

FINANCE COMMITTEE MEETING
December 1, 2014 – 5:00 P.M.

Members Present: Fred Horne, Jim Zajkowski and Jane Hansen

Others Present: Mike Darrow, Nancy Petersen, Mike Demulling, Ron Volkert

Fred Horne called the meeting to order and roll call was taken.

Jim Zajkowski moved to adopt the agenda as presented, seconded by Jane Hansen and carried.

Jane Hansen moved to approve the minutes of the previous Finance Committee meeting, November 3, 2014, seconded by Jim Zajkowski and carried.

2015 Budget Book Review

Mike Darrow presented the Draft 2015 Budget Book. This is the third year of preparing a budget book, and this year more graphics, photos and detail are being added. The intent is for stakeholders to have a quick overview and better understanding of the budget process. Discussions followed. Suggested changes include removing “proposal” wording, inserting the approved budget, including contact information for the City Departments heads, adding the length of terms for Board/Commission members, and having extra copies available by the clerk’s office.

Organizational Chart Review – Recommendation to Proceed with Budget Book

Mike Darrow presented the departmental organizational charts. Department contact information will be added. Discussions followed and recommendations for changes were made.

Insurance Update and Recommendation

Nancy Petersen explained that insurance quotes were received from the League of Wisconsin Municipalities Mutual Insurance and from Arthur J. Gallagher & Co. Information was presented. Based on review, staff believe The League provides better overall insurance coverage with either no deductible or lower deductibles. Discussions followed. Jane Hansen moved to proceed with the insurance quote provided by the League of Wisconsin Municipalities Mutual Insurance, seconded by Jim Zajkowski and carried.

Unfunded Liabilities (Sick Time, Comp Time, Vacation)

Mike Darrow presented information regarding unfunded liabilities. Proposed changes beginning January 1, 2015 include:

- Sick time for any non-union employee hired on or after January 1, 2015 can be accumulated up to a maximum of 660 hours.
- Comp time for salaried (exempt) employees will be calculated as anything over 40 hours worked in a week, and can be accumulated up to a maximum of 20 hours.
- Vacation time can be accumulated with a maximum allowable carry over at the employee’s anniversary date of 40 hours.

Discussions followed.

Closed Session per State Statute 19.85 (1)(c)(g)

Jane Hansen moved to go into Closed Session per State Statute 19.85 (1)(c)(g) to discuss Salary Updates/Staffing and Airport Litigation, seconded by Jim Zajkowski and carried.

Open Session

No action taken on closed session.

Communication and Miscellaneous

None

Jim Zajkowski moved to adjourn, seconded by Jane Hansen, and carried.

Meeting adjourned at 6:40 p.m.

Valerie Ripley,
Accounting and Office Assistant