cable TV Franchise Fee from the General Fund budget and assigning it solely for Cable TV Purposes only.

Discussion about how to handle the Franchise Fee and unused money being deposited in the General Fund.

Motion by Muchka / Evans to revise Resolution 82-2019 to replace “franchise fee money” with “Cable TV budget monies” and to remove the cap on monies allocated for equipment replacement or acquisition. Motion carried 3-0.

12. Review, Discuss, and Possibly Approve Placing a Regular Part-Time DPW Employee on Step 1 of the Wage Scale.

Motion by Fude / Muchka to approve placing the position of “City Custodian / Trash Attendant” on Step 1 of the wage scale. Motion carried 3-0.

13. Review, Discuss, and Approve Proposal for Demolition/Razing of Structure at 328/330 S. Fairfield Ave.

We received three bids for demolition and razing of the foundation. Buchda LLC bid \$22,500 for demolition of the structure and \$7,800 for complete demolition including the foundation for a total of \$30,300. Allied Excavating bid \$12,200 for demolition of the structure and \$27,000 for complete demolition including the foundation. Butler Brothers bid \$26,645 for demolition of the structure and \$31,425 for complete demolition including the foundation. There is concern about how money will be collected from the owners of the properties. After discussion, the three bids will be sent to the City Attorney and the current property owner working with the City. Motion by Fude / Muchka to approve sending all 3 bids to the City Attorney for review contingent upon owner approval. Motion carried 3-0.

14. Review and Discuss 2024 Preliminary Budget.

Meagan reviewed the current state of the budget process. The departments have submitted their preliminary budget requests. Insurance rates and wages have yet to be determined. A handout with 2024 Capital Requests was distributed.

15. Old Business. None.

16. New Business. None.

17. Set Date and Time for Next Meeting: Next meeting scheduled for October 3, 2023, at 6:30 pm.

18. Motion by Muchka / Fude to Adjourn Meeting at 9:02 pm. Motion. Carried.

Minutes Reported by:
Richard Evans