

Finance Committee

Meeting Minutes

Meeting Information

Date: February 13, 2024

Time: 6:00 P.M.

Location: 31 Wakefield Street

Committee members present: Mayor Callaghan, Councilor Fitzpatrick, Councilor Lawrence, Councilor Sullivan, Councilor Turner, Councilor Walker, and Deputy Mayor Hamann

City staff present: City Manager Katie Ambrose. Finance Director Mark Sullivan. Deputy City Clerk Cassie Givara. Director of Recreation and Arena Lauren Krans.

Others Present: Councilor Herman. Lou Archambault, resident.

Agenda & Minutes

1. Call to Order

Mayor Callaghan called the Finance Committee meeting to order at 6:00 PM.

Councilor Walker led the Committee in the Pledge of Allegiance.

Deputy City Clerk Cassie Givara took the roll call attendance. Councilors Fitzpatrick, Lawrence, Sullivan, Turner, Walker, Deputy Mayor Hamann, and Mayor Callaghan were all present.

2. Acceptance of Minutes: January 9, 2024

Councilor Walker **MOVED** to **ACCEPT** the minutes of the January 9, 2024 Finance Committee meeting. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Public Input

Lou Archambault, resident, indicated that he would be speaking about a proposed “rain tax.” Mayor Callaghan advised that public input is limited to items on the agenda during subcommittee meetings, but welcomed Mr. Archambault to speak at the City Council Workshop on February 20.

4. Unfinished Business: None

5. New Business: None

5.1.1 Community Center Bleachers Replacement-Supplemental Appropriation

Lauren Krans, Director of Recreation and Arena, detailed her department's request for a \$250,000 supplemental appropriation to complete the replacement of the Community Center gym bleachers. Director Krans stated that there is prior approved funding for the 16-tier set of gymnasium bleachers; however, it would be beneficial to update the 20-tier set of bleachers on the opposite side of the gym while work is underway for the first set. Director Krans explained that the current bleachers are original to the building and were installed in 1976 and gave an overview of their function. Currently, the scaffolding-like structure, which is present on the underside when the telescopic bleachers are extended, is failing and affects the structural integrity of the bleachers. Additionally, there are no handrails, so the bleachers are not ADA accessible. Ms. Krans suggested it would be more cost effective to replace both sets of bleachers simultaneously instead of handling the 20-tier set in FY27 as originally planned. This would also greatly minimize the scheduling impact for the gym with a single shutdown period instead of two.

Councilor Turner asked if the cost savings of replacing both sets of bleachers simultaneously could be quantified. Director Krans stated that she did not have an exact number; however, it had been conveyed by the vendor that the costs would increase by 10% each year moving forward.

Councilor Lawrence asked if there were costs associated with the replacement of the 16-tier bleachers that would be saved if not repeated for a separate project at a later date for the 20-tier structure. Director Krans confirmed that there are costs associated with the replacement which could be consolidated as opposed to repeated if the bleachers were replaced together, such as engineering services, floor analysis and replacement, and production costs of the bleachers themselves.

Finance Director Sullivan acknowledged that it would be more efficient to package the replacement of both sets of bleachers into one purchase. Mayor Callaghan asked for clarification on if this would be a single allocation for both sets of bleachers. Director Sullivan stated that the current request is for a supplemental appropriation of \$250,000 from General Fund for the 20-tier bleachers; There was already funding approved in a previous fiscal year for the 16-tier set. Director Krans stated there was \$237,500 approved for the first set of bleachers.

Councilor Hamann **MOVED** to recommend to full Council the approval of the \$250,000 supplemental appropriation for the 20-tier bleacher replacement. Councilor Walker seconded the motion. Director Krans explained that the original quote given had been for \$210,000; there was contingency built in due to the unknown condition of the floor underneath the bleachers, additional handrails for the larger size structure, as well as possible necessity for new electrical components. Councilor Sullivan asked if the prior \$237,500 approved for the first set of bleachers was from the Unassigned Fund Balance. Director Mark Sullivan confirmed this original approval was in the FY24 approved CIP budget using bond funding. Councilor Fitzpatrick stated that the City's liability has increased now that the condition of the bleacher is known and it would be prudent to approve the replacement. The **MOTION CARRIED** by a unanimous voice vote.

5.1.2 Opioid Committee-Review of Opioid Fund Proposals

Mayor Callaghan explained that Welfare Director Todd Marsh had issued a memo for the Finance

Committee expressing his desire to speak to them directly regarding the above listed fund proposals; however, he is unable to attend this evening's meeting. Mayor Callaghan suggested leaving the item on the March Finance agenda to allow Director Marsh to attend and make recommendations. Councilor Walker asked if there were any funding requests which were time sensitive. Mayor Callaghan stated there was only one item which had been more time-sensitive (the \$5,000 Choose Love Initiative funding), but it had been approved by City Council at the February 6 meeting. Councilor Sullivan confirmed that the items in question were the same that had been discussed at the January 16 City Council Workshop.

Councilor Fitzpatrick **MOVED** to make the Opioid Committee Review a general order to appear on the agenda for the next Finance Committee meeting. Councilor Sullivan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. City Manager Ambrose asked Committee members to pass along any questions for Director Marsh regarding the funding requests in anticipation of the next meeting.

Reports from Finance & Administration

5.2.1 Monthly Financial Report Summary ~~December~~ January 31, 2024

Finance Director Mark Sullivan stated that FY24 is 58% complete, non-property tax revenues remain strong, and Motor Vehicles are at 60% collected. Director Sullivan explained that the City had budgeted in anticipation of the Waste Management Host Community fees increasing from \$3.50 to \$4.50; however, this increase will not occur until summer which falls in the next fiscal year. Due to this, he anticipated the related line item would be short approximately \$600,000 for the current fiscal year. Director Sullivan reported there had also been a decrease in tonnage accounted for in the prior check, which is something that will be watched moving forward. Mayor Callaghan asked why the increase in host community fees will not occur during the current fiscal year. Finance Director Sullivan explained that the contract with Waste Management stipulates that the increase will occur when they have all of the required operating permits, and the new cell is ready to open and receive materials; this will occur this summer.

City Manager Ambrose addressed the decrease in tonnage referenced by Director Sullivan. She stated that Waste Management had experienced fluctuations in their volume and made adjustments to meet their tonnage goal; Waste Management will try to remain more consistent and the City now has a better idea on what to budget for based on this Waste Management gross tonnage goal.

Councilor Lawrence asked if the tonnage is expected to steadily decline as the closure of the landfill moves closer. Director Sullivan explained that there is a decline predicted, however it is not expected imminently and will occur gradually and as the closure nears.

Councilor Larence inquired what the reasons were for the consistent overage in the police, dispatch, and fire overtime budget. Director Sullivan stated that it was mainly due to staffing issues and call backs. Mayor Callaghan added that police officers are filling in the gaps in dispatch due to short staffing which contributes to overtime.

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6. Other

No discussion.

7. Adjournment

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 6:19 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk