



**CITY OF NEW BERLIN
COMMITTEE OF THE WHOLE MEETING
Tuesday, July 26, 2022
6:00 PM
Zoom Meeting**

<https://us02web.zoom.us/j/82441387487>

The Council has satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above mentioned meeting can be viewed at www.newberlin.org

Any comments that the public wishes to make may be communicated to the city via email at citizencomments@newberlin.org and will be forwarded to the Mayor and City Council.

Interested parties may also participate by:

- Downloading the ZOOM app located at <https://zoom.us/> and utilize this unique ID to join: 824 4138 7487
- Following this direct link to the meeting: <https://us02web.zoom.us/j/82441387487>
- Dial by phone: (312) 626-6799 and use Meeting ID: 824 4138 7487

AGENDA

CALL MEETING TO ORDER

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

APPROVAL OF MINUTES

1. June 14th, 2022 Committee of the Whole Meeting Minutes
2. June 28th, 2022 Committee of the Whole Meeting Minutes

UTILITIES & FINANCE

3. Approval of July 27, 2022 Water Utility claims in the amount of \$663,215.85. Sewer Utility claims in the amount of \$18,990.30 and General City claims in the amount of \$1,038,577.63. WE Energies EFT of \$70,653.42.

MISCELLANEOUS

4. Update by Finance Director Ralph Chipman
5. Discussion and Possible action regarding Resolution No. 22-13, a Resolution to approve the application and borrowing for the Recreation Center financing in the amount of \$11,470,000.

DEFERRED, REFERRED & TABLED ITEMS

ADJOURN

PLEASE NOTE:

- ✓ It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that members of and possible a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
- ✓ Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Clerk Rubina R. Medina (262) 786-8610.



**CITY OF NEW BERLIN
COMMITTEE OF THE WHOLE - MINUTES
Tuesday, June 14, 2022**

Regular Meeting

Zoom Meeting

6:00 PM

Please note: Minutes are unofficial until approved by the Committee of the Whole at the next regularly scheduled meeting.

The Committee of the Whole has satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above mentioned meeting can be viewed at www.newberlin.org

All votes were taken via a voice roll call vote.

CALL MEETING TO ORDER

Mayor Ament called the meeting to order at 6:01 PM.

City Clerk Rubina R. Medina read the rules as this meeting was held via zoom.

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Council Present: Hopkins, Maxey, Garrigues, Harenda, Stribl, Horbinski & Kroupa

Council Excused: None

City Clerk stated that a quorum has been established and the meeting was properly noticed.

Staff Present: Mayor Ament, City Clerk Rubina R. Medina, Police Chief Hingiss, City Attorney and Finance Director Ralph Chipman

APPROVAL OF MINUTES

ITEM: May 24, 2022 Committee of the Whole Meeting Minutes

MOTION: **Motion to approve the May 24, 2022 Committee of the Whole Meeting Minutes**

VOTE: Motion by: Horbinski
Second by: Stribl
Motion Passed: 7-0

UTILITIES & FINANCE

ITEM: Approval of June 15th, 2022 Water Utility claims in the amount of \$877,103.59, Sewer Utility claims in the amount of \$11,003.63 and General City claims in the amount of \$1,075,417.36. US Bank VISA EFT of \$32,479.98.

MOTION: Motion to approve the June 15th, 2022 Water Utility, Sewer Utility, General City Claims and We Energies EFT as presented.

VOTE: Motion by: Garrigues
Second by: Kroupa
Motion Passed: 7-0

LICENSES & PERMITS

ITEM: Alcohol licenses for the licensing period of July 1, 2022 through June 30, 2023 per the list as presented and contingent upon applicants meeting all Statutory and Municipal rules/regulations.

MOTION: Motion to approve the alcohol licenses as presented.

VOTE: Motion by: Hopkins
Second by: Kroupa
Motion Passed: 7-0

ITEM: Extension of Premise Application from Varsity Club located at 12400 W. Beloit Road for a music fest to be held in the establishment's parking lot on July 17th, 2022 from 2pm to 10pm

MOTION: Motion to approve the Extension of Premise for Varsity Club

VOTE: Motion by: Horbinski
Second by: Maxey
Motion Passed: 7-0

ITEM: Loudspeaker Variance for Holy Apostles Catholic Parish & School located at 1600 W. National Avenue for their Family Festival to be held on June 24th and June 26th, 2022 until 10:30pm.

