

Finance and Labor Relations Committee

Regular Meeting

Thursday, September 3, 2020 at 6:00 p.m.

Due to the COVID 19 orders of social distancing this meeting will be held virtually at: <https://meet.google.com/ctf-zfdm-ojz> or call 478-352-1618 and enter pin 504 283 662#

MINUTES

- 1) **Call to order.** Cole called the meeting to order at 6:00 pm.
- 2) **Roll Call:** Members present: Alderpersons Rick Cole, Joy Morrison and Dianne Duggan. Others present: Mayor William Hurtley, City Administrator/Finance Director Ian Rigg, City Clerk/Treasurer Judy Walton (left after item 7a) and Utility and Finance Accountant Julie Roberts.
- 3) **Approval of Agenda.** Duggan made a motion, seconded by Morrison to approve the agenda as presented. Motion approved 3-0.
- 4) **Minutes.** Morrison made a motion, seconded by Duggan to waive the reading of the minutes of the August 6, 2020 meeting and to approve them as presented. Motion approved 3-0.
- 5) **Citizen appearances.** None.
- 6) **Bills.** Duggan made a motion, seconded by Morrison to approve the City bills as presented in the amount of \$1,325,716.63. Motion approved 3-0 on roll call.
- 7) **New Business:**
 - a) **Motion to approve City Clerk job description.** Morrison made a motion, seconded by Duggan to recommend Common Council approve the City Clerk Job description. There was some clarification requested for the first bullet point and the second to last bullet point in the required knowledge, skill and abilities section. The second bullet point in that same section the committee would like wording added for an agreed timeframe upon hire. The committee also would like something added for continuing education. Walton questioned the first bullet point under the administrative section. After some discussion it was decided to remove it. Walton also questioned who was going to be the payroll processing backup to the Administrative Assistant. After some discussion it will be looked at to possibly include this in the Accounts Clerk Position. Motion approved 3-0.
 - b) **Review of City Treasurer and Deputy City Clerk job descriptions.** City Treasurer - The committee would like something regarding continuing education added. Discussion took place regarding the last bullet point in the taxes section. The committee would like this changed to corresponds with room tax collectors, monitors collections and submits annual reports. Deputy City Clerk – There were some small grammatical changes. It was pointed out that this job description is the only one that has the required knowledge, skills and abilities section and a separate job standards section. Rigg will look at this.
 - c) **Motion to recommend to Common Council Resolution 2020-19 existing employer update, Wisconsin Public Employer’s health insurance program.** Morrison made a motion, seconded by Duggan to recommend Common Council approve Resolution 2020-19 existing employer update, Wisconsin Public Employer’s health insurance program. Motion approved 3-0.

- 8) **City Administrator/Finance Director Report.** Rigg presented the Treasurer's report. It is part of our policy to provide this each quarter. There was a question regarding the revolving loan fund balance. The increase is from a loan at the end of 2019 being paid back in full. Morrison pointed out that the work Treasury is spelled wrong on the cash balances sheet. Rigg has been preparing for the budget and working on getting the Clerk's position filled. There was a meeting with the water and light crew and office staff to go over streamlining the work order process. Two treasury investments were sold. They were reinvested in a short term treasury that will mature on November 19, 2020.
- a) **Budget.** The Referendum alters some of the financing plans and budget amounts. Currently it is calculated as passing on Option 1. There was a large increase in requests for capital in DPW and Police. Police is mostly technology and squad car. DPW is for electric mowers, painter, and other wheeled equipment. There is a wage study in capital and split between utilities and general fund. Smart Growth Plan Update is planned in 2021 and is split between utilities and general fund. Election expenses will be down with fewer elections in 2021. We are \$134,000 over our desired mill rate. The expenditure restraint number is not known at this point.
- 9) **Unfinished business:** None.
- 10) **Meeting Discussion:** The next regular meeting will be held October 8 at 6:00 p.m.
- 11) **Adjourn:** Moved by Duggan, seconded by Morrison to adjourn. Motion passed 3-0 at 7:43pm.

Respectfully Submitted
Julie Roberts – Utility and Finance Accountant