

Finance Committee
Tuesday April 5, 2022

Finance Members present: Chery Braun, Richard Evans, John Schuster, Mayor Dan Wegener

Utility Commission Member Present: Robert Affeld, Bart Coons, Ross Canniff

Also Present: Meagan Buchda, Peter Gallun, Laurie Runyan, Mayor Becky Glewen, Justin Fischer, Cassandra Camren – Civic Systems, by phone.

1. The meeting was called to order at 6:30 PM and roll call was taken
2. Schuster/Braun to approve the agenda with moving item 7 Review, discuss and possibly approve wastewater treatment plant project funding – Justin Fischer from Baird up before other actions. Motion carried
3. Braun/Evans to approve the January 31st, 2022, minutes. Motion carried
4. Public Comment: Mayor Becky Glewen invited the City of Juneau to support the Watertown Health Foundation with its goals of helping with the childcare crisis. The Foundation is working on a Technical Assistance Grant and are looking for support from communities that may not be able, or aware of these grants to help. They are helping involve smaller cities/communities to find funds and gain ideas in reaching goals for their communities. The Foundation is well supported and the goals it is helping to reach in the community.
5. Review, discuss and possibly approve Wastewater Treatment Plan project funding. Justin Fischer from Baird presented a proposal for loan funds needed for initial costs for the wastewater treatment plan project. There are initial costs that are being incurred during the design phase of the project which will need to be funded. Currently there has been nothing approved to provide the funding for those costs. The goal is to have the project funded through the DNR Clean Water Fund, but those funds have not been approved/requested as we have preliminary work that must be completed. Justin shared that the debt service requirements for the DNR funding are no in line with what we currently have and so we will need to find ways to meet those requirements either by rate increases or changes in the project. That will be up to the Commission to determine how we will meet those requirements. Currently there is need for funding the initial costs that will be reimbursed if we are able to get the DNR funding for the project. Justin is advising us to borrow \$2 million dollars for three (3) years while work thru the design and final project approval discussions. The interest rates are continuing to climb, and this will give us funds needed to perform the current work. He is

recommending a three-year (3) term for this loan, which could be paid back early, when we get final funding for our project. This would be a Revenue Bond Anticipation Note so this would not affect the General Obligation Debt of the City. The goal would be to have this completed by the middle of May if approved. Currently the estimated rate is 2.95% interest. There are funds we have applied for thru grants for this project as well. We will continue to look for grants from as many sources as possible to help with this project. The project is a little over \$11 Million dollars as has been presented by MSA. Braun/Canniff motioned to approve borrowing \$2 Million dollars for three (3) years for the purpose of initial costs for the Wastewater Treatment Plant project funding. Motion carried. 6-0 There was concern that interest rates may only continue to rise, and waiting is not a good option as we are already incurring costs with MSA. Send to Council for information only as this is not final. Should be finalized in May.

6. Review, discuss the issues with the accrual of leave for employees. Calendar year vs. anniversary year – Cassandra Camren from Civic Systems. The Casselle payroll system is not able to handle the roll over of vacation for employees with the policy we have in place of must be used in the next 5 months. It can handle the accrual by anniversary date and by calendar date. It is a manual process to handle the carry over. They are checking with their developers to see if they can get something like this to work thru the system rather than manually. Questions were asked about the system to ensure understanding of the capabilities. Currently they are entering and verifying employee information as there were incorrect items in our payroll currently with ADP. Discussion will need to come at the Personnel level to change the policy if we are going to change carry overs and how we handle them, as they are in the handbook and would require approval. Will take this to Kay Marose to put in the agenda for the meeting at personnel at the end of the month.
7. Review, discuss and possibly approve the accrual of leave to calendar year or anniversary year. No action taken as we need to meet with personnel to discuss the current policy.
8. Review, discuss and possibly approve the hire of a part-time Custodian/Trash Attendant for Department of Public Works, Pars & Recreation Department and the Library. Not to exceed 1000 hours annually. Scott Carpenter called Cheryl Braun and asked us to move this to next month's meeting as he wishes to provide further information after doing some more research.
9. Review, discuss and possibly approve the increase in wage for the Camera Operator/Producer's wage from \$12.00 to \$15.00. This change was not in the budget numbers from Cable TV, but Bob Sweeney believes he has the funds in his overall

budget for this increase. It has been difficult to find people to do this job and it may be helpful to raise the rate of pay. Evans/Schuster motioned to approve the wage for the Camera Operator/Producer from \$12.00 to \$15.00. Motion carried. Send to Council.

10. Update from Clerk/Treasurer – The training for payroll has not been completed yet due to a sick instructor. Will need to reschedule training. Election training was completed. Working with ARPA funds – have not heard back from the County – hope to hear in May – City funds will need to be discussed and decisions made for those funds. Working to change the email addresses with the help of Jarvis to make them more secure for election requirements. There is funding available to help with any costs thru grants.
11. Old business – None
12. New business – None
13. Set date and time for next meeting: Tuesday, May 3, 2022, at 6:30PM
14. Braun/Evans motioned to adjourn the meeting at 7:52PM

Minutes reported by
Cheryl Braun