

CITY OF CEDARBURG
FINANCE COMMITTEE
May 21, 2024

A regular meeting of the Finance Committee of the City of Cedarburg, Wisconsin, was held online on Tuesday, May 21, 2024, utilizing the Zoom app.

Jack Arnett called the meeting to order at 1:00 p.m.

Roll Call: Present - Jack Arnett, Tim Voeller, Allan Lorge, Jeff Slater and Michael Bradburn.

Also Present- City Administrator Mikko Hilvo, Finance Director Kelly Livingston, and Deputy Finance Director Maureen Hartjes.

Excused- Council Member Jim Fitzpatrick and Mary Kay Bourboulas.

STATEMENT OF PUBLIC NOTICE

Finance Director Livingston confirmed proper legal notice of the meeting had been given.

COMMENTS & SUGGESTIONS FROM CITIZENS

Mr. Arnett introduced Mr. Slater to the Finance Committee. Mr. Slater gave a summary of his background as an introduction and each Finance Committee member briefly introduced themselves.

APPROVAL OF MINUTES

A motion was made by Mr. Bradburn, seconded by Mr. Slater, to approve the minutes of April 16, 2024. Motion carried without a negative vote.

ELECTION OF CHAIRPERSON

Mr. Arnett stated he is stepping down as Chairperson of the Finance Committee due to his commitment to the County Board. Mr. Arnett stated he spoke to Council Member Fitzpatrick regarding this position, and Council Member Fitzpatrick said he would be the Chairperson if elected by the committee. Motion made by Mr. Lorge, seconded by Mr. Voeller, to appoint Council Member Fitzpatrick Chairperson of the Finance Committee. Motion carried without a negative vote.

REPORTS

The Finance Committee reviewed the Ehlers April investment summary and Ehlers Consolidated Holding report. Mr. Arnett stated the investment returns are in line with short-term treasury investments and money markets.

Administrator Hilvo provided an audit update for 2023 and stated that Baker Tilly had completed the City's 2023 audit. Administrator Hilvo said Baker Tilly will present the 2023 audit at the Common Council meeting on June 10, 2024 and encouraged the Finance Committee members to attend via Zoom or in-person. Administrator Hilvo stated he wanted to highlight a few items from the audit; the general fund balance had increased to \$4,068,729 even though the City had budgeted to use general fund balance in 2023. The fund balances also went up for the Fire and EMS fund, Capital Improvements Fund and Debt Service Fund. Administrator Hilvo said the City is planning on utilizing fund balances in 2025. A discussion ensued regarding fund balance on the various funds including TID #4. Mr. Lorge asked if the material weaknesses regarding financial statement preparation in the Reporting and Insights booklet was new. Administrator Hilvo stated that it is not a new issue and is very common in municipalities.

NEW BUSINESS

The Finance Committee reviewed the financial policy FC-8 – Property Assessments. Mr. Arnett asked if the City was adjusting the policy to current state law. Administrator Hilvo agreed and stated the City's Assessor updated the policy to state law and said that since the policy was revised and reviewed by the Assessor he recommends going with their updates. A discussion ensued regarding wording and changes to the policy.

A motion was made by Mr. Lorge, seconded by Mr. Voeller, to send the updated policy FC-8 to the Common Council subject to the wording change in the policy regarding State Statutes. Motion carried without a negative vote.

The Finance Committee reviewed the financial policy FC-9 – Writing Off Uncollectible Receivables. A discussion ensued regarding policy wording. The Finance Committee agreed to change wording in item #5 to include individual/groups located in or owning property in the City of Cedarburg.

A motion was made by Mr. Bradburn, seconded by Mr. Voeller, to send the updated policy FC-9 to the Common Council. Motion carried without a negative vote.

Identify future agenda items, and action thereon

Debt Policy (FC-2)

General Fund Balance (FC-5)

Fund Balance Policy (FC-10)

2025 Budget (July)

Confirm Next Meeting Date June 18, 2024, at 1:00pm

ADJOURNMENT

Motion made by Mr. Arnett, seconded by Mr. Voeller, to adjourn the meeting at 1:45 p.m. Motion carried without a negative vote.

Maureen Hartjes
Deputy Finance Director