MOTION: Motion to approve the Loudspeaker Variance for Holy Apostles Catholic Parish

VOTE: Motion by: Stribl
Second by: Harenda
Motion Passed: 7-0

ITEM: Loudspeaker Variance for St. Elizabeth Ann Seton located at 127900 W. Howard Ave. for the Fun Fest Celebration to be held on July 29th, 30th & 31st, 2022 until 11PM.

MOTION: Motion to approve the Loudspeaker Variance for St. Elizabeth Ann Seton

VOTE: Motion by: Horbinski
Second by: Garrigues
Motion Passed: 7-0

MISCELLANEOUS

ITEM: Recommend the Common Council adopt Ordinance No. 2660, an Ordinance to Repeal Section 6.19 of the Municipal Code providing for the canvassing of absentee ballots for all elections in the City of New Berlin by the Municipal Board of Absentee Ballot Canvassers commonly referred to as Central Count. The process will be returned to the individual poll locations using absentee ballot processors assigned to the polls.

Rubina, City Clerk spoke to the items outlined in the RAS.

MOTION: **Motion to approve the adoption of** Ordinance No. 2660, an Ordinance to Repeal Section 6.19 of the Municipal Code providing for the canvassing of absentee ballots for all elections in the City of New Berlin by the Municipal Board of Absentee Ballot Canvassers commonly referred to as Central Count. The process will be returned to the individual poll locations using absentee ballot processors assigned to the polls.

VOTE: Motion by: Harenda
Second by: Maxey
Motion Passed: 7-0

DEFERRED, REFERRED & TABLED ITEMS

ADJOURN

MOTION: Motion to adjourn the meeting at 6:13pm.

Motion by: Kroupa
Second by: Maxey
Motion Passed: 7-0

Respectfully Submitted,

Rubina R. Medina, City Clerk

FINANCE DEPARTMENT UPDATE

Receipt the Money

• Tax Roll	\$93.2 million
• Other City revenues	\$ 9.0 million
• Utilities	\$18.6 million
• Special Revenue Funds	\$ 2.1 million
• Capital Projects	\$ 20.5 million
• TOTAL	\$143.4 MILLION

Invest the Money

- State Statutes and more restrictive City Investment Policy
- City has a “passive investment” policy
- Security, Liquidity, Return
- Majority of funds in the State Investment Pool, balance in CD’s and Federal Agencies
- WISC member, under the State contract for fees, substantial savings & all available funds invested.

Pay out the Money

- Other Taxing Districts \$62.3 million
 - *Collect taxes for the 8 taxing districts in the City*
- Vendors \$36.4 million
 - *6,277 checks issued*
- Employees \$19.8 million
 - *415 W-2's issued, 253 1095-C's, 8,036 paychecks*
- Debt Service \$ 22.8 million
- TOTAL \$141.3 MILLION

Account for it All

- Financial Statements for City, Water, & Sewer
- Monthly financial, Quarterly CIP reports to council, mayor & department heads
- State Financial Report Form B, annually to the State-22 pages
- PSC Report, annually to the State – 72 pages
- Statement of Taxes
- Other non-public reports - W-2's, 1099's, 1095-C (ACA), Wisconsin Retirement

2021 Activities

- Assist Grant Reporting & application – Tourism, Supplemental law enforcement grant, JustGrant
 - Numerous budget projections & updates
 - Annual Audit done remotely
 - 2020 Single Audit Completed
 - Completed GASB 75 Actuarial Valuation Report for Audit
-
- Replaced credit cards with purchasing cards for reimbursement
 - Transition to *KRONOS* for time & attendance for DPW employees
 - Refunded debt – result in future value savings of \$1,599,872

Other Tasks

- Calculate tax roll & generate tax bills
- Chairperson of Joint Review Board
- Coordinate annual Bond Issue for Capital Budget – significant amount of behind the scenes paperwork, 3 Bond issues, 2 Inter-fund Loans
- Maintain garbage/recycling database, add, remove, bill customers
- Maintain access & authorities in MUNIS
- Coordinates the operating & capital budget process for all city and enterprise funds
- Part of union negotiating team
- Reports & analysis for boards/commissions: Library, 4th of July, Tourism, Finance, etc.
- Prepare/file reports with State - Room tax, Levy Limit, Statement of Taxes, TID, Video Provider & Chargeback

