

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

Finance Chairperson Scott McMeans called the meeting to order at 6:04 PM

Present: Alderpersons Scott McMeans, Christopher Able, Matt Kadow and Collin Braunel (6:24 PM).

Absent: Alex Olson

Also Present: Mayor Justin Nickels, Alderpersons Jill Hennessey (6:19), Dave Soeldner (6:45) and James Brey (6:53), Acting Finance Director/Treasurer Tony Scherer, City Clerk/Deputy Treasurer Jennifer Hudon, City Assessor Sarah Hoppe, Police Chief Oscar Dick, Fire Chief Bill Manis, City Attorney Juliana Ruenzel, City Planner Dave Less, Superintendent of Waste Water Brian Helmingier, Human Resource Director and Risk Manager Deb Geiger, MPU IT Manager Gary Heim, Director of Public Works/Parks and Recreation/City Engineer Valerie Mellon (6:25) and HTR Reporter Charlie Mathews.

**Approval of Minutes**

Motion by Alderperson Kadow, second by Alderperson Able to approve the minutes from the February 16, 2012 Finance Committee, Joint Finance/Personnel Committee and Joint Finance/Parks & Recreation Committee meetings. Motion carried unanimously.

**Public Input**

No public input was presented.

**2011 Carry-Forwards**

Alderperson McMeans introduced the topic of the 2011 Carry-forwards to the Committee for discussion. Motion by Alderperson Able, second by Alderperson Kadow to approve the 2011 Carry-forwards as presented. The Committee then discussed the carry-forward items relating to grants and capital projects. Acting Finance Director/Treasurer Tony Scherer pointed out that the money being requested in the Special Revenue and Capital Project Funds will remain in those funds no matter what decision the Committee makes on the carry-forward requests. In these areas the departments are actually requesting permission to go ahead with or complete a specific project planned for in 2011 but not concluded for the reason(s) provided in their justification. In essence, they want to designate those funds for the purposes described in the 2011 budget.

He went on to explain that due to the financial condition of the general fund, the money being requested for carry-forwards in that fund may not be there once the audit has been preformed and all adjusting entries have been made. He recommended to the Committee that they wait to approve any General Fund carry-forwards until after the auditors visit in early April. The Committee discussed the situation and the implications of delaying the decision. Motion by Alderperson Able, second by Alderperson Kadow to table the 2011 Carry-forwards. The subject was tabled.

### **Strategic Plan Facilitator**

Alderson McMeans then took up the matter of a strategic plan facilitator. Mayor Nickels explained that he would like to go ahead with the strategic plan and put a hold on the 3-5 year Financial Plan until the Finance Director/Treasurer position is filled. The Mayor went on to say that he and a small group of department heads have had discussions with Lakeshore Technical College. Those talks were in regard to two items; to provide a performance evaluation form for City use and a faculty member to facilitate the development of the City's Strategic Plan.

LTC has acquired a grant for the development of the performance evaluation; therefore this activity will be completed without charge to the City. The Mayor then passed out a proposal received from LTC to provide a facilitator for the Strategic Plan. He went on to explain the details of the agreement and scope of the project. The Committee then discussed the funding and the expectations of the project.

Motion by Alderson Able, second by Alderson Kadow to approve the funding for the LTC Strategic Plan Facilitation Proposal not to exceed \$5,000 and the accounting for the project be tracked through the Mayor's budget. Motion carried unanimously.

### **2012 Bonding Project**

The Committee discussed the handout provided by the Acting Finance Director/Treasurer. Mr. Scherer explained the documents to the Committee. There was discussion among Committee members regarding the appropriations for Red Arrow Park, Stormwater Projects and City Hall equipment.

Motion by Alderson Kadow, second by Alderson Braunel to approve the 2012 Bonding Package as presented in the amount of \$2,861,175. Alderson Able stated his concern that the proposed issue might be too low and the City may be neglecting a number of important infrastructure/equipment obligations. The chairman then called for the vote. The motion carried unanimously.

### **Update on the Finance Director/Treasurer Position**

Alderson McMeans explained that the process to hire a Finance Director/Treasurer has started and is moving along as planned. The Committee held some discussion regarding the process moving forward.

### **2013 Budget Items**

Chairman McMeans reminded the Committee of the need to fund the Stormwater Ponds in 2013 to the extent provided in the grants accepted by Council. He went on to say that this agenda item was also there as a means for the Mayor and Finance Director/Treasurer to keep the Committee abreast of any legislative changes proposed for 2013. Alderman Able brought forward a discussion on the 2013 mill rate and possibility of placing the question on an upcoming referendum.

The Committee and department heads had a short discussion in reference to the need for information technology services that due to budget reductions has become minimal. MPU IT Manager Gary Heim explained how the cut affected his ability to provide service. Alderson McMeans stated that there needs to be a meeting where he could see the report on what the IT department has come up with in regard to policy

changes and other cost saving applications. It was suggested that this be an item on the next Finance Committee agenda.

Motion by Alderperson Kadow, second by Alderperson Braunel to adjourn.  
Motion carried unanimously. Chairperson McMeans declared the meeting adjourned at 6:57 PM.

Respectfully Submitted,

Alderman Scott McMeans  
By: Anthony Scherer  
Acting Finance Director

AS