



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

MINUTES

CITY OF MINERAL POINT FINANCE COMMITTEE MEETING

Monday, December 9, 2024, 4:00 PM

City Hall Community Room

1. Call to Order, Roll Call, and Confirmation of Compliance with the Open Meetings Law.

Chair Galle called the meeting to order at 4:00 pm.

Gary Galle, Chair	Present
Keith Burrows	Present
Dean Martin	Present
Others Present: Administrator Matt Honer, Clerk-Treasurer Christy Skelding	

APPROVAL OF NOVEMBER 12, 2024 MINUTES

Motion (Galle/Martin) to approve November 12, 2024 minutes. Motion carried, all voting aye (3-0).

DISCUSSION AND CONSIDERATION OF AWARDING THE BID FOR LIFT STATION IMPROVEMENTS.

The bid opening took place on Thursday, December 5, 2024. The City received two bids. One bid was from G-Pro Excavating, LLC, and the other bid from MZ Construction, Inc. G-Pro Excavating, LLC was the lowest bidder with a bid of \$111,511.

Water and Sewer Superintendent Nate Fosbinder stated that the City is at a point where all of the equipment has been purchased for these two lift stations and work should move forward to complete these projects.

The City has approximately \$225,000 remaining in the sewer loan to cover this project.

Motion (Martin/Burrows) to recommend Council approval of awarding the bid for lift station improvements to G-Pro Excavating, LLC. Motion carried, all voting aye (3-0).

DISCUSSION AND CONSIDERATION OF RADIO UPGRADE PROPOSALS IN 2024 AND 2025.

This project includes radios at the lift stations, treatment plant, and both wells.

Water and Sewer Committee reviewed the bids that were received. Based on the recommendations of Water and Sewer Superintendent Fosbinder, the Water and Sewer committee recommended approved the bid from Altronex.

Motion (Martin/Burrows) to recommend Council approval of radio upgrade with Altronex. Motion carried, all voting aye (3-0).

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

City Clerk-Treasurer | Christy Skelding | cityclerk@cityofmineralpointwi.gov



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

DISCUSSION AND CONSIDERATION OF OUTSTANDING PINE STREET ASSESSMENT.

In 2019, the City replaced the curb and gutter on Pine Street. At the time, homeowners were charged the curb and gutter assessment and had a choice of whether to pay the assessment as a lump sum, or divide into three equal payments to be placed on the tax roll. At the City's 2023 audit, it was brought to the city's attention that there are still outstanding assessments needing to be paid.

This fell through the cracks with the turnover of the City Clerk in 2021-2022. Assessments should have been placed on the 2022 and 2023 taxes, but they were not.

Two parcels with outstanding payments are 130 Pine Street, which has been vacant for several years and has special charges for City mowing and years of back taxes; and 412 Pine Street, which has changed ownership since the assessment was originally applied. The assessment stays with the parcel. When the parcel went up for sale, the Title company requested a letter from the City identifying outstanding assessments and utility billing. City staff told the title company there were no outstanding assessments, as they were not aware of this issue.

City staff recommends canceling the assessment for 412 Pine Street in the amount of \$888.26, and charging the assessment for 130 Pine Street.

Motion (Galle/Burrows) recommend Council approval of canceling the outstanding assessment for 412 Pine Street in the amount of \$888.26, and charging the assessment for 130 Pine Street. Motion carried, all voting aye (3-0).

DISCUSSION AND CONSIDERATION OF THE AT HOME ON HIGH STREET FINAL REVOLVING LOAN FUND PAYMENT.

In May, the Finance Committee discussed the terms of a final balloon payment, if payment was made within 90 days. The borrower was not able to provide the final balloon payment within 90 days, but has provided the final amount with some additional time. The borrower has provided the amount requested.

If the final payment is made on the loan, the City will be paid back the final loan amount plus approximately 20%.

Motion (Burrows/Martin) to recommend Council approval of authorizing the final payment and marking the loan as closed. Motion carried, all voting aye (3-0).

DISCUSSION AND CONSIDERATION OF MEMORANDUM OF UNDERSTANDING AGREEMENT BETWEEN CITY COUNCIL AND THE OFFICE OF THE CITY ADMINISTRATOR FOR THE OBLIGATION OF THE CITY'S ARPA FUNDS TOWARDS COMMUNICATION AND TECHNOLOGY UPGRADES, POLICE BULLET-PROOF VESTS, AND CHILDCARE INDUSTRY INCENTIVES.

