

CITY OF WEYAUWEGA  
FINANCE COMMITTEE PROCEEDINGS  
AUGUST 8, 2023

The Finance Committee meeting was called to order by Kaley DuCoeur at the Weyauwega Municipal Building Council Chambers at 6:30 pm. Roll call was taken. Members Present: Kaley DuCoeur and Dewey Stelzner. Also Present: Mayor Rich Luedke, City Administrator Jeremy Schroeder, City Clerk Rebecca Loehrke, Bruce Goetsch, and Shani Appleby. Committee is down one member with the resignation of Tim Litscher on 07/31/2023.

*Motion Stelzner, second DuCoeur, to approve the Finance Committee meeting minutes from July 11, 2023. Motion carried with all "ayes".*

**Citizen Appearances:** None

**Budget Timeline & Capital Requests:** Schroeder presented the budget timeline in the packet. He will have discussions at all committee meetings going forward. The timeline does have Council meeting one week earlier in November so that he would be able to go on vacation. City Departments and partners like the Youth Baseball organization have been sent capital requests forms to complete. Schroeder will also be presenting the water/sewer budget for approval. This is not something that is required but would like to bring it forward. Stelzner stated the Fire Department is also working on their budget. Asked about employee increases and if anything has been discussed yet. It has usually been around 2% in the past but Schroeder would like to look at a 4-5% increase to be closer to the cost of living increase. It is very early in the budget process yet so anything can change. Schroeder would also like to have a discussion on unassigned funds. He wants everyone to know the process to increase the unassigned funds.

**Mill Pond Circle Lots #24, 25 & 26:** Schroeder and Bob Underberg met with two individuals interested in purchasing lots 24, 25 & 26 in Mill Pond Circle. They own a spray coating business and are also looking at a lot along County Road AA for their business. They would like to move forward with the developer's agreement for all three lots. Attorney Kalney already has the developer's agreement drawn up with the corrections that have been discussed in the past from the individual this spring that wanted to build. He can take that agreement and change the names on it. If committee agrees it would go to Attorney Kalney for the necessary changes and move forward. *Motion Stelzner, second DuCoeur, to move forward with the name changes to the Developer's Agreement for lots 24, 25 & 26 in Mill Pond Circle. Motion carried with all "ayes".*

**2023 Waupaca County Fair Sponsorship – Discussion and Possible Action:** It is recommended to council to approve a \$750 sponsorship for the Waupaca County Fair which is the same as last year. In-kind services done by the Public Works department puts the sponsorship at a higher level when advertised by the Fair. Stelzner cannot vote as he is on the Fair board. Stelzner asked about a separate water meter on the hydrant on the east end by the Cap Services buildings. Schroeder will speak with Public Works and the City Treasurer to see what can be done to make billing easier.

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**Payroll Voucher Process to Electronic Approval & Distribution – Discussion and Possible**

**Action:** Schroeder talked about the current approval process of two people approving the pay stubs and initialing them. Done by the Administrator and then either the Mayor or Council President. If it goes to electronic approval and distribution only the administrator would approve the pay stubs. The Finance Committee would still ultimately approve the pay stubs when it approves the checks each month. Paystubs would then be sent to employees personal emails and not printed out on paper and passed out. Personal emails would need to be used because when someone leaves their city email is stopped and they would not have access to their payroll history. It would then be required for all employees and would start at the 1<sup>st</sup> of the year. *Motion Stelzner, second DuCoeur, to approve the electronic approval and distribution of payroll to employee’s personal emails starting 01/01/2024. Motion carried with all “ayes”.*

**Approve Checks from 07/01/2023 through 07/31/2023 totaling \$319,900.38 and the monthly**

**financial reports:** *Motion DuCoeur, second Stelzner, to approve checks from 07/01/2023 through 07/31/2023 totaling \$319,900.38 and the monthly financial reports. A roll call vote was taken with “ayes” from Stelzner and DuCoeur. Motion carried.*

**Administrator’s Report:**

Schroeder reminded council members of the upcoming Local Government 101 seminar being offered at Par 4 in Waupaca on September 22<sup>nd</sup>. It is sponsored by the League of Wisconsin Municipalities. Please let Schroeder know if you would like to attend.

**Set next meeting date/time:**

The next committee meeting will be held on September 12<sup>th</sup> at 6:30 pm.

**Such other matters as authorized by law:** None

*Motion DuCoeur, second Stelzner, to move into Closed Session at 6:56 pm pursuant to §19.85(1)(C) Wis. Stats., in consideration of employment, promotion, compensation, or performance evaluation data of any city employee who is subject to the jurisdiction or authority of the council. The reason for the closed session is to discuss staffing and wage planning for 2024. If the committee adjourns into closed session it may choose to reconvene into open session at the completion of the closed session pursuant to §19.85(2) Wis. Stats. Motion carried with all “ayes”.*

*Motion Stelzner, second DuCoeur, to adjourn in closed session at 7:21 pm. Motion carried with all “ayes”.*

**Recommendations to Council:**

1. Recommend to move forward with the name changes to the Developer’s Agreement for lots 24, 25 & 26 in Mill Pond Circle.
2. Recommend approval of a Waupaca County Fair Sponsorship for 2023.

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3. Recommend to approve the electronic approval and distribution of payroll to employee's personal emails starting 01/01/2024.
4. Recommend to approve checks dated 07/01/2023 through 07/31/2023 totaling \$319,900.38 and the monthly financial statements.

Rebecca Loehrke  
City Clerk