Department Staffing

			Actual	Budget	Proposed	Proposed	
			2021	2022	2023	2024	
Director of Finance/Treasurer			1.0	1.0	1.0	1.0	
Deputy Director of Finance			-	-	1.0	1.0	
Accounting Manager			0.9	0.6	-	-	
Utility Accountant			0.1	0.4	1.0	1.0	
Staff Accountant			-	-	-	1.0	
Bookkeeper			1.0	1.0	1.0	1.0	
Payroll coordinator			0.7	0.7	0.7	0.7	
Payroll Associate			0.5	0.5	0.5	0.5	
Cashier			1.0	1.0	1.0	1.0	
	Total		5.2	5.2	6.2	7.2	
* Brookfield Finance department has 10.75 FTE's, Franklin has 7.23 and outsources payroll, and tax bill process, Greenfield has 7 FTE's							

Brookfield 2022 Budget	
Direct of Finance & admin	1
Deputy Finance Director	1
Finance Manager	1
Management Accountant	1
Payroll Management Accountant	1
Utility Accountant	1
Accountant	2
Accounting Clerk	1
Office Services Assistant	1.75
	10.75

Technology

- **MUNIS** is main operating system for the City, used for General Ledger, Payroll, Payables, Utility Billing, Tax Billing, Cash Receipting, and Permitting

In place since July 2004, update to latest version approximately annually. No need to change into the foreseeable future. We were among the first to use this software, but has become the municipal standard in the state since. Brookfield, Waukesha, La Crosse, Sheboygan, Green Bay, Oshkosh, Madison, Sun Prairie, plus others including school districts & counties have been added since.

Adobe to be phased out in 2022, major upgrade in process, to be done in November 2022 in addition to adding online payment capabilities

- Online Banking - review account activity online daily, use bill consolidator to mass process online checks, utility customers have direct debit capability, all paychecks are direct deposited.
- An ever vigilant attitude is needed to detect and prevent cybercriminal activity impact on workstations when using the Internet and accessing web-based systems. Early detection and quick action is important to minimize any potential impact

**** Security of City assets & Employee information is TOP priority. Review done with bank annually. Several attempts at fraud during the year, no losses to the city, but a constant concern.**

The Future

- Prepare for inevitable turnover, expand cross-training, create user manuals
- Continue transition to new time & attendance software
- Mandatory Medicare Ground Ambulance cost study participant
- Prepare for major operating software update in November 2022-includes managing the process & training staff
- Expand purchasing card use- earn rebates, become more efficient
- Record retention review, clean out old files

- Thank you!

- Any questions, concerns, etc, contact finance:
- Ralph Chipman, CPA
- rchipman@newberlin.org
- 262-797-2448

RESOLUTION NUMBER 22-13

**A RESOLUTION TO APPROVE THE APPLICATION & BORROWING
FOR THE RECREATION CENTER FINANCING IN THE AMOUNT OF
\$11,470,000**

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 28.143(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of New Berlin, in the County of Waukesha, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of Eleven Million Four Hundred Seventy Thousand and 00/100 Dollars (\$11,470,000) for the purpose of financing a recreation facility and for no other purpose.

The loan is to be payable within 2 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 4.50 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of New Berlin, in the County of Waukesha, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of New Berlin by such loan from the state be applied or paid out for any purpose except **financing a recreational facility** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the mayor and clerk of the City of New Berlin, in the County of Waukesha, Wisconsin, are authorized and empowered, in the name of the City to execute and deliver to the Commission, certificates of indebtedness in such form as required by the Commission, for any sum of money that may be loaned to the City pursuant to this resolution. The mayor and clerk of the City will perform all necessary

actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these Resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this City forward this certified record, along the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish this resolution in the Waukesha County NOW within 10 days of adoption by the Common Council.

RESOLUTION ADOPTED by the New Berlin Common Council this 26th day of July 2023.

David Ament, Mayor

Countersigned:

Rubina R. Medina, City Clerk