

FINANCE/PERSONNEL COMMITTEE MEETING

Monday, February 12, 2024

Present: Josh Collister, Cory Simonson

Absent: Mark Lyon

Others

Present: Joshua Boldt, Judy Carr, Andrea White, Andrea Kuhlman, Erik Rockwell

Chairman Collister called the Finance/Personnel Committee meeting to order at 4:32.

Motion by Simonson, seconded by Collister approving the agenda. All Ayes

Motion by Simonson, seconded by Collister approving the January 8th minutes. All Ayes

Members reviewed January credit card statements and bank statements.

Members discussed American Rescue Plan Act support for Sacred Heart Daycare expansion project. Andrea Kuhlman reported that the project would add two rooms, remodel a garage for an office and bathroom and remodel the kitchen for more room. She stated the addition would add 24 toddler spots to the daycare and seven 3-4 year old spots.

Kuhlman reported that the cost estimate for the project is \$519,595. The daycare is \$100,000 short.

Collister stated the City has \$40,000 left of the American Rescue funds and members had talked about the funds going to Sacred Heart. He has no problem with \$40,000.

Kuhlman stated she was told it would be six months once the project started but she said the goal is one year.

Motion by Collister, seconded by Simonson recommending Council approve \$40,000 of American Rescue Plan Act funds as support for Sacred Heart Daycare Expansion Project.

All Ayes

Discussion was held regarding transfer of Road Use Tax eligible costs from the General Fund for FY 23/24 and future years. Boldt reported staff has been trying to find answers for current fiscal year costs. RUT offers allows expense codes to fall under RUT. He stated this does not have to be every year but it is an option to help with the General Fund.

White stated the City is already using 42% RUT to cover payroll costs for public works. She recommends looking at this new transfer on a year by year basis but definitely look at it this year.

Collister questioned what a good reserve would be for the RUT fund and Boldt reported between 25% and 50%.

Collister stated he would like to look at this each year but has no problem with the proposal for this year.

Motion by Collister, second by Simonson approving transfer of current fiscal year 23/24 and 24/25 Road Use Tax eligible costs from the General Fund. All Ayes

Boldt reported action would be needed for use of ARPA funds for the Police Interceptor purchase in the amount of \$40,000. White reported that she needs documentation from Chief Zeimet.

Motion by Simonson, seconded by Collister recommending ARPA funds support for Police Interceptor purchase in the amount of \$40,000 as discussed February 6, 2023.

All Ayes

Boldt reported that staff has gone as far as they can with the FY 23-24 re-estimate and FY 24-25 budget without talking about cuts. He stated FY 23-24 has a deficit of \$227,840. Reserves will have to be used or Council will have to make cuts. FY 24-25 has a positive of \$97,125 at this time.

Boldt reported staff can look at Franchise fees and LOST for next year. He stated LOST is committed to 25% Water, 25% Parks and 50% Admin. Some of the Parks and Admin share is committed to Water, Wastewater and Storm Water. He stated Council could stop that transfer to Storm Water that is around \$20,000.

Collister stated he would like to see some of the 23-24 deficit balanced with the Storm Water transfer so the reserves aren't depleted so much.

Simonson stated staff needs to start looking at cuts and Collister replied he does not know where to cut. Collister questioned when the City would look at cutting the YMCA contribution and Boldt replied that might become an issue in the next five years.

Collister directed staff to look at using as much of the LOST transfer to Water, Wastewater and Storm Water as possible before using reserves.

White reminded members that in December they voted to use funds from 2019A and 2021A as follows: \$100,000 Green Space, \$75,000 Police CIP and remainder in parks. She stated \$150,000 was used for the Police Department and \$45,000 is earmarked for the Façade Project leaving \$50,000 for the Green Space.

Motion by Collister, seconded by Simonson using as much of the LOST transfer to Water, Wastewater and Storm Water as possible for the 23-24 deficit before using reserves.

All Ayes

Motion by Collister, seconded by Simonson recommending approval of amendment to Personnel Handbook Section 1.8 in include pregnancy and lactation accommodations policy.

All Ayes

Motion by Simonson, seconded by Collister approving establishing City of Maquoketa non-discrimination policy, limited English proficiency response policy and designation of the City Manager of the of Maquoketa as the non-discrimination and Civil Rights Coordinator.

All Ayes

Motion by Simonson, seconded by Collister adjourning at 5:20 p.m. All Ayes

Josh Collister, Chairperson

ATTEST:

Judy Carr, Deputy Clerk