

CITY OF WEYAUWEGA
FINANCE COMMITTEE PROCEEDINGS
JULY 11, 2023

The Finance Committee meeting was called to order by Dewey Stelzner at the Weyauwega Municipal Building Council Chambers at 6:30 pm. Roll call was taken. Members Present: Tim Litscher and Dewey Stelzner. Not Present: Kaley DuCoeur. Also Present: Mayor Rich Luedke, City Administrator Jeremy Schroeder, Police Chief Brandon Leschke, City Clerk Rebecca Loehrke, Bruce Goetsch, Chris Gunderson, Shani Appleby and Bob Underberg.

Citizen Appearances: None

Building Inspector Introduction with Question and Answer: Bob Underberg introduced himself to Council members that may not know him. He shared his background. Has been in Waupaca since 1977 and worked with the City of Waupaca till 2004. Has been the Building Inspector also for the Townships of Dayton and Farmington. He has been with the City of Weyauwega for the last 22 years. He said the current City staff has been the best to work with and is very knowledgeable. Litscher asked about distressed properties and how he handles them. Underberg stated he has helped with the properties and works with City staff in regards to the guidelines of the law.

Building Permit Fee Review: The Building Permit Fee review is being brought forward since it has not been done for many years. Schroeder would like to see it reviewed on an annual basis when the City's Fee Schedule is reviewed. One of the items to look at is the exception that is noted on waiving fees from major storm damage. It is not something that helps the City when the Building Inspector still needs to go out and do his work and not get paid for it. Insurance companies will cover the cost of permits due to storm damage work. The second item would be to increase the cost of the fence permit from \$10 to \$20. All other fees are acceptable at this time. The change to the Building Permit Fee Schedule would be effective at the start of 2024. *Motion Stelzner, second Litscher, to remove the exception in the Building Permit Fee Schedule that states "In the case of major storm damage, the City will waive all fees for replacement roof surface, windows, and siding with like materials that are completed within one year of damage." Motion carried with all "ayes". Motion Stelzner, second Litscher, to increase the fence permit fee to \$20. Motion carried with all "ayes".*

Building Inspector Permit Process and Schedule Review: Underberg spends a good part of the winter in the south. The process of scanning applications and emailing him have worked good in the past with no issues. Underberg will spend a little more time in Florida starting in the fall but be back between Thanksgiving and Christmas. As long as Council is good with this we will continue with the process. Committee doesn't see any issues.

Approve Checks from 06/01/2023 through 06/30/2023 totaling \$251,699.53 and the monthly financial reports: *Motion Stelzner, second Litscher, to approve checks from 06/01/2023 through 06/30/2023 totaling \$251,699.53 and the monthly financial reports. A roll call vote was taken with "ayes" from Litscher and Stelzner. Motion carried.*

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Administrator's Report: Schroeder reported that there will be some challenges with the 2024 Budget timeline and his vacation request. He is working on a timeline and will submit to Council for consideration. Not sure how the revaluation process and the State's Biennial Budget will affect the City timeline. The 2024 Budget Planning process is starting tonight with discussion items in closed session. He would like everyone to think of goals for the future. The 2022 Audit is nearly complete. Joy with CliftonLarsonAllen will be at the Council meeting on July 17th to present the budget. Schroeder was pleased with how budget to actual turned out. Schroeder also reported that there has been a lot of interest lately in the properties in Mill Pond Circle. He met with two individuals interested to bring business to Industrial Park West and also build a few duplexes in the Mill Pond Circle area.

Set next meeting date/time: The next committee meeting will be August 8th at 6:30 pm.

Such other matters as authorized by law: None

Motion Stelzner, second Litscher, 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 Litscher, to adjourn at 7:34 pm. Motion carried with all "ayes".

Recommendations to Council:

1. Recommend to remove the exception in the Building Permit Fee Schedule that states "In the case of major storm damage, the City will waive all fees for replacement roof surface, windows, and siding with like materials that are completed within one year of damage."
2. Recommend to increase the fence permit fee to \$20.
3. Recommend to approve checks dated 06/01/2023 through 06/30/2023 totaling \$251,699.53 and the monthly financial statements.

Rebecca Loehrke
City Clerk