

CITY OF WEYAUWEGA  
FINANCE COMMITTEE PROCEEDINGS  
DECEMBER 14, 2021

The Finance Committee meeting was called to order by Chairman Kaley DuCoeur at the Weyauwega Municipal Building Council Chambers at 6:07 pm. Roll call was taken. Members Present: Kaley DuCoeur and Rich Luedke. Not Present: Shani Appleby. Also Present: Mayor Jack Spierings, City Administrator Jeremy Schroeder, Clerk Rebecca Loehrke and Chris Gunderson.

*Motion Luedke, second DuCoeur, to approve the Finance Committee meeting minutes from November 9, 2021. Motion carried with all "ayes".*

**Citizen Appearances:** None

**Discussion and possible action on 2021 Vacation & Comp Rollover Requests:** Requests from employees to carry over vacation and comp time were submitted to the City Administrator per the personnel manual. In the future Schroeder would like to review the chapter on vacation and comp time rollover in the personnel manual. Question was brought up about Officer Walby being on workman's comp and also being able to carryover vacation and comp time. The committee would like all comp time to be paid out yet this year and not carried over. *Motion Luedke, second DuCoeur, to payout all employee comp time by the end of the year or last pay period and allow employees to carryover requested vacation to be used by March 31, 2022. Motion carried with all "ayes".*

**Discussion and possible action on contract for Revaluation Assessment Services:** Associated Appraisals will start the revaluation work in July/August of 2022 but will not finish the full revaluation until 2023. Payment will be split with \$12,600 due in 2022 and \$18,900 in 2023. *Motion Luedke, second DuCoeur, to accept the contract with Associated Appraisals for Revaluation Assessment Services. Motion carried with all "ayes".*

**Discussion and possible action on Community Satellite Kitchen Proposal:** Schroeder has been involved in numerous discussions about allowing individuals to rent the kitchen at City Hall to prepare and package food they would like to sell. Schroeder met with the City Building Inspector and the State Building Inspector. The City would need to purchase a commercial stove and commercial exhaust hood. Cost could range from \$2,100 - \$5,000 for a Type 1 exhaust hood and even more expensive for a Type 2 hood depending on what would be needed. Plus additional cost for a commercial stove and installation. Would the City receive enough income from renting the kitchen to justify the cost of the kitchen upgrades? Schroeder will continue to look into cost on equipment and check into the HVAC and see what type of exhaust hood would be needed. Will put on the January agenda for more discussion.

**Authorization to complete and submit Community Development Investment Grant for Jon Dahke:** Mr. Dahlke is in the process of purchasing the former Bank First building. He will be renovating the building into a Funeral Home and Crematorium. Schroeder would like to submit a Community Development Investment Grant application for Mr. Dahlke which is the same grant that was awarded to Steve and Terri Liebe for the renovation of 102/104 E. Main Street.

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*Motion Luedke, second DuCoeur, to allow Administrator Schroeder to move forward and submit the Community Development Investment Grant application for Jon Dahlke. Motion carried with all "ayes".*

**Approve Checks from 11/01/2021 through 11/30/2021 totaling \$629,582.35 and the monthly financial reports:** *Motion DuCoeur, second Luedke, to approve checks from 11/01/2021 through 11/30/2021 totaling \$629,582.35 and the monthly financial reports. A roll call vote was taken with "ayes" from Luedke and DuCoeur. Motion carried.*

**Administrator's Report:** Nothing more to report.

**Set next meeting date/time:** The next committee meeting is scheduled for Tuesday, January 4, 2022 at 6:15 pm.

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

*Motion Luedke, second DuCoeur, to adjourn at 6:31 pm. Motion carried with all "ayes".*

**Recommendations to Council:**

1. Recommend to approve the payout of all employee comp time by the end of the year or last pay period and allow employees to carryover requested vacation to be used by March 31, 2022.
2. Recommend to approve the contract with Associated Appraisals for Revaluation Assessment Services.
3. Recommend to allow Administrator Schroeder to move forward with the Community Development Investment Grant application for Jon Dahlke.
4. Recommend to approve checks dated 11/01/2021 through 11/30/2021 totaling \$629,582.35 and the monthly financial statements.

Rebecca Loehrke  
City Clerk