

**FINANCE COMMITTEE
COUNCIL ROOM
OCTOBER 4, 2016
6:00 P.M.**

The Finance Committee met in the Council Room of City Hall, Mayor Mabie presiding. On roll call: All members present.

Motion Neville, second Counsell, to approve the minutes of the previous meeting as filed with the City Clerk. All Aye.

Recreation Director Lindner presented the proposed 2017 Recreation Department budget:

<u>Budget Line</u>	<u>2016 Budget</u>	<u>2017 Proposed</u>
1) Salary	\$ 41,870	\$ 47,840
2) Telephone	425	425
3) Supplies & Expenses	360	360
4) Postage	395	335
5) Conferences & Travel	990	1,050
6) Program – Expense	3,911	4,213
7) Program - Extra Help	18,404	18,490
8) Program - Trophies	690	702
Totals	<u>\$ 67,045</u>	<u>\$ 73,415</u>

Lindner thanked the Council for their continued support in her 36th year as Recreation Director. For a City of our size, we offer a lot. The recreation budget has two divisions - Administration and Programming. The School District of Neillsville pays for 50% of the administrative costs. The City pays for the other 50% of the administrative costs and handles the programming needs. Programming has 5 categories - Sports & Leagues, Lessons & Classes, Swimming Pool, Tournaments & Contests, and Services. Programming revenues and expenses are basically a wash. The adult programs help subsidize the children's programs. The budget has flexibility built in to allow substitution of programs. Tournaments bring a lot of people into Neillsville every weekend, December through April, the field house is being used. Last year, 125 teams stopped for food, gas, etc.

Glassbrenner stated no one does a better job than Lindner. A lot of other programs envy us for having her.

Clough stated that when he moved here, he was really struck by the amount of recreation that goes on, and by how much the school is used. In a lot of places, the school is closed after classes and vacant weekends and summer.

Council Member Quicker presented the proposed 2017 Library Department budget:

<u>Budget Line</u>	<u>2016 Budget</u>	<u>2017 Proposed</u>
180) Head Librarian (40 hours/week)	\$ 33,488	\$ 38,480
181) Child Librarian (32 hours/week)	21,100	21,932
182) Assistants (2 at 450 hours/year) (2 at 550 hours/year) (1 at 425 hours/year)	10,959	9,648
183) Substitutes (1 at 225 hours/year)	-0-	1,973
185) Custodians (1 at 11 hours/week) (1 at 2 hours/week)	5,286	5,624
186) Groundskeeper (70 hours/year) (50 hours/year)	431	500
220) Utilities	10,500	10,500
221) Telephone	850	1,200
222) WAN Connection	2,455	2,700
310) Supplies	2,900	2,900
311) Postage	100	50
324) VCAT System	4,613	4,900
325) Books	13,500	13,500
326) Periodicals	2,600	2,500
327) Audio Visual	2,300	3,500
328) Printing & Advertising	50	50
329) Microfilm	197	197
335) Mileage, Meals, Education	1,900	1,900
341) Computer	1,700	950
350) Repairs & Maintenance	2,500	2,255
810) Equipment	750	750
900) Foundation Funds	-0-	- 4,000
Totals	<u>\$118,179</u>	<u>\$122,009</u>

Quicker stated that the budget is basically the same as last year except for wages. Head Librarian wages were increased when Cara Hart was hired, but the Library Foundation has pledged \$4,000 per year as an offset.

Mayor Mabie presented the proposed 2017 Economic Development budget.

<u>Budget</u>	<u>2016 Budget</u>	<u>2017 Proposed</u>
1) Telephone	\$ -0-	\$ -0-
2) Contracted Services (Clark County Economic Development Corp.)	3,633	3,633
3) Supplies & Expenses	200	200
4) Postage	300	300
5) Publications (new City brochure)	500	1,200
6) Conferences & Travel	300	300

7) Program Expenses -		
(Connect Communities (\$9,000/\$1,000)		
(Programs \$1,000/\$500)		
(Marketing \$8,000/\$20,000)	18,000	21,500
8) Advertising & Website	3,000	2,300
9) Highground Veterans Park	2,000	-0-
10) Highway 10 Planning	-0-	-0-
11) Central Wisconsin Horse Sale	1,500	-0-
	<u>\$ 29,433</u>	<u>\$ 29,433</u>

Council Member Clough presented the Connect Communities Committee request for \$4,000 for 2017 to hold a “Small Business Academy” with the Indianhead Community Action Agency. Connect Communities is a part of the Economic Development budget.

