

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Wednesday, June 24, 2020
5:30 PM
3rd Floor Council Chambers**

Call to Order

The meeting was called to order by Committee Chairman Mark Bittner at 5:30 PM.

Roll Call

Committee Members present: Curt Andrews, Jack Powalisz, Mark Bittner.

Also present were Gregory Buckley, City Manager, Dave Buss, Finance Director; City Attorney Jack Bruce via telephone.

Review and Discuss Draft Code of Conduct for Elected Officials

The draft of the Code of Conduct was reviewed by the Committee with City Attorney Jack Bruce. After review, it was the consensus to include this draft on the Monday, June 29, 2020 Work Session Agenda for review and comment and approve it on the Monday, July 6, 2020 City Council Meeting.

Committee Member Powalisz excused himself from the meeting at 6:30 PM.

Closed Session

At 7:40 a motion was made by Councilmember Andrews, seconded by Councilmember Bittner, to enter into Closed Session per Wisc. Stats. 19.85(1)€ deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:

- Possible Assistance to Economic Development Projects
- Discuss Property Sale
- Discuss Property Acquisition

Upon a roll call vote, Ayes (2) Curt Andrews, Mark Bittner; Noes (0) None. Motion carried.

Reconvene in Open Session – Possible Action on Matters Discussed in Closed Session

At 8:10 PM, a motion was made by Councilmember Andrews, seconded by Councilmember Bittner, to reconvene in Open Session. Upon a voice vote, motion carried. There were no actions taken on any matters discussed in Closed Session.

Review 2020 Budget Status as of May 31

Mr. Buckley stated that State Shared Revenues should remain constant for this year. To date the city has received 88.8% of the property taxes and residents are continuing to pay them even with the extension of October. Mr. Buckley distributed the Utilities 2020 Budget Savings. The Water Department totaled \$51,120; Wastewater totaled \$50,000 and Electric totaled \$118,775.

Review May 2020 Overtime Report/Possible Additional Amendment to 2020 General Fund Budget

The Committee reviewed the overtime report for the month of May. No action was taken.

Mr. Buckley recommended an amendment to 2020 General Fund Budget. The General Fund Budget was previously amended on May 18, 2020 to reduce various operating budgets by a total of \$358,742, to move \$258,742 to budgeted Contingency and to provide \$100,000 in funding for a COVID-19 Emergency Grant Program for local small businesses. He further stated there is an opportunity for \$25,000 additional expenditure reductions from the Police Department Budget and Parks and Recreation Budget for a total of \$25,000.

Mr. Buckley stated \$15,000 will be available to secure an employment contract for a Two Rivers Communications Coordinator who will assist in the city's branding initiative, communications related to economic development efforts and communications with the general public through social media and city website. The additional \$10,000 will be added to budget contingency.

After discussion, a motion was made by Councilmember Andrews, seconded by Councilmember Bittner, to put the Budget Amendment on the Monday, June 29, 2020 Work Session Agenda for the full council approval. Upon a voice vote, motion carried.

Possible Inter-Fund Loans to Cover Deficit Balances in TID's 6, 10 and 12 with Temporary Advances from Other TID's

Mr. Buckley recommended inter fund loans from Tax Incremental Districts to cover deficit balances. He stated that TID No. 7 (Old Hospital TID) has a current cash balance of approximately \$714,00; has annual revenues of \$158,000, annual debt service expense of \$72,200 which was transferred to Water and Sewer Fund for the Lincoln Avenue utility project.

TID No. 7 would loan \$210,000 to TID No. 6 to cover entire amount of that fund's negative fund balance at an interest rate of 3%, to be repaid over the remaining 8 years of that TID and a loan in the amount of \$500,000 to cover a portion of a negative fund balance in the Water Fund with an annual 3% interest to be repaid over the next 6 years.

After review, it was the consensus of the Committee to recommend to full council for approval at its meeting on Monday, June 29, 2020

Consider a Quarterly Form to Track Progress on Strategic Goals

Mr. Buckley stated he will have this item on the next Personnel and Finance Committee meeting.

Consider Measure to Encourage Local Purchasing by City Wherever Practical

Councilmember Bittner would like to see a purchasing policy for the City of Two Rivers. Mr. Buss stated the City already has a Policy in place. Mr. Buss will share the policy with this Committee at the next meeting for more discussion.

Set Date for Next Meeting

It was the consensus of the Committee to meet on Wednesday, July 15 at 5:00 PM.

Adjournment

There being no further business, a motion was made by Councilmember Andrews, seconded by Councilmember Bittner, to adjourn at 9:00 PM. Upon a voice vote, motion carried.

Kim M. Graves
City Clerk