

CITY OF WEYAUWEGA
FINANCE COMMITTEE PROCEEDINGS
OCTOBER 13, 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, Rich Luedke and Shani Appleby (arrived at 3:02 pm). Also Present: City Administrator Jeremy Schroeder, Clerk Rebecca Loehrke, Sergeant Brandon Leschke, Treasurer Trina Herbst-Gutche, Chris Gunderson, Devin DuCoeur and Chief Jerry Poltrock (arrived at 3:10 pm).

Motion Najdowski, second Luedke, to approve the Finance Committee meeting minutes from September 8, 2020. Motion carried with all "ayes".

Citizen Appearances: None

Discussion and possible action on Holiday Lights purchase to support Main Street Event:

Devin DuCoeur and Chris Gunderson spoke to the committee about the Way Forward group hosting the Thursday Night on Main events and the Christmas lights that will be held on Main Street this year. They are looking for help to purchase additional lights and equipment such as extension cords and also to help with promotional cost such as the lighted signs from TLC. The group would like help from the City for around \$800. The lights and equipment purchased would be property of the City and stored at City Hall. All owners of the buildings on Main Street have been contacted and all have approved. The committee discussed not having two large sponsorships go out this year for \$2,000 due to events being cancelled because of Covid so would be able to work it into the budget. Gunderson asked about the group getting yearly sponsorship for events. They will be joining the Connected Communities group and have the application ready to be sent in. The committee would like to give them the \$2,000 for this year. *Motion Luedke, second Appleby, to support the Main Street Holiday event with \$2,000 for purchase of lights, equipment and promotional expenses. Motion carried with all "ayes".*

Discussion and possible action on consideration of employee time off on November 25 and/or December 23rd:

This item was brought up at the last committee meeting to give employees a benefit for working and dealing with COVID this year. A suggestion was made by Schroeder to instead allow employees two floating holidays to use by the end of the year instead of the two specific days which would alleviate any scheduling issues. The committee was fine with the suggestion. *Motion Najdowski, second Luedke, to allow two additional floating holidays for employees of all departments to be used by the end of the year. Motion carried with all "ayes".*

Discussion on Employee Sick Time Accumulation:

Najdowski noted that the issue with accumulating sick time has been discussed before so would like to look at possible options to make it fair for all City Employees and something that will not be such a hit to the City budget when someone chooses to retire. Currently we have one employee that has met the sick time cap and have several additional employees that could meet the max in the next year. Najdowski would like to look into options that is both beneficial to the employee and the City.

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He would like the Administrator to find out what other municipalities offer for sick time for their employees and also to ask the City employees what they would like to see done.

Approve Checks from 09/01/2020 thru 09/30/2020 totaling \$359,868.91 and the monthly financial reports: *Motion Najdowski, second Appleby, to approve checks from 09/01/2020 through 09/30/2020 totaling \$359,868.91 and the monthly financial reports. A roll call vote was taken with “ayes” from Appleby, Najdowski and Luedke. Motion carried.*

2021 Budget Development Status Update and Capital Improvement Projects: Schroeder reported that he is just waiting on the Statement of Final Assessment from the State and then what is determined for employee wages in closed session from the committee meetings to have the budget finalized. Revenues will be up for 2021 for just under \$25,000 which will help. The 2021 budget is looking good but the City has already heard that shared revenue in 2022 will be cut. Schroeder went over the capital project requests spreadsheet for each department that he put together for 2021. It shows what each department will be planning to spend for improvements in the coming year.

Administrator’s Report: Schroeder had nothing more to report.

Set next meeting date/time: The next committee meeting will be held on Tuesday, November 10, 2020 at 3:00 pm.

Such other matters as authorized by law: Appleby gave an update on the nutrition site program. It is ever changing and not sure what will happen in the future. Congregate dining is no longer being offered in Weyauwega. Appleby is also running the site for Fremont, Iola and Manawa. The County Health and Human Services department will be contacting Schroeder to discuss the use of the kitchen and office at City Hall.

Motion Najdowski, second Appleby, to move into closed session at 3:32 pm pursuant to §19.85(1)(c) Wis. Stats. 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 Administrator Evaluation and 2021 Budget Personnel Wages and Wage Matrixes for Public Works, Clerk & Treasurer. 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. A roll call vote was taken with “ayes” from Appleby, Luedke and Najdowski. Motion carried.

Motion Najdowski, second Appleby, to move back into open session at 4:08 pm. Motion carried with all “ayes”.

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Motion Najdowski, second Appleby to approve the Public Works, Clerk, Treasurer and Custodial Wage Matrixes for 2021. Motion carried with all "ayes".

Motion Najdowski, second Appleby, to adjourn at 4:09 pm. Motion carried with all "ayes".

Recommendations to Council:

1. Recommend to support the Main Street Holiday event with \$2,000 for purchase of lights, equipment and promotional expenses.
2. Recommend to allow two additional floating holidays for employees of all departments to be used by the end of the year.
3. Recommend to approve checks dated 09/01/2020 thru 09/30/2020 totaling \$359,868.91 and the monthly financial statements.
4. Recommend to approve the Public Works, Clerk, Treasurer and Custodial Wage Matrixes for 2021.

Rebecca Loehrke
City Clerk