

Minutes of the Finance Committee – November 9th 2011

A meeting of the Finance Committee of the City of Prairie du Chien was held on Tuesday November 9th 2011 at 5:30 PM in Conference Room #2 of City Hall. Chairperson Kathleen Hein called the meeting to order.

1. Call to order/Roll Call

All present ALSO PRESENT – Fire Chief Harry Remz, Police Sergeant Kyle Teynor

2. Certification of the open meeting law agenda requirements and approval of the agenda

MOTION: Munson SECOND: Ames VOTE: 5-0

3. APPROVAL – Minutes of the November 1st 2011 meetings

ACTION: To approve MOTION: Ames SECOND: Riebe VOTE: 5-0

4. APPROVAL – Claims

A. PREVIOUS CLAIM – Interstate EMS

At its last meeting, the Committee pulled two \$50 invoices for Interstate EMS and asked the City Administrator to provide an explanation for the charges. The Administrator said those are not new charges, and had been authorized by the Park and Rec Director. Pintz said he would like to see how similar charges could be used by the Fire Department for callouts. ACTION: To approve the claim MOTION: Hein SECOND: Ames VOTE: 5-0

B. DISCUSSION AND ACTION – Brush Site Management

At its last meeting, the Committee requested information on the option to burn the City Brush Pile versus the chipping we currently do. A memo from Co-Public Works Manager Terry Meyer was reviewed. Staff was asked to continue investigating possible changes in 2012 to reduce the cost of the operation. No formal action was taken.

5. REVIEW – 2011 Budget through September

Budget reports on the General Fund, WWTP Department and Water Department through September 30th were reviewed and discussed. No formal action was taken.

6. DISCUSSION AND ACTION – Proposed 2012 Budget

The Committee continued its review of the proposed 2012 budget.

ACTION: To reduce the Deputy Fire Chief's pay in 2012 from \$5,425 to \$2,118, and restore funding for two lieutenant positions MOTION: Riebe SECOND: Munson VOTE: 5-0 (NOTE: These changes will have no impact on the 2012 budget, but will impact the 2013 budget.)

Riebe said he would like the city to review its cell phone usage, and possibly eliminate all city cell phones.

ACTION: To direct staff to investigate cell phone options, and report back to the Committee by January 1st 2012 MOTION: Riebe SECOND: Pintz VOTE: 5-0

Pintz questioned the personnel structure of the Public Works, Street and Wastewater Departments.

ACTION: To eliminate one of the two Co-Public Works positions MOTION: Pintz (Motion died for lack of a second)

Discussion was held on the police department's calls outside of the city limits, and its impact on service in the city.

ACTION: To have the Protection and Health Committee examine a policy which limits police dispatches outside the city's corporate boundaries, unless there are extenuating emergency situations

MOTION: Hein SECOND: Pintz VOTE: 5-0

Discussion was held on the staffing levels of the Park Department. Pintz questioned whether the city should look at closing the outdoor pool, if only for one year.

ACTION: To have the Park and Rec Director provide a more detailed breakdown of the salaries in that department and the basic requirements for staffing at the outdoor pool and Hoffman Hall Pool

MOTION: Riebe SECOND: Pintz VOTE: 5-0

Further discussion was held on the budget, which currently would require a 0.73 percent increase in the tax levy to balance. The City Administrator pointed out that several items were not funded in the proposed budget, including repairs to the City Hall roof, a large number of capital projects for the Fire Department, any non-contractually required pay increases, a software upgrade to the City Hall billing system and putting money away for the city's unfunded retirement payout liability. Discussion was held on these items.

ACTION: To direct the City Administrator to produce a list of projects that could be funded if the levy would be raised 2 percent MOTION: Pintz SECOND: Ames VOTE: 5-0

NOTE: Pintz left the meeting at 8:14 PM.

7. DISCUSSION AND ACTION – Next meeting of the Committee for Budget Review

No action was taken

8. ADJOURNMENT (8:17 PM)

MOTION: Hein SECOND: Riebe VOTE: 4-0

Submitted by City Administrator Aaron Kramer