ARPA funds must be obligated by the end of 2024. The Council previously identified technology upgrades as a budgeted ARPA expense. Projects would include upgrading the City's file server, remote access capabilities, and workstations.

Existing bullet-proof vests will exceed the manufacturer's warranty in the coming year.

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

City Clerk-Treasurer | Christy Skelding | cityclerk@cityofmineralpointwi.gov



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

Honer stated that the St. Mary's Catholic Church town is on board with utilizing their facility as a child care service location.

Motion (Burrows/Martin) to recommend Council approval of the Memorandum of Understanding Agreement between City Council and the Office of the City Administrator for the Obligation of the City's ARPA funds towards communication and technology upgrades, police bullet-proof vests, and childcare industry incentives. Motion carried, all voting aye (3-0).

APPROVAL OF AN AGREEMENT BETWEEN THE MINERAL POINT OPERA HOUSE AND THE CITY OF MINERAL POINT FOR THE OBLIGATION OF THE CITY'S ARPA FUNDS TOWARDS THE REPLACEMENT OF THE OPERA HOUSE MARQUEE, RENOVATING THE FRONT ENTRANCE, AND TUCKPOINTING.

City Council recommended to use \$50,000 of the ARPA funds toward the Opera House Marquee. The Opera House project has expanded, and they are looking for some flexibility in using those funds. The design they wanted for the marquee is currently being challenged for what is eligible for the Federal funds.

Overall, the agreement was edited slightly to provide more flexibility on how the Opera House can use the funds provided from the ARPA budget.

Motion (Galle/Burrows) to recommend Council approval of the agreement between the Mineral Point Opera House and the City of Mineral Point for the obligation of the City's ARPA funds towards the replacement of the Opera House marquee, renovating the front entrance, and tuckpointing. Motion carried, all voting aye (3-0).

APPROVAL OF AN AGREEMENT BETWEEN BOARDMAN & CLARK, LLP AND THE CITY OF MINERAL POINT FOR THE OBLIGATION OF THE CITY'S ARPA FUNDS TOWARDS THE RECODIFICATION OF THE CITY MUNICIPAL CODE AND UPDATING THE EMPLOYEE HANDBOOK.

The Council recommended to use \$20,000 of the ARPA funds toward the recodification of ordinances and updating the Employee Handbook. The City Administrator and Attorney feel confident that this can be done within budget.

Motion (Burrows/Martin) to recommend Council approval of the agreement between Boardman & Clark, LLP and the City of Mineral Point for the obligation of the City's ARPA funds towards the recodification of the City Municipal Code and updating the employee handbook. Motion carried, all voting aye (3-0).

APPROVAL OF AGREEMENTS WITH STRAND AND ASSOCIATES FOR TECHNICAL SERVICES FOR 2025.

Every year the City has an agreement with Strand regarding the prices they charge for IT services. There is actually an underlying agreement. The IT services is a task order each year that Strand gives the City. There is no charge and no obligation to the underlying agreement.

Motion (Burrows/Martin) to recommend Council approval the agreements with Strand and Associates for technical services for 2025. Motion carried, all voting aye (3-0).

REVIEW MONTHLY TREASURER'S AND BUDGET REPORTS

The interest rate at LGIP went from 4.93% to 4.72%

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

City Clerk-Treasurer | Christy Skelding | cityclerk@cityofmineralpointwi.gov



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

Everything is tracking as expected on the budget report.

The City is going to be closing a few accounts at Farmers Savings Bank to condense the number of accounts we have. We will be transferring the funds in each account to Pooled Cash.

Motion (Martin/Burrows) to accept monthly Treasurer's and Budget Reports and place on file.

Motion carried, all voting aye (3-0).

APPROVAL OF MONTHLY BILLS

Motion (Burrows/Martin) to recommend Council approval of the monthly bills. Motion carried, all voting aye (3-0).

UPDATE ON OTHER FINANCE MATTERS

City staff will work to put together the final budget and send a document out.

The City has recently discovered 7 properties that have been billed incorrectly for the past 8 years. Fosbinder has estimated that since 2016, the city has lost approximately \$500,000-750,000. Fosbinder will work to notify all customer affected by this billing error. The City will not back bill for the error, but will correct the billing moving forward.

ADJOURN

Motion (Martin/Burrows) to adjourn at 5:02 pm. Motion carried, all voting aye (3-0).

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

City Clerk-Treasurer | Christy Skelding | cityclerk@cityofmineralpointwi.gov