

CITY OF WEYAUWEGA  
FINANCE COMMITTEE PROCEEDINGS  
DECEMBER 8, 2020

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: City Administrator Jeremy Schroeder, Clerk Rebecca Loehrke and Police Chief Jerry Poltrock.

*Motion Najdowski, second Appleby, to approve the Finance Committee meeting minutes from November 10, 2020. Motion carried with all "ayes".*

**Citizen Appearances:** None

**Discussion and possible action on renewal of Assessment Services:** The committee went over the renewal for assessment services from Associated Appraisal Consultants. They also reviewed information that was given from Accurate Appraisal. *Motion Najdowski, second Luedke, to renew our three year contract with Associated Appraisal Consultants at the price listed. Motion carried with all "ayes".*

**Employee Vacation Rollover Requests:** The committee reviewed the requests submitted by employees to carryover vacation time into 2021. Some employees have more than 40 hours due to issues caused by the Pandemic and also staffing issues in the Police Department. The Police Chief asked for an extension on time due to not being fully staffed in the Police Department till July. *Motion Najdowski, second Appleby, to approve all requests minus the Police Chief to carryover vacation to be used by March 31<sup>st</sup>. Motion carried with all "ayes". Motion Najdowski, second Appleby, to extend the timeline for the Police Chief to June 1<sup>st</sup> for carryover vacation. Motion carried with all "ayes".*

**Approve Resolution #631 to allow City Administrator to apply for grant funds to renovate 102 E. Main Street:** Administrator Schroeder explained that this will be a 1-1 grant that runs through the City for Steve and Terri Liebe to help renovate 102 E Main Street. The goal would be for \$50,000. *Motion Najdowski, second Appleby, to approve Resolution #631 to allow the City Administrator to apply for grant funds to renovate 102 E Main Street. A roll call vote was taken with "ayes" from Luedke, Appleby and Najdowski. Motion carried.*

**Approve Checks from 11/01/2020 thru 11/30/2020 totaling \$197,046.95 and the monthly financial reports:** *Motion Najdowski, second Appleby, to approve checks from 11/01/2020 through 11/30/2020 totaling \$197,046.95 and the monthly financial reports. A roll call vote was taken with "ayes" from Appleby, Najdowski and Luedke. Motion carried.*

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

**Set next meeting date/time:** The next committee meeting will be held on Tuesday, January 12, 2021 at 3:00 pm.

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**Such other matters as authorized by law:** Schroeder would like to bring back discussion on sick time for the January meeting so it will be added to the agenda.

*Motion Najdowski, second Appleby, to move into closed session at 3:09 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 for administrator evaluation. If the committee adjourns into closed session it may choose to reconvene in open session at the completion of the closed session in order to take action on items from the closed session pursuant to §19.85(2) Wis. Stats. Motion carried with all “ayes”.*

*Motion Najdowski, second Appleby, to move back into open session at 3:16 pm. Motion carried with all “ayes”.*

*Motion Najdowski, second Appleby, to approve a 2% performance bonus for administrator based on performance evaluation. Motion carried with all “ayes”.*

*Motion Najdowski, second Appleby, to adjourn at 3:17 pm. Motion carried with all “ayes”.*

**Recommendations to Council:**

1. Recommend to renew three year contract with Associated Appraisal Consultants at the price listed.
2. Recommend to approve all requests minus the Police Chief to carryover vacation to be used by March 31<sup>st</sup>.
3. Recommend to extend the timeline for the Police Chief to June 1<sup>st</sup> for carryover vacation.
4. Recommend to approve Resolution #631 to allow the City Administrator to apply for grant funds to renovate 102 E Main Street.
5. Recommend to approve checks dated 11/01/2020 thru 11/30/2020 totaling \$197,046.95 and the monthly financial statements.
6. Recommend to approve a 2% performance bonus for administrator based on performance evaluation.

Rebecca Loehrke  
City Clerk