

FINANCE COMMITTEE MINUTES
March 04, 2013
City Hall – 1st Floor Conference Room #111 - West

Finance Chairperson Scott McMeans called the meeting to order at 5:32 PM

Present: Alderpersons Scott McMeans, James Brey, Christopher Able, Eric Sitkiewitz and Collin Braunel (5:42).

Absent: None

Also Present: Mayor Justin Nickels, Finance Director/Treasurer Steve Corbeille, Assistant Finance Director/Treasurer Tony Scherer and City Attorney Straun Boston

Approval of Minutes

Motion by Alderperson Sitkiewitz, second by Alderperson Able to approve the minutes of the February 18, 2013, Finance Committee Meeting. Motion passed unanimously (4-0).

Public Input

There was no one from the public wishing to present input to the Finance Committee at this meeting.

City Claims Process Regarding Payments and Denials

Alderman McMeans presented a summary of the City's current claims process. Along with his summation he suggested a range of \$5,000 to \$10,000 for the upper threshold for which to allow the City Attorney discretion for handling claims without prior Committee approval. During the Committee's discussion Alderperson Sitkiewitz voiced his support of the action as long as there would be full disclosure of the claims including the Attorney's pronouncement for each claim. Alders Brey and Able agreed, with Alderperson Able suggesting that the spreadsheet/document be attached to the front or back of the regular claims for approval by the council at the end of each Common Council meeting.

Motion by Alderperson Brey, second by Alderperson Sitkiewitz to instruct the City Attorney to draft a resolution providing the City Attorney the discretion to pay or deny claims brought against the City up to an amount of \$5,000. Motion passed 4-0 with one abstention (Braunel, who had just joined the meeting).

Finance/Treasurer Department Job Descriptions

Finance Director/Treasurer Steve Corbeille explained to the Committee that he had waited for the Human Resources person to be hired to get their guidance and preferences prior to making changes to the departmental job descriptions. He explained that the main change to the job descriptions came in the addition of the Skills & Abilities section making a more distinct designation between job functions and job skills.

Corbeille also explained that the Clerk/Deputy Treasurer for which there had been two separate job descriptions had now been combined into one. The Committee then held a short discussion on the matter.

Motion by Alderperson Sitkiewitz, second by Alderperson Braunel to forward the Finance/Treasurer Job Descriptions to the Personnel Committee for review and approval. Motion passed unanimously 5-0.

Next Meeting Date

The next meeting date will be either March 11th or March 18th depending on the scheduling of other Committee Meetings. Possible topics are the 2013 financing and refinancing of debt and discussion regarding the accounting for the payment of the Balestrieri invoice.

Motion by Alderperson Sitkiewitz, second by Alderperson Brey to adjourn. Motion carried unanimously. Chairman McMeans declared the meeting adjourned at 5:56 PM.

Respectfully Submitted,

Alderman Scott McMeans
By: Anthony Scherer
Assistant Finance Director

AS