

FINANCE COMMITTEE MINUTES
April 15, 2013
City Hall – 1st Floor Conference Room #111 - West

Finance Chairperson Scott McMeans called the meeting to order at 5:49 PM

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

Absent: None

Also Present: Mayor Justin Nickels (5:57), Finance Director/Treasurer Steve Corbeille, Assistant Finance Director/Treasurer Tony Scherer, Deputy Director of Public Works Greg Minikel, Fire Chief Bill Manis and Deputy Fire Chief Todd Blaser.

Approval of Minutes

Motion by Alderperson Able, second by Alderperson Sitkiewitz to approve the minutes of the March 11, 2013, Finance Committee Meeting. Motion passed unanimously.

Public Input

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

2012 Departmental Carry-Forward Requests

Alderman McMeans prefaced the discussion by stating that there were a few unresolved audit issues that could affect the amounts available for carry-forward in the General Fund. He recommended that the Committee not take action on the item at this time, but discuss it this evening and take action on the matter at the following Committee meeting. He then turned the matter over to Finance Director/Treasurer Steve Corbeille for further explanation and Committee discussion.

Corbeille reviewed the carry-forward process, explaining that departments submit their requests to the Finance Department where they are reviewed for accuracy and fund availability. He went on to say and demonstrate that a number of items were eliminated during this process to arrive at the listing provided to the Committee. Corbeille also explained that \$75,000 was added to the list for the payment of unemployment benefits as employees who were permanently laid off at the end of 2011 are now coming off of the Federal unemployment program and back under the City's unemployment responsibility.

Alderperson Able asked about the feedback process to the department heads regarding the differences between their requests and the final document. Finance Director Corbeille explained that he had had some conversations with department heads as well as disbursing the listing at a past manager's meeting. Alderperson Brey also expressed an interest in seeing the items that were requested by departments but not recommended by the Finance Office. Corbeille agreed to provide that information to the Committee.

Finance Director Corbeille went into further detail on the 2012 audit covering general fund balances, inventory and pre-paid reserves, cash deficit funds, MPU loan payments and the City's bond rating. Alderperson McMeans also reminded the Committee that the practice of creating non-lapsing funds also depletes reserves but allows for better management of the City's general fund.

City Investment Policy

Alderman McMeans again turned the floor over to Finance Director Corbeille. Corbelle provide the Committee with a general overview of the draft document. He explained that he used the Government Finance Officers Association best practices template and made what he felt were appropriate changes in order to adapt it to suit the City's goals and mission. The next step is to distribute the document to our financial partners for their review and input. Then taking those concepts and integrating the ones deemed beneficial into the document.

Corbeille went on to explain that in the past all institutions required prior approval in order to provide service to the City. The new policy outlines the requirements for financial institutions, depositories and brokers/dealers allowing the City to do business with said company or individual if they meet the required criteria. Some of the other key topics of the document include safekeeping (custody), suitable investment types and the percentage make-up of security types held in the portfolio. Other items of interest to the Committee mentioned by Corbeille include investment duration, reporting requirements to the Committee and performance standards.

There were no questions or suggestions by the Committee at this time.

Update on Springbrook Software Conference

Alderman McMeans lead off the conversation by stating that he thought it was a good idea to have employees sent to conferences to share with the Committee the content and possible applications of the information they received while in attendance.

Corbeille expressed that the group sent to the conference received a great deal of information and tips that will assist all users of the software. He went on to say that Business Manager Kim Lynch would be starting up the "Springbrook University" training sessions on a by-monthly basis to provide information to improve users' knowledge and proficiency with the software.

Corbeille went on to describe the VRI reporting tool that he intends to use to produce some larger annual reports (CAFR, State Form C Report, Etc). Although initial set-up time is extensive, the time saved in future years will be returned many times over. One other Finance Department goal is to convert the City's fixed asset spreadsheets over to the Springbrook Application.

The Finance Director also stated that the conference gave him and others the opportunity to vent some of their complaints about the system directly to those in charge, mentioning the weak bank reconciliation module on numerous occasions.

Corbeille also mentioned that with the upcoming departure of IT director, Gary Heim, it was beneficial for him and IT staff person Daryl Kliment to meet and form relationships with the key Springbrook personnel. He reinforced this point by saying that the owner and CEO of the Springbrook told him that Manitowoc was important and special to them and to contact him if the City had any unresolved issues.

In reference to the Director's report, Alderperson McMeans informed the Committee that he had instructed the Finance Director to develop and present some informative monthly and/or quarterly reports for the Committee to review at a future meeting.

Next Meeting Date

The next meeting date was set for Monday, May 6th at 6:00PM.

Adjournment

Motion by Alderperson Braunel, second by Alderperson Sitkiewitz to adjourn. Motion carried unanimously. Chairman McMeans declared the meeting adjourned at 6:18 PM.

Respectfully Submitted,

Alderman Scott McMeans
By: Anthony Scherer
Assistant Finance Director

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