

FINANCE & PERSONNEL COMMITTEE

December 14, 2021

6:40pm

PRESENT: Chairperson Rusniak, Members Fulop, Kohler, Sikora

ALSO PRESENT: City Administrator Volkert, City Clerk Lori Hetzel, City Treasurer Dawn Timm,
Utilities Director Brian Rhodes

Call to Order – Chairperson Rusniak called the meeting to order at 6:40 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members of the Committee were present.

Public Comment Period – None.

Discussion and consideration of approving a Class B intoxicating liquor and fermented malt beverage license to Dave’s Lanes for the period January 1, 2022 to June 30, 2022 – City Clerk Lori Hetzel explained that Dave’s Lanes is for sale and the new owner is required to apply for a new license. The business name is staying the same and ownership is being transferred on January 1.

MOTION by Alderperson Sikora, seconded by Alderperson Fulop approving a Class B intoxicating liquor and fermented malt beverage license to Dave’s Lanes for the period January 1, 2022 to June 30, 2022.

MOTION CARRIED UNANIMOUSLY.

Discussion and consideration of approving the revisions to the City of Hartford’s Purchasing Policy – City Treasurer Dawn Timm explained that the dollar thresholds for approval are being increased in an effort to increase the City’s purchasing efficiency when dealing with increased costs and supply chain issues. Purchase orders up to \$30,000, increased from \$15,000, would still require City Administrator approval and Utility Committee approval when applicable, but will no longer require Common Council approval. Utility inventory requisitions under \$150,000 would no longer require Common Council approval, but would still require approval from the Utility Committee; this is an increase from \$100,000.

Alderperson Fulop asked how often purchase orders exceed the current dollar thresholds. City Treasurer Timm explained that this increase is being requested by the Utilities Director Brian Rhodes. Brian Rhodes explained that it occurs often enough and then pointed out that supplies that were ordered almost a month and a half ago, are waiting to be approved at tonight’s Common Council meeting. Alderperson Fulop then asked for an overview of the City’s purchase order policy. City Treasurer Timm explained that any purchase over \$2500 requires a purchase order. Purchases under the \$30,000 threshold would need to be approved first by the Department Head requesting the purchase, then by the Finance Director and finally by the City Administrator. Above the \$30,000 would then go to the Common Council and/or the Utility Committee for approval.

MOTION by Alderperson Fulop, seconded by Alderperson Sikora approving the revisions to the City of Hartford’s Purchasing Policy.

MOTION CARRIED UNANIMOUSLY.

Discussion and consideration of approving the write off of uncollectible personal property taxes for the year 2020 – City Treasurer Dawn Timm explained that writing off the uncollectible personal

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property tax does not dismiss the unpaid tax, but recognizes the diminishing likelihood that the amount will not be collected in full.

Aldersperson Sikora asked how the conclusion is made that the taxes will not be paid. City Treasurer Timm explained that the Finance Department makes every effort to contact the owner, and when letters come back undeliverable and phone numbers are disconnected, that is when that determination is made.

MOTION by Aldersperson Kohler, seconded by Aldersperson Fulop approving the write off of uncollectible property taxes for the year 2020.

MOTION CARRIED UNANIMOUSLY.

Discussion and consideration of carrying forward 2021 unexpended general fund project funds – City Treasurer Dawn Timm explained there are 7 projects that will not be completed by the end of the year and need funds carried forward to next year.

Aldersperson Fulop asked why one of the projects being requested to carry forward is labor costs for a part-time inspection position that was never filled. City Treasurer Timm and City Administrator Volkert explained that this position was not budgeted for in 2022 because it was going to be carried forward. City Administrator Volkert also explained that it is advantageous in terms of tax because if it isn't in the budget, it won't be taxed for the coming year.

MOTION by Aldersperson Fulop, seconded by Aldersperson Kohler to approve carrying forward 2021 unexpended general fund project funds.

MOTION CARRIED UNANIMOUSLY.

Adjournment – MOTION by Aldersperson Sikora, seconded by Aldersperson Fulop for adjournment at 6:56 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

FPDEC14.21

Compiled by Samantha Walters, Deputy Clerk