

**Manitowoc Public School District**  
**Minutes of the Finance & Budget Committee Meeting**  
**Wednesday, September 21, 2022 at 5:30 pm**

Committee Members present were Collin Braunel, Chair, Kathy Willis, and Tony Vlastelica. Other board members present: President Stacey Soeldner and Kerry Trask. Director of Business Services Angela Erdmann, Director of Buildings and Grounds, and Interim Superintendent Jim Feil were also in attendance.

**I. CALL MEETING TO ORDER**

Committee Chair Braunel called the meeting to order at 5:31 pm.

**II. FACILITIES PLAN VENDOR RECOMMENDATION - (Information/Discussion/Possible Action)** Director Erdmann and Dupre made the recommendation to the board to approve Nexus Solutions as the vendor to complete a comprehensive facility study for the Manitowoc Public School District. Dupre offered additional information regarding the process Nexus would use after the study is complete to review the results of the study. When asked if there were specific factors that led to the recommendation. Erdmann stated that the fact that they commission their work is what makes Nexus stand out. Due to the size of our district and varying demands of each project, to have them ensure that the work is completed accurately is well worth the cost.

There was conversation regarding commitment within the full contract agreement. Questions arose regarding how much potential cost liability the district would incur depending if we would not move forward on projects with Nexus after the survey would be complete. The committee asked that a draft of the contract be shared with the committee as well our legal counsel before being signed to ensure that we understand our full liability.

Motion by Kathy Willis, second by Vlastelica, motion carried to the full board for approval to engage with Nexus Solutions to complete a facilities survey.

**III. LONG-TERM CAPITAL IMPROVEMENTS PLAN APPROVAL - (Information/Discussion/Possible Action)**

Erdmann shared the plan and provided the history behind assembling the plan that represents work over several years in a format to be shared in the future to educate the board and public in regard to the district's Capital Improvement news. Most important at this point is that we have to have a 10 Year Long Term Capital Improvements Plan on file at DPI in order to meet the requirement to expend funds from Fund 46. Moving forward we will update the plan annually. Dupre shared that the plan is not all-inclusive and the data have been compiled in many different ways and that our full facilities study data that will be captured by Nexus will add to and verify what is in this report in versions approved in future years.

There was discussion regarding if we use the plan to meet the requirement and whether this will confuse the public knowing that we will be engaging with Nexus Solutions. The committee asked that the plan be filed with DPI, but not actively shared with the community as the full facility study will capture remaining/additional needs not captured in the current plan.

Motion made by Vlastelica, second by Willis to approve the 2022-23 MPSD Long Term Capital Improvements plan to be submitted to DPI.

**IV. TRANSFER OF SERVICE OVERVIEW/UPDATE - (Information/Discussion/Possible Action)**

Erdmann shared the overview of the filing for transfer of service. Filing for Transfer of Service is advisable at this time as our mill rate is low, however, the board will want to discuss and examine whether filing for Transfer of Service is in

the best interest of the district annually.

#### V. SALE OF PROPERTY ON 8TH & COLUMBUS STREETS - (Information/Discussion/Possible Action)

Chair Braunel shared the history of the property and the action that the former board did not take on the property. He shared that there was concern over a fence blocking the blind spot on that corner at the time causing an obstruction and a safety concern.

Erdmann will reach out to the city regarding the property and work to have the land appraised before moving forward in the next steps to sell the property.

Motion by Willis to have 8th and Columbus appraised, second by Vlastelica.

#### VI. PRELIMINARY BUDGET ADOPTION - (Information/Discussion/Possible Action)

Erdmann shared the highlights of the preliminary budget with the committee. It was emphasized that while we are making extensive use of ESSER funds that the district will need to carefully examine expenditures after ESSER funding is claimed as several positions are currently added and funded through ESSER funds. In addition, state aid is up considerably which in turn affects the amount of the levy to the local tax base. Combined with increased equalized land value and a lower levy, the mill rate is tentatively estimated to be \$5.25. Erdmann shared that this amount is preliminary and will likely increase a little when aid, enrollments, transfer of service factors are finalized and applied to the revenue limit calculation.

Feil was asked for his assessment of the financial status of the MPSD. Feil acknowledged that we undoubtedly have a revenue problem. Feil mentioned that he felt that while we will continue to examine our expenditures, that we will not see a reduction in the expenditures towards the total MPSD budget, but the expenditure amounts will likely shift to other areas to add where necessary. He mentioned that we are highly influenced by what the government does to us and that has to be taken into consideration.

Vlastelica asked that we continue to examine our value of current expenditures and return on investment to ensure we are capturing the best value. The committee discussed the continued examination of comparables with other districts of similar funding and socioeconomic status that are excelling in academics. Erdmann shared that the district will continue its work in reexamining expenditures in all areas.

Motion by Willis, second by Vlastelica to approve the 2022-23 Preliminary Budget. Motion carried to the full board.

#### VII. ADJOURN

Motion to adjourn by Vlastelica, seconded by Willis at 7:12 p.m. Motion carried, 3-0. Meeting adjourned.

Respectfully submitted,  
Angela M. Erdmann  
Acting Secretary  
September 23, 2022