

FINANCE COMMITTEE MINUTES
November 13, 2013
City Hall – 1st Floor Council Chambers

Finance Chairperson Scott McMeans called the meeting to order at 5:04 PM

Present: Alderpersons McMeans, Brey, Sitkiewitz and Martell (5:15 PM)

Absent: Christopher Able

Also Present: Mayor Justin Nickels, Alderperson Jill Hennessey, Finance Director Steve Corbeille, Assistant Finance Director Tony Scherer, Director of Public Infrastructure Daniel Koski, Interim Fire Chief Gregg Kadow, Deputy Fire Chief Todd Blaser, Infrastructure Business Manager Karen Dorow and one member of the public.

Approval of Minutes

Motion by Alderperson Brey, second by Alderperson Sitkiewitz to approve the minutes of the November 04, 2013 Finance Committee Meeting. Motion carried 3-0.

Public Input

There was no public input presented to the Finance Committee at this meeting.

EMS Claims Audit

Finance Director Steve Corbeille explained his reasons for requesting the City's entering into a contract with EMS Medical Billing Services for the purpose of providing an EMS claims audit. The claims audit is anticipated to indicate areas where the City can improve EMS collections resulting in additional revenues within the Fire Department. The Interim and Deputy Fire Chiefs expressed their consensus for entering into the contract.

Motion by Alderperson Brey, second by Alderperson Sitkiewitz to approve entering into the contract, with City Attorney consent, for the claims audit services for a cost not to exceed \$1500. Motion passed unanimously (3-0).

Alderman Martell joined the meeting (5:15 PM)

2014 Budget Deliberations

Debt Reduction

Alderperson Scott McMeans opened the dialog with a discussion regarding debt and the proposed plan to lessen debt through borrowing less and paying for future capital items through operations. The Committee discussed the plan in some further detail with materials provide by the Finance Department.

Fire Department

Alderman Brey then brought forth his concern over the reduction in staff of one firefighter due to the retirement of the Fire Chief. Interim Fire Chief Gregg Kadow and Deputy Fire Chief Todd Blaser assured him that they will make every attempt to continue to provide the professional levels of service that the residents of Manitowoc have come to expect.

Other Fire Department items discussed by or presented to the Committee included charges for contaminated material removal, the possible extension of the SAFER Grant and EMS revenues and billing/collection expenses.

Aquatic Center

The Committee then discussed budget issues relating to the Aquatic Center. Discussions included admission charges, operating days/hours, marketing and promotions, temporary employee salaries, pool maintenance, prior year's operating revenues and expenses, and attendance.

The Committee then entertained and deliberated suggestions from the Finance Director to offset the budget "add-backs" proposed by the Committee to his point. His suggestions included additional SAFER grant revenues, a reduction in EMS billing expenses, a reduction in Street Lighting expenses, an increase in Municipal Court Fees, and a reduction in the contingency account.

Other Budget Items

Other topics the Committee discussed Council travel, postage, Citizen Park building expenses, Police Department salaries & wages, funding for the Economic Development Corporation (EDC), Lincoln Park campsites and open air shelter and Zoo water improvements.

Alderman Brey left meeting to chair the Plan Commission meeting (6:25 PM)

Capital

The Committee's discussion then turned to the general fund capital items. Finance Director Steve Corbeille proposed and discussed borrowing funds for these items from the State Trust Fund. Borrowing these funds would shorten the duration of the borrowing from ten years to five years with just a minimal increase in debt service payments over the more traditional borrowing method. The Committee talked over the possibility of using this funding mechanism for a number of capital items in 2014.

Alderman Sitkiewitz proposed moving \$16,100 of capital items out of the 2014 borrowing and cover those items through the levy.

Compensation Analysis

Alderman Sitkiewitz also suggested moving \$40,000 from the general contingency account and delineate those dollars for funding the compensation analysis. Some discussion followed.

Motion by Alderperson Sitkiewitz, second by Alderperson Martell to assign \$40,000 of contingency to the salary and wage contingency account for the purpose of implementing the compensation plan recommendations. Motion passed unanimously (3-0).

Information Technology

The Committee then discussed the Information Technology aspect of the budget. The Committee looked at the equipment requirements of the two year infrastructure upgrade and annual service agreement with MPU. Steve Corbeille conveyed the discussion points brought forward by members of the Capital Allocation Work Group (CAWG) in regard to their review and discussion of the I.T. requests.

Alderperson Brey returned to the meeting at 7:08 PM. The Finance Director reviewed the borrowing option utilizing the State Trust Fund with Alderman Brey.

Review

The Committee then reviewed all the items they had discussed to this point during their budget deliberations. Alderman Brey proposed the committee also support replacement of the wages for the Park seasonal employees reduced in the Mayor's proposed budget.

Next Meeting Date

The Committee set the next meeting date for Wednesday, November 20th at 6:00 PM.

Adjournment

Motion by Alderperson Brey, second by Alderperson Sitkiewitz to adjourn. Motion carried unanimously (4-0). Chairman McMeans declared the meeting adjourned at 7:35 PM.

Respectfully Submitted,

Alderman Scott McMeans
By: Anthony Scherer
Assistant Finance Director

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