

Committee Meeting Minutes for:

Date: June 14, 2016

Time: 6:00PM

Location: Council Chambers

Committee: Finance

Meeting Called to Order By: Jen Tepovich, Chair, at 6:05PM

Attendees: Jen Tepovich & Judith Ganger

Absent: Barb Schmidtknecht

Others Present: Gil Adams, Sol Simon, Stephanie Foust and Kevin Hutter

Minutes: Minutes from May 3rd, 2016 meeting was approved with a motion by Judith, second Jen. Motion carried.

Mower Replacement, Repair or Contracting of Services: Estimated costs are \$3,000 to repair or \$7,000 to replace the sickle mower. Contracting of services is unknown at this time. Public Works said to table this until more information is known. Per Gil, some areas to be mown are Elmer's, by old dump, Wagner Rd., and Bond Road. Gil said it takes 2 to 3 days when Boo (Bruce) does it a couple times per year. The area by Al Schmitt can be done with a regular mower. Are there other things we could contract out? Assigned money – could be used possibly, but there is a process. Equipment was run dry of hydraulic fluid and the apron is bad. It is worth finding out what it will cost to contract out. Kevin asked if they have looked for used sickle mowers? Jen added the thought to share with another community? Motion Judith, second Jen, to table. Motion carried.

Regular Budgeting of Money for Depreciation and Repair of City Equipment: Jen noted: 1) We are stuck with our chart of accounts & 2) Four major accounts that need to be separated. Public Works is not concerned with revenue portion of accounts, and the expenses are coded by Gil. Gil should note the chart of accounts and where to code stuff to – what items are applicable to Public Works. Sol feels he doesn't need to look at that budget – Jen disagreed and said we need his input. Sol thinks the budget is antiquated and needs to be updated. Jen can send a condensed list to Sol so he can see those numbers that need input. "Is it possible to budget for repairs and replacement of equipment?" Sol asked. Jen replied that it definitely was – yes. Janet recapped budgets being balance by surplus. Jen noted equipment fund had not appropriated for any equipment replacement this year. Gil said you will be paying extra if you hired out the mowing. New people with new questions, Kevin said. Jen wants to look at streets expenses for '13, '14 & '15 and if any were over \$20,000. Can look at financials and afford it, or Gil can look at used and/or trade in our current one. Janet will get those street maintenance amounts to Jen. Kevin noted that Gil should be clocking hours for each departmental usage.

Park Shelter Roof Replacement: Jen talked to Kendell. Shingles carry a 50 year warranty. Suggested to put on next Park-Rec/Tourism/City Properties/Cemetery Committee meeting and decide if we want metal or shingles and the color desired. We need someone to organize people to do it. Contractor has offered to organize a group of people to fix it. An individual will be getting Jen some more information. Wrap things up for July

Park-Rec/Tourism/City Properties/Cemetery Committee meeting to be held July 5th at 7PM before the July Council meeting. The bottom half of the equipment building is bad. Gil will try to take a look at this.

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Major Bank Account Viewing Rights: Kevin stated he is not doing this! He is not comfortable with the procedure and noted that his personal social security number has been automatically added to the City's accounts. Janet provided information from Waumandee State Bank and noted all the areas for liability, security of the City's accounts and identity theft while reading off the agreement with Waumandee State Bank. Judith was not in favor of this procedure either. It was decided to take no action and to revert back to reviewing accounts as was done in the past to address the auditor's comments.

Continue 2017 Budget Discussion: Need to go over each line as to what is in each line item. Perhaps meet very near to the end of July with June financials up-to-date. Gil needs to be more involved with the budgets.

Adjournment: Motion to adjourn at 6:55PM was made by Judith, seconded by Jen. Motion carried.

Respectfully submitted,

Janet LaDuke, Clerk-Treasurer