

**CITY OF FRANKLIN
FINANCE COMMITTEE MEETING MINUTES
APRIL 28, 2020**

- I. The April 28, 2020 Finance Committee Meeting was called to order at 6:00 p.m. in the Hearing Room of Franklin City Hall by Chair Ciche.

Present were Members Ciche, Howard, Witkowski, Alderman Dandrea, Alderman Nelson, and Alderwoman Hanneman (by phone). Also present was Director of Finance & Treasurer Paul Rotzenberg, Economic Development Director Calli Berg, IT Director James Matelski, Director of Inspection Services Scott Satula, Mayor Steve Olson (by phone), and Alderwoman Kristen Wilhelm (by phone).

- II. Citizen Comment Period: No citizens were present.

- III. Approval of the February 25, 2020 Meeting Minutes

Motion made by Member Howard and seconded by Alderman Dandrea to approve the February 25, 2020 Finance Committee Meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

(Item taken out of order)

- V. Report on Expenditures Related to the COVID-19 Public Health Emergency thru April 15, 2020

Director of Finance & Treasurer Paul Rotzenberg reported on the COVID-19 expenditures through April 27, 2020. Discussion was held. Informational item only – no action taken.

- VI. Review of the March 2020 Financial Statements.

Director of Finance & Treasurer Paul Rotzenberg presented and reviewed this item with the Committee. Discussion was held.

Motion made by Alderman Nelson and seconded by Member Witkowski to recommend to the Common Council acceptance of the March 2020 Financial Statements. Upon vote, Ayes-All, Motion carried.

- VII. OPEB Asset Update Including the Impact of the March/April Equity Market Declines

Director of Finance & Treasurer Paul Rotzenberg presented this item to the Committee. Discussion was held. Informational item only – no action taken.

- VIII. Discussion of the TID 6 Boundary Change Proposal and Related Project Plan

Director of Finance & Treasurer Paul Rotzenberg and Economic Development Director Calli Berg presented this item to the Committee. Discussion was held. Informational item only – no action taken.

- IX. Report on Council & Board of Water Commissioners Action Related to Public Works Pension Plan Asset Call from the Custodian

Director of Finance & Treasurer Paul Rotzenberg presented this item to the Committee. Discussion was held. Informational item only – no action taken.

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- X. Call for a May 12, 2020 Special Finance Committee Meeting to Review the 2019 Comprehensive Annual Financial Report with the City's Auditors

Director of Finance & Treasurer Paul Rotzenberg presented this item to the Committee. Discussion was held. Alderman Nelson noted that he has a conflict with this date and would not be able to attend. Informational item only – no action taken.

- XI. Status of Additional BS&A Software Modules Related to Utility Billing and Community Development

Director of Finance & Treasurer Paul Rotzenberg presented this item to the Committee. Discussion was held. Informational item only – no action taken.

- XII. Discussion on Delayed FICA Tax Payments

Director of Finance & Treasurer Paul Rotzenberg presented this item to the Committee. Discussion was held. It was the consensus of the Committee that it be at the Director of Finance & Treasurer's discretion. Informational item only – no action taken.

- IV. Consider Recommendation of a 2020 Budget Amendment for the General Fund, Capital Outlay Fund, Equipment Replacement Fund, Street Improvement Fund and Capital Improvement Fund to reduce \$1,000,000 Landfill Siting Resources and Remove Selected Projects from the 2020 Capital Funds OR Increase Note Proceeds

Director of Finance & Treasurer Paul Rotzenberg presented and explained this item to the Committee. Discussion was held.

Motion made by Member Howard and seconded by Alderman Dandrea recommending the Director of Finance & Treasurer to prepare a 2020 Budget Amendment including Items 1-5 under "Analysis" of the Finance Committee Action sheet handout and the four Fund 46 items on Page C of the handout. Upon vote, Ayes-All, motion carried.

- XIII. Update on Past Council Actions Related to Finance Items

Director of Finance & Treasurer Paul Rotzenberg updated the Finance Committee on the most recent Council actions pertaining to the Finance Committee items. Informational item only – no action taken.

- XIV. Next Meeting Date: May 12, 2020 at 6 p.m. – Special Meeting for presentation of the 2019 Comprehensive Annual Financial Report with the City's Auditors.

- XV. Adjournment

Motion made by Member Howard and seconded by Member Witkowski to adjourn the April 28, 2020 Finance Committee Meeting at 8:10 p.m. Upon vote, Ayes-All, Motion carried.