

CITY OF WEYAUWEGA
FINANCE COMMITTEE PROCEEDINGS
SEPTEMBER 13, 2022

The Finance Committee meeting was called to order by Chairman Kaley DuCoeur at the Weyauwega Municipal Building Council Chambers at 5:45 pm. Roll call was taken. Members Present: Tim Litscher, Rich Luedke and Kaley DuCoeur. Also Present: Mayor Jack Spierings, City Administrator Jeremy Schroeder, Police Chief Brandon Leschke, Clerk Rebecca Loehrke, Chris Gunderson and Leon Church with Sweetwood Builders.

Motion Luedke, second Litscher, to approve the Finance Committee meeting minutes from August 8, 2022. Motion carried with all "ayes".

Citizen Appearances: None

Sweetwood Builders Update: Leon Church with Sweetwood Builders provide updates to the committee on the Mill Pond Circle projects. COVID and the increase cost in building supplies has caused delays in construction and very hard to build under \$200,000 in this market. They have built 4 houses in the subdivision so far. The commitment is still the same to the City to build on the other lots they have. They have waited for the price of building supplies to go down before construction begins on the zero lot line duplexes so they can price them at a reasonable price. They are working with Premier in Waupaca to receive financing for the duplexes and will be digging next week with framing to start end of September. They will start promoting the construction of the new duplexes next week to start interest in the properties. Building plans have gone to the State and will go to the Building Inspector soon.

Employee Handbook Discussion and Possible Action: Schroeder handed out to the committee some things he has been working on which are all draft form at this time and subject to any changes. First item is Compensatory Time Off. Currently the handbook is confusing and contradicting to some. Protective Services are allowed 84 hours to bank and all other departments 80 hours to bank and be paid out by the end of the year. Schroeder would like it changed to everyone can bank up to 80 hours during the year and whatever is outstanding is paid out at the first payroll in December. Second Item for discussion is Sick Leave. Currently employees can earn 12 days annually (8 hours a month) with a max of 720 hours. Once an employee hits the 720 max there is no reward for continuing to come to work and being healthy. Schroeder's proposal would be once an employee reaches the 720 max they continue to accrue 8 hours a month of sick time. At the end of the year they would then get paid \$50 a day for what they have accrued past the 720 max up to 12 days. This would be an incentive to employees to not abuse the sick time. The third item is longevity pay. Currently the longevity pay is based on an employee's years of service and starts after 5 years of service at \$60 and goes up to \$360 after 30 years of service. Schroeder proposes length of service to start after year 3 and would be calculated on a percentage of total wages. He feels this is a nice incentive to help keep employees because a simple wage increase is not enough. The City is not able to give large raises like in the private sector and these are all ways to give incentive to our current employees. With no longer having a Public Works Supervisor position that frees up a line item in the budget to allocate funds elsewhere which would be used to fund these incentives.

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Luedke thanked Schroeder for his time to put all three drafts together. This had been a work in progress for several years. The committee was happy with what was proposed for City employees. *Motion Luedke, second Litscher, to approve the Compensatory Time Off, Sick Leave and Longevity Pay as presented by Administrator Schroeder. Motion carried with all "ayes".*

Council Chambers Technology Update: Schroeder reported that he is still working on getting another quote for technology updates in the Council Chambers. Bluum Technologies was looking for flow diagrams or plans for the Council Chambers from Heartland when everything was built. Schroeder reached out to Heartland for information but Heartland cannot find anything and there are no employees currently working for Heartland that worked on the City Hall project. Bluum Technologies will be coming out next week to go through everything in the Council Chambers with their engineer.

Approve Checks from 08/01/2022 through 08/31/2022 totaling \$199,545.25 and the monthly financial reports: *Motion Luedke, second Litscher, to approve checks from 08/01/2022 through 08/31/2022 totaling \$199,545.25 and the monthly financial reports. A roll call vote was taken with "ayes" from Litscher, Luedke and DuCoeur. Motion carried.*

Administrator's Report: Schroeder reported on the following items:

- He is working on a credit card policy for all employees. Currently the City does not have one. Will bring to committee next month.
- The property at 102 E Main Street has had a few hiccups. The original bank the property owners were going thru for financing of the project backed out. They are now working with Premier for financing. Premier has not given an answer yet but it does look promising. Should know within a week or two.
- A couple of CD's are coming due at BMO. Will be working on moving them to Premier.
- Continual work on the budget. Health Insurance will be impacted with a 20% increase.

Set next meeting date/time: The next committee meeting is scheduled for Tuesday, October 11th at 5:30 pm.

Such other matters as authorized by law: Litscher asked about the Sweetwood Developers Agreement. It will be put on the agenda for next month. Schroeder will send out the original agreement and extension to the committee to review.

Motion Litscher, second Luedke, to adjourn at 6:40 pm. Motion carried with all "ayes".

Recommendations to Council:

1. Recommend to approve the Compensatory Time Off, Sick Leave and Longevity Pay as presented by Administrator Schroeder.

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2. Recommend to approve checks dated 08/01/2022 through 08/31/2022 totaling \$199,545.25 and the monthly financial statements.

Rebecca Loehrke - City Clerk