

# **FINANCE AGENDA**

**DATE: SEPTEMBER 18, 2023**

## **PUBLIC COMMENT:**

- Jennifer Helm with Fick, Eggemeyer & Williamson CPA– FY-2023 Audit Report
- Chris Byron – Shelter Logic

## **COMMITTEE REPORTS:**

## **PUBLIC WORKS:**

- Mine Street Delay
- Golf Course box culvert
- 12<sup>th</sup> Street Roundabout Agreement

## **UTILITIES:**

## **PUBLIC SAFETY:**

## **AMBULANCE:**

- Billable Runs

## **RECREATION:**

- Golf Course Cameras
- Golf truckster for next FY
- Rough Mower
- Dog Park

**BUSINESS ADMINISTRATOR:**

- K & J Fence & Entrance
- Business District Grant Applications
- Ambulance GEMT cost report

**CITY COLLECTOR:**

- SSA Agreements
- New ambulance – Loan repayment

**ZONING:**

**MAYOR'S REPORT:**

- Managers Contracts
- 10.2 Acres-St. Joseph Hospital
- Policy & Procedure Manual

**OLD BUSINESS:**

**NEW BUSINESS:**

**EXECUTIVE SESSION:**

- Meskil Case

## **FINANCE COMMITTEE MEETING \* SEPTEMBER 18, 2023**

Minutes of the finance committee meeting of the Breese City Council held on the above date.

Mayor Kevin Timmermann called the meeting to order at 7:00 PM.

Aldermen in attendance: Robert Berndsen, Jason Davinroy, Bryan Eversgerd, Suann Fields, Bill Fischer, Gary Usselmann. Absent: Carl Ratermann, Tim Schleper.

City Officials: Public Works Mgr. Don Voss, Electric Operations Mgr. Jason Deering, Business Administrators Corey Richter & Trevor Schubert, Street Supt. Tom Tebbe, EMS Operations Mgr. Allen Pollmann, Police Chief Mark Berndsen, Golf Course Supt. Paul Smith, City Treasurer Robert Venhaus, City Attorney Joanne Stevenson.

Visitors: Jennifer Helm, Auditor with Fick, Eggemeyer & Williamson.

### **PUBLIC COMMENT:**

Jennifer Helm, auditor with Fick, Eggemeyer & Williamson attended to review the city's FY-2023 Audit Report. Ms. Helm presented the audit report and answered any questions that came up. Overall, the audit went well with very few minor management comments.

Mayor Timmermann noted the management comment regarding timecards not signed off on, is unacceptable. He stated it is the manager's responsibility to review and sign off on all timecards, and he expects them to make sure this is done each payroll. Timecards will be sent back to managers for any timecard not signed off on.

The council also discussed going out for bids for next year's audit. No decision was made.

### **COMMITTEE REPORTS:**

#### **PUBLIC WORKS:**

- Mine Street delay – Mine Street has been put on hold until February, due to IDOT needing an environmental survey.
- Golf Course box culvert – Tom Tebbe presented an estimate on some repairs at the golf course. Council approved the street department to proceed with replacing the box culvert on the merge by hole 3, cart paths on holes 3, 4 & 8, and the drain repair on 3. Total cost estimated at \$24,012.00 (this number includes a 15% contingency).
- 12<sup>th</sup> Street Roundabout Agreement – Don stated that he hasn't heard from the county on this. Will approve tomorrow with the contingency of "upon approval of the state's attorney".
- Installation of the water line for the new water tower has begun.

- Sewer plant upgrade – Don has a call into Brian Buchheit/HMG regarding sewer rates increase, timeline for going out for bid, and loan interest rates.

#### **UTILITIES:**

- Bradford Bank is buying the Mioux Florist building. They have talked to Jason about moving electric services to underground electric. Jason is working on estimated cost for this.

#### **PUBLIC SAFETY:**

- No report.

#### **AMBULANCE:**

- Billable runs – motion by Berndsen, second by Usselmann to approve billable runs for August 2023. Motion carried by voice vote.
- The new ambulance has been picked up and is getting wrapped and equipped. Should be in service in about 2 weeks.

#### **RECREATION:**

- Doug got a quote from Pro-Alarm for cameras at the golf course. More research to be done before purchase.
- Paul is pricing and testing a new rough mower and golf truckster. He has looked at Toro and John Deere, new and used. Order time for new is still taking over a year, so it will possibly be part of next year's budget.
- Dog Park – attendance at the town hall meeting was good. Most in favor, but the location is still undecided. All neighbors' concerns were voiced and taken into consideration. The dog park committee was asked to flag off each site (North Park and Soccer Park). The park board meeting on 9/27 will be held at the park for viewing and discussion. Will report back at the next finance meeting.

#### **BUSINESS ADMINISTATOR:**

- K&J fence & entrance – Trevor is still waiting for them to submit some invoices before they can be reimbursed, which is part of their TIF agreement.
- Business district grants – received 23 total grant applications. Trevor and Kevin will review to make sure all are eligible projects. Grants will be paid out when all paid receipts are submitted. Trevor also handed out a business district summary detailing income and balances in each district. Funds should be available to pay out all applications.

- Illinois GEMT – new program for Federal assistance on Medicaid transports. We will be estimated to receive \$24,000/year, minus cost report fees of 12% of collected plus fixed fee of \$7,500. Motion by Eversgerd, second by Usselmann to proceed with application. Motion carried by unanimous voice vote.

### **CITY COLLECTOR:**

- The state's attorney has requested proposed Clinton County SSA contract amounts for 2023/2024. We are requesting the following amounts: Germantown Twp. \$41,474.00, Germantown Village \$60,177.00, Breese Twp. \$52,309.00, Breese City \$222,815.00. This is the maximum allowable amount without a truth-in-taxation hearing.
- An amortization schedule has been set up for re-payment of the new ambulance purchased last week. The ambulance was paid out of the general fund capital expense account, with an internal loan set up for re-payment from the ambulance department. Monthly payment amount of \$3,264.45 will be paid for a term of 60 months.

### **ZONING:**

- No report.

### **MAYOR'S REPORT:**

- Managers Contracts are due to be renewed 11/1/23. Will be talking to committee chairmen first, then meet with managers individually.
- Policy & Procedures manual has been received from Lewis & Brisbois. Will need to set up a committee to review and make corrections.
- 10.2 acres – St. Joseph Hospital property on Holy Cross Lane is for sale. The property is currently excluded from the TIF3 due to being tax-exempt. Business Administrator has talked to PGAV, and the property can be added to TIF3 if a TIF agreement is requested by the buyers.

### **OLD BUSINESS:**

No report.

### **NEW BUSINESS:**

No report.

Motion by Eversgerd, second by Davinroy to go into executive session to discuss ongoing litigation issue. Motion carried by voice vote. The executive session ended at 8:50 PM.

Motion by Berndsen, second by Eversgerd to reconvene city council meeting. Motion carried by voice vote.

Mayor Timmermann brought up the condition of the city sidewalks. How do we make sure our sidewalks are safe, and what are we liable for? Most damage is done by trees being planted between the sidewalk and curbing, which is out of our control. He asked Don Voss to check the sidewalk with Joe Cunningham, because he believes we may have to do some repair work there.

City Attorney Joanne Stevenson to research municipalities liability on sidewalks and will report back with findings.

Meeting adjourned at 9:02 PM.

Non-verbatim minutes taken by:

  
Sandy Hemann, City Clerk