FINANCE & ADMINISTRATION COMMITTEE MEETING
June 3, 2026 – 3:00 PM
Council Chambers, 42 N. Main Street
Minutes prepared by: Barb Schmidtknecht

The meeting was called to order at 3:00 pm by Barb Schmidtknecht. Roll call: Scott Feraro, Stephen Qualy (by phone), Barb Schmidtknecht all present. Others present: Mayor Ben Adank and Clerk-Treasurer Marcia Larson. The Pledge of Allegiance was recited.

Motion Stephen, second Scott to approve the April 29, 2026 minutes of the Finance and Administration Committee meeting. Motion carried and minutes were approved.

Discussion of law enforcement services funding will continue at the next meeting. The audit should be ready at the end of June. The city administrator-treasurer position has been paused due to receipt of a petition to bring this to a referendum vote.

The committee continued review of public works and utilities structure options. Motion Scott, second Stephen to approve and advance the public works model as identified and send to council for approval on June 10. Motion carried 3-0.

The performance review process was designed as a potential tool and resource for a city administrator-treasurer to implement in their new role. The process will be tabled until after the referendum and we will continue with current practice.

Motion Stephen, second Scott to approve and forward to council change order #32 from Simmons Construction addressing auditorium water infiltration for $26,000. Motion carried 3-0. The expense would be allocated to the city properties assigned fund and the balance to the unassigned fund.

Motion Scott, second Stephen to approve the overage of $3,313 from Duet Resource Group for auditorium furnishings and send it to full council for approval on June 10. Motion carried 3-0. The expense would be allocated to the current general fund library line.

Motion Scott, second Stephen to approve and forward to council change order #34 from Simmons Construction for stage ceiling and related items for $13,438. Motion carried 3-0. The expense would be allocated to the River Players fund.

Motion Scott, second Stephen to approve and forward to council an estimate from Southern Minnesota Inspection for theatre curtains and rigging for $21,975. Motion carried 3-0. An anonymous donor will contribute $15,000 and the balance of $6,975 would be allocated to the River Players fund.

The City has the opportunity to purchase computer equipment at cost through the Winding Rivers Library System (WRLS). Additionally, WRLS would provide maintenance and support. Motion Scott, second Stephen to purchase library technology, computer hardware and equipment through WRLS rather than the City's established procurement policy. Motion carried 3-0.

The assigned funds were reviewed. Motion Stephen, second Scott to recommend to Council to unassign Police Pals funds of $872.52 and close the account. Motion carried 3-0.

A proposal for a website and communication platform from Town WEB (HeyGov.com) was reviewed. Motion Stephen, second Scott to recommend to Council to accept the proposal. Motion carried 3-0.

Council Standards of Excellence and Offensive Behavior Mitigation policy drafts were tabled.

Status and financial information for the bandshell was not available.

Wisconsin League of Municipalities Conference information on financing was shared.

Stephen left the meeting at 4:50 pm.

To consider a motion to convene in Closed Session under section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion Scott, second Barb to go into closed session. Roll call vote: Scott yes, Barb yes. Meeting went into closed session at 4:54 pm.

(closed session)

Meeting returned to open session at 5:30 pm.

Motion to adjourn by Scott, second Barb. Motion carried and the meeting adjourned at 5:31 pm.