Council Member Counsell stated that both the connect Communities and Highground budget lines were rolled back under Marketing. The Economic Development Commission wants you to come and talk to us. It is not that there is no money, you have to come to ask for it.

Council Member Clough stated the \$1,000 in Connect Communities budget is for regular expenses, but we have to come to you with other requests.

City Clerk Roehl presented the proposed 2017 Clerk-Treasurer’s Office budget:

<u>Budget Line</u>	<u>Budget 2016</u>	<u>Proposed 2017</u>
a) Salary – Clerk-Treasurer*	\$25,522	\$ 29,380
b) Salary – Deputy Clerk-Treasurer*	19,136	19,240
c) Extra Help* and Sick Leave Payout	9,369	9,044
d) Telephone	1,200	1,200
e) Postage	1,225	1,175
f) Supplies and Expenses	6,300	6,300
g) Equipment	<u>2,025</u>	<u>2,075</u>
	Total	
	<u>\$64,777</u>	<u>\$ 68,414</u>

* City half of total wages

Roehl stated that the wage lines were increased per the Personnel Committee recommendations. Postage was decreased (\$50) and Equipment was increased (\$50).

City Clerk Roehl presented the proposed 2017 City Hall budget:

<u>Budget Line</u>	<u>Budget 2016</u>	<u>Proposed 2017</u>
a) Custodian	\$ 6,852	\$ 7,002
b) Extra Help	1,409	1,459
c) Utilities	8,800	8,800
d) Supplies & Expenses	1,100	1,100
e) Repairs & Maintenance	2,500	2,500
f) Copier	3,000	3,000

g) Computer	12,475	12,475
h) Fax Machine	450	450
i) Elevator	<u>1,400</u>	<u>1,400</u>
Total	<u>\$ 37,986</u>	<u>\$ 38,186</u>

Roehl stated that wage lines were increased per the Personnel Committee recommendations.

City Clerk Roehl presented the Administration section of the proposed 2017 budget:

Administration	<u>2016 Budget</u>	<u>2017 Proposed</u>
51100 Council - Salaries	\$ 22,525	\$ 22,525
- Supplies & Expenses	1,000	1,000
- Cable TV Broadcasting	1,150	1,150
- Publications	5,000	5,000
- Dues	965	970
- Conferences & Travel	<u>375</u>	<u>375</u>
Totals	<u>\$ 31,015</u>	<u>\$ 31,020</u>
51310 Codification of Ordinances	<u>\$ 300</u>	<u>\$ 300</u>
51410 Executive - Mayor	\$ 8,450	\$ 8,450
- Supplies & Expenses	200	200
- Conferences & Travel	<u>1,000</u>	<u>800</u>
Totals	<u>\$ 9,650</u>	<u>\$ 9,450</u>
51421 License Publications	<u>\$ 276</u>	<u>\$ 288</u>
51440 Elections - Pollworkers	\$ 9,050	\$ 5,403
- Supplies & Expenses	<u>2,100</u>	<u>1,550</u>
Totals	<u>\$ 11,150</u>	<u>\$ 6,953</u>
51510 Accounting - Auditing	\$ 24,700	\$ 24,800
- Supplies & Expenses	<u>450</u>	<u>450</u>
Totals	<u>\$ 25,150</u>	<u>\$ 25,250</u>
51530 Assessment of Property - Assessor	\$ 6,900	\$ 7,000
- Supplies & Expenses	<u>2,695</u>	<u>2,825</u>
Totals	<u>\$ 9,595</u>	<u>\$ 9,825</u>
51540 Risk & Property Management -		
- Consultants	\$ 1,850	\$ 1,850
- Supplies & Expenses	<u>150</u>	<u>150</u>
Totals	<u>\$ 2,000</u>	<u>\$ 2,000</u>
51910 Illegal Taxes & Tax Refunds	<u>\$ 2,150</u>	<u>\$ 2,150</u>

