

FINANCE COMMITTEE MINUTES  
November 05, 2012  
City Hall – 1<sup>st</sup> Floor Conference Room #111 - West

Finance Chairperson Scott McMeans called the meeting to order at 5:02 PM

Present: Alderpersons Scott McMeans, Christopher Able, Eric Sitkiewitz & James Brey

Absent: Collin Braunel

Also Present: Mayor Justin Nickels, Finance Director/Treasurer Steve Corbeille, Assistant Finance Director/Treasurer Tony Scherer, Deputy Fire Chiefs Gregg Kadow and Todd Blaser, Deputy Director of Public Works & City Engineer Greg Minikel, Building Inspector Rick Schwarz, Emergency Government Coordinator Tim Herzog, Engineering Administrative Assistant Karen Dorow, HTR Reporter Charlie Mathews, a small number of public employees and members of the public.

**Approval of Minutes**

Motion by Alderperson Brey, second by Alderperson Sitkiewitz to approve the minutes of the October 29th, 2012 Finance Committee meeting. Motion carried unanimously (4-0).

**Public Input**

No public input was presented.

**2013 Fire Department Budget**

Alderman Sitkiewitz began the conversation by stating that he had Finance Director/Treasurer Steve Corbeille review the information received from the Mayor and Fire Chief to make sure that everyone had the correct information to work from. Director Corbeille passed out a spreadsheet and reviewed the information with the Committee. Discussed were carry-forwards, capital assets, overtime, home & business fire insurance, surplus ambulances, organizational structure, the use of contingency funds or fund balance and other areas of proposed savings. The Committee discussed in length all the aspects of the 2013 Fire Department Budget, including possible solutions to future budgets. Alderperson Sitkiewitz stated that he would like to see what the Fire Department structure would look like with the \$309,000 removed from the budget. Alderperson McMeans suggested that a more comprehensive Fire Department study be completed in the near future to assist in the planning and organizational changes to the department.

Motion by Alderperson Able, second by Alderperson Brey to set the 2013 Fire Department levy at \$2,815,065. Motion passed 3:1 with Alderman Sitkiewitz dissenting.

### **Other Items Relating to the City of Manitowoc 2013 Proposed Budget**

Chairman McMeans then had the Committee take up the matter of the 2013 capital project funding and borrowing levels. The Committee had a general discussion about debt levels and responsible borrowing through a strategic plan that would begin to pay down the debt while maintaining an investment in the City's infrastructure. Alder McMeans requested an additional capital projects report sorted by actual priority as rated by the city manager group. Finance personnel left the meeting to fulfill the request.

In their absence, Chairman McMeans focused the Committee's attention to the DPW Assistant Operations Manager (Laborer #25) wage issue, previously not acted upon. Alder McMeans recapped the issue for the Committee.

Motion by Alderman McMeans, second by Alderman Able to reinstate wages into the 2013 Budget for the DPW assistant operations manager to the current rate of pay (\$24.82/Hr), and add-back to the budget of \$5,998. A short discussion followed regarding the position's duties and employment status. Motion passed unanimously (4-0).

The Committee then returned to the capital project/borrowing discussion. The Committee reviewed and deliberated on the list of items including the transit bus wash, police radios, stormwater ponds, slab replacement and radio tower.

Motion by Alderman Able, second by Alderman Sitkiewitz to approve the 2013 borrowing level for capital projects at \$2,100,000 as laid out in the Capital Allocation Recommendation with the intention to move forward with the Finance Director's plan addressing capital funding and debt service over the course of the next four to five years.

Discussion followed with Alderperson Brey stating that although he favored having a multi-year plan he was not in favor of the base motion to raise the level above the \$1,000,000 proposed by the Mayor. The Committee also discussed setting a policy to assist in governing the issues associated with the process as the City moves forward. Director Corbeille suggested that the process be expanded to include request formats and review procedures in future years. He also specified that with the development of the process, the employee group would develop policies, qualifications and procedures for the entire process including end-of-life funds to be brought back to the Committee for review and approval.

Motion passed 3:1 with Alderman Brey dissenting.

Next the Committee took up the topic of snow removal in commercial areas. Finance Director/Treasurer Steve Corbeille reported on removal revenues and expenses for a previous three year period. The Committee discussed the money issue as well as the procedures required to provide the service.

Motion by Alderman Able, second by Alderman Sitkiewitz to set both the special assessment revenue and contracted service expense levels in the snow & ice removal budget at \$112,200 (accounts 1100-32260-463300 & 1100-32260-523510 respectively). Motion passed unanimously (4-0).

**Next Meeting Date**

The Committee did not set a next meeting date at this time. The next meeting would be at the call of the chair.

Motion by Alderperson Brey, second by Alderperson Sitkiewitz to adjourn. Motion carried unanimously. Chairman McMeans declared the meeting adjourned at 6:50 PM.

Respectfully Submitted,

Alderman Scott McMeans  
By: Anthony Scherer  
Assistant Finance Director

AS