

FINANCE COMMITTEE MINUTES
January 16, 2012
City Hall – 1st Floor Conference Room - West

Chairperson Scott McMeans called the meeting to order at 6:03 PM

Present: Alderpersons, Scott McMeans, Christopher T. Able, Matt Kadow, Alex Olson (6:17 PM) and Collin Braunel (6:25 PM).

Absent: None

Also Present: Mayor Justin Nickels, Alderpersons James Brey, Dave Soeldner and Jill Hennessey (6:25 PM), Acting Finance Director/Treasurer Tony Scherer, City Clerk/Deputy Treasurer Jennifer Hudon, City Attorney Juliana Ruenzel, Human Resource Director/Risk Manager Deb Geiger, Director of Public Works/Parks and Recreation/City Engineer Valerie Mellon, Waste Water Treatment Facility Superintendent Brian Helminger, Information Technology Manager Gary Heim and HTR Reporter Charlie Mathews

Approval of Minutes

Motion by Alderperson Kadow, second by Alderperson Able to approve the Finance Committee minutes of December 15, 2001 as presented. Motion passed unanimously.

Springbrook Upgrade and Beta Contract

Information Technology Manager Gary Heim updated the Committee on the City's past and current involvement with Springbrook software. He explained the relationship we have had in the past as well as the benefits and drawbacks to being a Beta Site for the upcoming version of Springbrook. Mr. Heim further explained the work load and process involved. The savings to the City for going ahead with this contract was estimated by Mr. Heim to be between \$2,000 and \$3,000.

Motion by Alderperson Able, second by Alderperson Kadow to approve the contract and move ahead with the project as outlined. Motion passed unanimously.

Alderperson Olson arrived

Human Resources Legal Expense Allocations in 2011 and 2012

Alderperson Able explained that in 2011 the Council adopted \$16,000 for outside legal services in the Human Resource budget with any further monetary needs coming from remaining funds in the Personal Services area of the HR budget. These funds were available because, although the Human Resource Director position was budgeted for it was not filled. The Committee previously transferred \$10,000 from Personal Services to the Contractual Services area.

Motion by Alderperson McMeans, second by Alderperson Olson to allocate \$49,262.31 for legal fees from the Salary account to the Other Professional Services Account within the 2011 Personnel Budget. Motion passed unanimously. Alderperson Braunel arrived.

Alderperson McMeans then turned the topic of discussion to the 2012 Professional Services account within the Personnel Budget. It was noted that there was only \$5,000 in the Professional Services account. Human Resource Director/Risk Manager Deb Geiger was instructed to keep a close eye on the account and its use in 2012. It was suggested that all personnel issues be funneled through the Attorney/Personnel Departments for determination as to how they will be handled.

Department Requests for Credit/Purchase Cards

Acting Finance Director/Treasurer Tony Scherer stated that due to a number of personnel reductions and reorganization in the City that a number of Credit/Purchase Cards were collected and a number of requests for new cards have been received. Mr. Scherer passed out a listing and explained the changes that needed to be approved by Finance in order to clear up the cancellations and requests.

Motion by Alderperson Olson, second by Alderperson Able to approve the credit/purchase card cancellations and requests as presented. Motion passed unanimously.

Discussion and Possible Action on Outstanding Claims

Alderperson McMeans reported to the Committee on the two outstanding claims. City Attorney Juliana Ruenzel offered additional background information.

Motion by Alderperson Able, second by Alderperson Braunel to approve and place on file Summons and Complaint (11-038) and Memo (22-722) regarding the Shipbuilders Credit Union vs. Gary Duggan. Motion passed unanimously.

Motion by Alderperson Able, second by Alderperson Olson to deny Claim (11-724) regarding American Family Insurance on behalf of Naomi Bitter, Claim File No. 11-1077. Motion passed unanimously.

Update and Discussion on the 2012 Budget

Mayor Nickels reported to the Committee on the outstanding 2012 Budget issues. The Mayor reported that he and the Human Resource Director/Risk Manager Deb Geiger have been working on a plan to cover the \$450,000 reduction to health insurance. The operating expense deficit in the 2012 budget has not yet been addressed. There are a number of issues being discussed including vehicle/equipment sales and reductions in cell and land line phones. The Mayor went on to state that he and the Finance Department are going through the adopted reorganization plan and calculating the actual adjustments to the actual budget accounts that need to take place. It is the Mayor's intent to report back to the Committee and Council for their approval at the next scheduled meeting. The Mayor explained that with some personnel changes, some of the payouts to employees changed. Alderperson McMeans stated that he would like to see all the steps and opportunities taken to generate savings within the 2012 budget recorded so that there is a running total of the progress in that adjusted budget area.

Update and Discussion on the 2011 Budget Deficit

Acting Finance Director/Treasurer Tony Scherer provided an updated worksheet regarding the 2011 General Fund year end budget. Mr. Scherer expounded on the items in the report explaining both the anticipated collection of revenues and the closing off of departmental expenditures. Discussion followed with a number of questions from Committee members in regard to the Capital Project Transfers and the filling of the remaining deficit with the proposed \$5,000,000 borrowing from MPU.

Update on Finance Director Search

Human Resource Director/Risk Manager Deb Geiger reported that the ads have been placed and are due on February 8th and applications will be forward at the next Personnel Committee meeting. Alderperson McMeans explained that he will be forwarding contacts to the Committee, Ms. Geiger and the Acting Finance Director, directing staff to pursue discussions with the recommended companies for the possible filling of the financial administration position through the contracting option stated in the ads.

Follow-up on Financial Reports for Finance Committee & Common Council

Acting Finance Director/Treasurer Tony Scherer passed out a packet containing four reports for the Finance Committee to review and comment on at the next Finance Committee Meeting in February.

Motion by Alderperson Kadow, second by Alderperson Olson to adjourn. Motion carried unanimously. Chairperson McMeans declared the meeting adjourned at 7:00 PM.

Alderperson Scott McMeans
Chairperson
Finance Committee

By: Anthony J. Scherer
Interim Finance Director

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