

## **Minutes of the Finance Committee – November 5th 2012**

A meeting of the Finance Committee of the City of Prairie du Chien was held on Monday November 5th 2012 at 7:00 PM in Conference Room #2 of City Hall. Chairperson Kathleen Hein called the meeting to order.

### **1. Call to order/Roll Call**

PRESENT – Kathleen Hein (Chairperson), Linda Munson, Mark Thein, Frank Pintz, Judeen Ames  
ALSO PRESENT – Mayor Dave Hemmer, City Administrator Aaron Kramer, Police Lieutenant Terry Sprosty, Brad Smock (PDC Little League), Matt Martin (PDC Little League), Marty MacEachern (PDC Little League)

### **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 October 16th 2012 meeting**

ACTION: To approve MOTION: Munson SECOND: Thein VOTE: 5-0

### **4. DISCUSSION AND ACTION – Claims**

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

### **5. DISCUSSION AND ACTION – Wisconsin DOT Seat Belt Enforcement Grant**

A memo from Sergeant Teynor was provided to the Committee. Lieutenant Sprosty was present to answer questions from the Committee. ACTION: To approve the grant, but direct the City Administrator to show a more detailed breakdown of the Police Department overtime to reflect the additional income MOTION: Munson SECOND: Ames VOTE: 5-0

Without objection, the agenda was moved:

### **8. DISCUSSION AND ACTION - Construction of Shelter/Concession Stand at Cecil Smith Park**

The Park Board, in September, and the Public Works Committee, in October, recommended moving forward with the construction of a new shelter/concession stand/storage facility/bathrooms for the Park. The Finance Committee is being asked to approve expending up to \$10,000 from 2012 contingency funds to purchase the raw materials for the project, while the Little League could possibly contribute up to \$10,000 more and would provide volunteer labor and other in-kind donations. Smock, Martin and MacEachern were present to answer questions about the proposed building. ACTION: To approve the expenditure from the 2012 budget, and direct the City Administrator to draft a resolution allocating the funds, for the November 20<sup>th</sup> Council meeting MOTION: Pintz SECOND: Munson VOTE: 5-0

### **6. DISCUSSION AND ACTION – LED Lights on City Hall**

PDRI is trying to decorate the rooflines of downtown businesses for the Christmas season. The cost to do City Hall is estimated at \$300, with the funds to come from the Contingency Fund if approved by the Finance Committee and Council. ACTION: To approve the installation of LED holiday lights on City Hall, with the funds coming from the 2012 contingency fund MOTION: Munson SECOND: Ames VOTE: 5-0

### **7. DISCUSSION AND ACTION – Health Insurance Contribution Rate for 2013**

Pursuant to Chapter 22.19 (7) of the Municipal Code, the Finance Committee must set the rate of contribution to the health insurance premium by the employees of the City, unless otherwise provided by collective bargaining agreement or amendment to this ordinance. The current contribution rate is 11 percent. The City Administrator has recommended an increase to 13 percent. The Personnel

Committee made a recommendation at its October 25th meeting to go to 15 percent. Considerable discussion was held on the proposal. ACTION: To increase the employee contributions toward the health insurance premiums from 11 to 13 percent MOTION: Hein SECOND: Munson VOTE: 5-0

### **9. DISCUSSION AND ACTION – Room Tax Update**

For the first time in recent memory, all lodging establishments are current with their room tax obligations, and the 2012 collections appear to be on pace for a record number. The City Administrator provided a more detailed report. Considerable discussion was held on the increased revenue and how it is expended by the Tourism Council. ACTION: To direct the City Administrator to review the state statutes on the room tax and present a report to the Finance Committee on alternative options for disbursing the funds MOTION: Thein SECOND: Munson VOTE: 5-0

### **10. DISCUSSION AND ACTION – 2013 Budget**

Under state law, the City is limited to a levy limit increase of \$22,319 (0.97 percent) in 2013. State law also allows the City to carry forward a small portion of the 2011 unused levy, but doing so would jeopardize the Expenditure Restraint Program payment to the City. Staff is seeking direction on how the Committee would like to proceed with the 2013 levy. The City Administrator presented the proposed 2013 budget. Committee members discussed various sections of the budget.

ACTION: To increase salaries for non-represented employees 1 percent in 2013, and allow additional merit-based increases up to an additional 0.75 percent, but the total amount of additional compensation may not exceed an amount equaling an across-the-board 1.5 percent increase MOTION: Pintz SECOND: Ames VOTE: 5-0

The Committee also agreed to meet on Monday November 12<sup>th</sup> at 7 PM to review and discuss budget requests from department heads and outside organizations.

### **11. ADJOURNMENT (9:10 PM)**

MOTION: Hein SECOND: Thein VOTE: 5-0

Submitted by City Administrator Aaron Kramer