

FINANCE COMMITTEE MINUTES
April 5, 2010
City Hall – First Floor Hearing Room West

Chairperson James N. Brey called the meeting to order at 5:35PM.

Present: Alderpersons, James N. Brey, Christopher T. Able, Dean W. Graunke, Eric J. Sitkiewitz, and Jill C. Hennessey.

Absent: None

Also Present: Finance Director/Treasurer Brian Ruechel, Assistant Finance Director Tony Scherer, Mayor Justin Nickels, Alderperson Scott McMeans, Director of Public Works/City Engineer Valerie Mellon, City Planner Dave Less, City Clerk/Deputy Treasurer Jennifer Hudon, City Attorney Juliana Ruenzel, Director of Building Inspection/Facilities Manager Jim Muenzenmeyer, Fire Chief Bill Manis, Deputy Chief Todd Blaser, Police Chief Tony Dick, Municipal Judge Steven Olson, Data Processing Manager Gary Heim, City Assessor Sarah Hoppe, and DPW Business Manager Mike Huck.

2009 Budget Carryovers

Chairperson Jim Brey opened the discussion of the 2009 General Fund and Special Revenue Fund Budget Carryover requests. Brey explained he held the General Fund and Special Revenue Fund requests over until tonight's meeting due to concerns regarding some of the requests. Brey stated that carryovers were not meant to supplement budget lines that were not funded at levels that exceeded the recommendations of the Mayor and approved by the Finance Committee. The Committee discussed the need to develop a carryover form to standardize and clarify future carry forward requests. After discussion, the committee agreed to present a resolution consisting of General Fund and Special Revenue Fund requests at this evening's City Council meeting.

Finance Director Position

Chairperson Jim Brey referred to a resolution to appoint an Interim Finance Director/Treasurer until the vacant Finance Director/Treasurer position can be appointed. The Committee discussed their support of hiring a Finance Director/Treasurer within a reasonable timeline.

Motion by Alderperson Sitkiewitz, second by Alderperson Hennessey to approve the support of hiring a Finance Director/Treasurer within a reasonable timeline to the Personnel Committee. Motion carried unanimously.

Payroll Office Equipment Request

The Finance Department is requesting permission to purchase a five drawer locking lateral file from the Capital Equipment Fund Reserve. This cabinet would be for the payroll office and is used to store employee files. Employee files are kept in the payroll office until the employee is deceased. They are then pulled and stored in the City Hall basement storage area. When the Finance Department moved into the new City Hall, the number of file cabinets in the payroll office was reduced. The department is now finding the need for more filing space. Lakeshore Business Interiors has submitted a quote for the lateral file in the amount of \$892.00. The Committee directed the Assistant Finance Director to investigate exactly what payroll records need to be maintained and if they could be stored electronically. The Committee requested that prices be obtained for used lateral files. The Committee will address this request at a later meeting after obtaining the requested information.

Chairperson Brey declared the meeting adjourned at 5:55 PM.

Aldersperson James N. Brey
Chairperson
Finance Committee

By: Brian C. Ruechel, CGFM
Finance Director/Treasurer