

**FINANCE COMMITTEE
COUNCIL ROOM
OCTOBER 5, 2017
5:30 P.M.**

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

The minutes of the previous meeting were declared approved.

Recreation Director Lindner presented the proposed 2018 Recreation Department budget:

<u>Budget Line</u>	<u>2017 Budget</u>	<u>2018 Proposed</u>
1) Salary	\$ 47,840	\$ 48,568
2) Telephone	425	425
3) Supplies & Expenses	360	360
4) Postage	335	335
5) Conferences & Travel	1,050	1,050
6) Program – Expenses	4,213	4,213
7) Program - Extra Help	18,490	18,490
8) Program - Trophies	<u>702</u>	<u>702</u>
Totals	<u>\$ 73,415</u>	<u>\$ 74,143</u>

Lindner thanked the Council for their continued support in her 37th 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.

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

Council Member Quicker presented the proposed 2018 Library Department budget:

<u>Budget Line</u>	<u>2017 Budget</u>	<u>2018 Proposed</u>
180) Head Librarian (40 hours/week)	\$ 38,480	\$ 39,062
181) Child Librarian (32 hours/week)	21,932	22,764
182) Assistants (2 at 550 hours/year)	9,648	10,198
183) Substitutes (1 at 225 hours/year)	1,973	2,086

185) Custodians (1 at 11 hours/week) (1 at 2 hours/week)	5,624	5,746
186) Groundskeeper (50 hours/year)	500	525
220) Utilities	10,500	10,500
221) Telephone	1,200	1,200
222) WAN Connection	2,700	2,700
310) Supplies	2,900	2,900
311) Postage	50	50
324) VCAT System	4,900	4,900
325) Books	13,500	13,500
326) Periodicals	2,500	2,500
327) Audio Visual	3,500	4,000
328) Printing & Advertising	50	50
329) Microfilm	197	197
335) Mileage, Meals, Education	1,900	1,900
341) Computer	950	950
350) Repairs & Maintenance	2,255	2,255
810) Equipment	750	750
900) Foundation Funds	<4,000>	<4,000>
Totals	<u>\$122,009</u>	<u>\$124,733</u>

Quicker stated that the budget is basically the same as last year except for wages and an increase of \$500 in Audio Visual. The Library Foundation has pledged \$4,000 per year to offset Head Librarian Hart's wages.

Mayor Mabie presented the proposed 2018 Economic Development budget.

<u>Budget</u>	<u>2017 Budget</u>	<u>2018 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	200
5) Publications	1,200	-0-
6) Conferences & Travel	300	100
7) Program Expenses - (Connect Communities (\$1,000/\$-0-) (Programs \$500/\$-0-) (Marketing \$10,000/\$10,000)	11,500	10,000
8) Advertising & Website	2,300	1,500
9) Highground Veterans Park	-0-	-0-
10) Highway 10 Planning	-0-	-0-
11) Central Wisconsin Horse Sale	-0-	-0-
	<u>\$ 19,433</u>	<u>\$ 15,633</u>

Council Member Counsell stated that the last three lines can go away. If the Highground wants money, they can come and talk with us. She is not sure we should be giving the Highground economic development money.

Council Member Glassbrenner stated that they bring people into town and they are always adding on and growing.

Discussion continued.

City Clerk Roehl presented the proposed 2018 City Hall budget:

<u>Budget Line</u>	<u>Budget 2017</u>	<u>Proposed 2018</u>
a) Salary - Custodian	\$ 7,002	\$ 7,152
b) Extra Help	1,459	1,508
c) Utilities	8,800	8,800
d) Supplies & Expenses	1,100	1,100
e) Copier	3,000	3,000
f) Computer & Network	12,475	13,475
g) Fax Machine	450	450
h) Elevator	1,400	1,400
i) Repairs & Maintenance	<u>2,500</u>	<u>2,500</u>
Total	<u>\$ 38,186</u>	<u>\$ 39,385</u>

Roehl stated that wage lines were increased per the Personnel Committee recommendations and Computer & Network is increased \$1,000 for a new printer.

Roehl reported that our Bauernfeind IT technician stated we should start thinking about a new server, the one we have was installed in 2013, we have replaced three of the four server hard drives within the last year and the software is getting outdated.

