

CITY OF WEYAUWEGA
FINANCE COMMITTEE PROCEEDINGS
FEBRUARY 9, 2021

The Finance Committee meeting was called to order by Chairman Keith Najdowski at the Weyauwega Municipal Building Council Chambers at 3:00 pm. Roll call was taken. Members Present: Keith Najdowski, Shani Appleby and Rich Luedke. Also Present: Mayor Jack Spierings, City Administrator Jeremy Schroeder, Clerk Rebecca Loehrke, Treasurer Trina Herbst-Gutche, Police Chief Jerry Poltrock, and Matthew & Brittany Church

Motion Najdowski, second Appleby, to approve the Finance Committee meeting minutes from January 12, 2021. Motion carried with all "ayes".

Citizen Appearances: None

Discussion and possible action on contract change with Waupaca County DHHS: Schroeder spoke with Melissa Anderson, the Aging and Disability Resource Manager with Waupaca County. With the changes in the nutrition site program and not having congregate dining, the County would still like to rent the office space for the coordinator to be able to work out of this area. The County would like to rent the space for \$1,500 per year (\$125 per month). The committee was fine with modifying the rental agreement. Motion Najdowski, second Luedke, to approve the contract change with Waupaca County DHHS for rent of \$125 per month for the office space. Motion carried with two "ayes" and one abstain from Appleby.

Discussion and possible action on request from Sweetwood LLC to change Developer's Agreement: Schroeder was presented with the request from Sweetwood to amend their Developer's Agreement to build zero step attached single family duplexes on lots 1, 2, 3 and 27. They feel there is a need in the area for elderly residents that want to be able to still live on their own. This change will be a two-step process. First, the amended developer's agreement needs to be approved. Second, the Planning Commission will need to change the zoning on those lots to allow zero lot lines. *Motion Najdowski, second Appleby, to approve to amend the Developer's Agreement with Sweetwood LLC to add lots 1, 2 and 27 to the agreement. Motion carried with all "ayes". Motion Najdowski, second Appleby, to extend the agreement for an additional 2 years. Motion carried with all "ayes".*

Discussion and possible action on Audit Service Agreement with CliftonLarsonAllen LLP: Schroeder explained this is a standard letter CliftonLarsonAllen sends out to their clients explaining the services they provide to the City. Schroeder commented if an RFP should be done for audit services for 2022 since it probably hasn't been done for many years. The committee doesn't see it as a high priority at this point. A good auditor is someone you don't always want to change when they know your company. Schroeder did mention that the final audit completions have been taking longer and longer to receive every year which makes it difficult when needing certain financial information. Najdowski stated if still real late for getting the 2020 audit results then the City could look at an RFP. *Motion Najdowski, second Appleby to approve the Audit Services Agreement with CliftonLarsonAllen LLP. Motion carried with all "ayes".*

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Discussion and possible action on Employee Sick Time Accumulation: Najdowski spoke about reviewing the samples that were presented at the January meeting. He liked sections from each one and would like to put those sections together for something that best fits our City. Schroeder stated that he spoke with Attorney Kalny who is working on the changes to the personal manual. There are so many changes that need to be made to follow the current laws. Schroeder asked the committee to wait and see what comes from Kalny's review of that section of the manual. *Motion Najdowski, second Luedke, to table any further discussion on employee sick time till review by City Attorney. Motion carried with all "ayes".*

Discussion and possible action on clarification of Administrator 2% performance bonus as a 2% wage increase: Najdowski stated that the original motion should have read wage increase not bonus. *Motion Najdowski, second Luedke, to clarify the administrator receive a 2% wage increase not bonus. Motion carried with all "ayes".*

Approve Checks from 01/01/2021 thru 01/31/2021 totaling \$600,555.29 and the monthly financial reports: *Motion Najdowski, second Appleby, to approve checks from 01/01/2021 through 01/31/2021 totaling \$600,555.29 and the monthly financial reports. A roll call vote was taken with "ayes" from Luedke, Appleby and Najdowski. Motion carried.*

Administrator's Report: Schroeder reported that he attended a breakfast briefing webinar put on by Davies|Kuelthau on vaccination consideration and employer challenges. There are a lot of changes at both the state and national level and nobody can keep up. It is recommended to reach out to attorney before the City does anything to avoid any legal challenges. Schroeder also stated he has been very busy with the water tower, water system and treatment plant projects along with battling the cold, ice and snow storms. He would like to have a closed session next month to talk about the administrator.

Set next meeting date/time: The next committee meeting will be held on Tuesday, March 9, 2021 at 3:00 pm.

Such other matters as authorized by law: None

Motion Appleby, second Najdowski, to adjourn at 3:20 pm. Motion carried with all "ayes".

Recommendations to Council:

1. Recommend to approve the contract change with Waupaca County DHHS for rent of \$125 per month for the office space.
2. Recommend to amend the Developer's Agreement with Sweetwood LLC to add lots 1, 2 and 27 to the agreement.
3. Recommend to extend the agreement with Sweetwood LLC for an additional 2 years.
4. Recommend to approve the Audit Services Agreement with CliftonLarsonAllen LLP.
5. Recommend approving the clarification that the administrator receives a 2% wage increase not bonus.

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6. Recommend to approve checks dated 01/01/2021 thru 01/31/2021 totaling \$600,555.29 and the monthly financial statements.

Rebecca Loehrke
City Clerk