51911 Uncollectible Taxes/Receivables	<u>\$ 2,500</u>	<u>\$ 2,500</u>
51930 Property & Liability Insurance	<u>\$ 71,305</u>	<u>\$ 71,525</u>
51931 Workers Compensation Insurance	<u>\$ 60,775</u>	<u>\$ 53,925</u>
51940 Claims Adjustments	<u>\$ 19,812</u>	<u>\$ 18,818</u>
51970 Unemployment Compensation	<u>\$ 2,500</u>	<u>\$ 2,500</u>
51971 Retirement Expense	<u>\$ 94,350</u>	<u>\$110,750</u>
51972 Social Security Expense	<u>\$ 95,000</u>	<u>\$ 99,200</u>
51973 Hospital Insurance Expense		
- Health Insurance	\$339,525	\$380,425
- Dental Insurance	22,600	20,875
- Deductible Reimbursements	<u>49,500</u>	<u>55,500</u>
Totals	<u>\$411,625</u>	<u>\$456,800</u>
54110 Health Officer - Salary	\$ 1,096	\$ 1,150
- Supplies & Expenses	<u>150</u>	<u>150</u>
Totals	<u>\$ 1,246</u>	<u>\$ 1,300</u>
55120 Museum	<u>\$ -0-</u>	<u>\$ -0-</u>
55140 Community Center	<u>\$ 800</u>	<u>\$ 800</u>
56500 Public Housing	<u>\$ 370</u>	<u>\$ 370</u>
TOTALS	<u>\$851,569</u>	<u>\$905,724</u>

Roehl stated that: Elections are decreased because we are scheduled for only two elections next year; Worker's Compensation Insurance is decreased because we had an open year with no claims, however, next year it will be increasing because of Zachary Smith and Ben Zawislan claims; Retirement and Social Security are increased because of wage increases; the biggest increase is in Health Insurance Expenses. While our Health Insurance premium only went up 0.6% this year – there have been a number of changes affecting both the current year 2016 Budget and next year's 2017 Budget; when the 2016 Budget was being done, two family plans were cut because Jason King and Daniel Bautch both had insurance through their spouses – King's wife changed jobs and Bautch left the City's employment; when Ellen Clark and JoAnn Gustavson left, Barb Boyer and Cara Hart came – two single plans became family plans. The 2016 Budget is projected to run over by \$23,520 (which affects our Funds Applied Rollover) and the total 2017 Budget increase is projected at \$45,175.

Roehl stated that budget expense requests exceed budget projected revenues by \$110,809.

Discussion followed on the parameters of the budget. Budget presentations will be entered as is except for needed wage adjustments.

Discussion on the Economic Development budget carryover funds (\$150,407.81); cutting the 2017 operating budget by \$10,000; the need for housing and senior housing; the need for marketing the City more.

Discussion on the Personnel Committee wage recommendations; trying to retain employees; the new FLSA salary and overtime regulations; and health insurance.

Council Member Neville asked if anything was happening in the health insurance.

Council Member Glassbrenner stated the quote from the WEA Trust is favorable, but they are brand new (only since January 1, 2016); it's self-funded and they don't have any history, what if they have a bad year; they have had billing problems. Let's wait a year and see how they work and second year premiums go.

Council Member Counsell questioned if the Airport benefits the City of Neillsville, is it being used, is it worth the investment, we would like to see the numbers.

Council Member Clough stated that the Airport is part of our transportation plan and business solicitations.

Council Member Neville stated that it is the only paved airport in Clark County; the City has an advantage in getting insurance coverage, no private business could afford it.

Discussion followed on Police Department Overtime; Officers working a regular shift, then going to school and being paid overtime for it; do we need 24 hour coverage; and union contract provisions.

Motion Neville, second Counsell, to adjourn. All Aye.

Steven J. Mabie, Mayor

Rex R. Roehl, Clerk