City Clerk Roehl presented the proposed 2018 Clerk-Treasurer's Office budget:

<u>Budget Line</u>	<u>Budget 2017</u>	<u>Proposed 2018</u>
a) Salary – Clerk-Treasurer*	\$29,380	\$ 29,817
b) Salary – Deputy Clerk-Treasurer*	19,240	19,531
c) Extra Help* and Sick Leave Payout	9,044	11,184
d) Telephone	1,200	1,200
e) Supplies and Expenses	6,300	6,000
f) Postage	1,175	1,225
g) Equipment	<u>2,075</u>	<u>2,525</u>
Total	<u>\$68,414</u>	<u>\$ 71,482</u>

* City half of total wages

Roehl stated that the wage lines were increased per the Personnel Committee recommendations and the Assistant Clerk-Treasurer's new wage rate; Postage was increased (\$50); and Equipment & Programs was increased (\$150) for increased program maintenance fees.

City Clerk Roehl presented the Administration section of the proposed 2018 budget:

Administration	<u>2017 Budget</u>	<u>2018 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	970	990
- Conferences & Travel	375	375
Totals	<u>\$ 31,020</u>	<u>\$ 31,040</u>
51310 Codification of Ordinances	<u>\$ 300</u>	<u>\$ 300</u>
51410 Executive - Mayor	\$ 8,450	\$ 8,450
- Supplies & Expenses	200	150
- Conferences & Travel	800	800
Totals	<u>\$ 9,450</u>	<u>\$ 9,400</u>
51421 License Publications	<u>\$ 288</u>	<u>\$ 276</u>
51440 Elections - Pollworkers	\$ 5,403	\$ 10,784
- Supplies & Expenses	1,550	2,100
Totals	<u>\$ 6,953</u>	<u>\$ 12,884</u>
51510 Accounting - Auditing	\$ 24,800	\$ 24,900
- Supplies & Expenses	450	450
Totals	<u>\$ 25,250</u>	<u>\$ 25,350</u>
51530 Assessment of Property - Assessor	\$ 7,000	\$ 7,050
- Supplies & Expenses	2,825	2,875
Totals	<u>\$ 9,825</u>	<u>\$ 9,925</u>
51540 Risk & Property Management -		
- Consultants	\$ 1,850	\$ 1,850
- Supplies & Expenses	150	150
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>\$ 71,525</u>	<u>\$ 69,575</u>
51931 Workers Compensation Insurance	<u>\$ 53,925</u>	<u>\$ 48,125</u>

51940 Claims Adjustments	<u>\$ 18,818</u>	<u>\$ 17,655</u>
51970 Unemployment Compensation	<u>\$ 2,500</u>	<u>\$ 2,500</u>
51971 Retirement Expense	<u>\$108,875</u>	<u>\$110,375</u>
51972 Social Security Expense	<u>\$ 97,250</u>	<u>\$103,250</u>
51973 Hospital Insurance Expense		
- Health Insurance	\$380,425	\$426,175
- Dental Insurance	20,875	24,600
- Deductible Reimbursements	<u>55,500</u>	<u>68,250</u>
Totals	<u>\$456,800</u>	<u>\$519,025</u>
54110 Health Officer - Salary	\$ 1,150	\$ 1,200
- Supplies & Expenses	<u>150</u>	<u>150</u>
Totals	<u>\$ 1,300</u>	<u>\$ 1,350</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>\$901,899</u>	<u>\$968,850</u>

Roehl stated that: Council – Dues are increased (\$20) for League Membership; Executive – Mayor – Supplies & Expenses decreased (\$50); License Publications decreased (\$12) because Heartland Coop discontinued their Beer Licensing; Elections are increased because we are scheduled for four elections next year; Auditing (\$100) and Assessor (\$100) both increased per contract; Property & Liability Insurance (\$1,950) and Worker’s Compensation Insurance (\$5,800) both decreased; Retirement and Social Security are increased because of wage increases; the biggest increase is in Health Insurance Expenses. Our Health Insurance premium went up 3.8% this year – there have been a number of changes affecting both the current year 2017 budget and next year’s 2018 Budget; when the 2017 Budget was being done, the two vacant police officer positions were budgeted for single plans, both Chwala and Fehlman have family plans; under the Union Contract, when Officer Pokallus retires, he gets to bank his sick leave for future health insurance, so we will have to budget for a year’s worth of additional insurance for him.

Mayor Mabie announced a closed session per Section 19.85(1)(c) of Wis. Stats. to consider employment, promotion, compensation, performance or evaluation of public employees over which the City of Neillsville has jurisdiction or exercises responsibility, specifically, wages,

benefits and conditions of employment in regard to employees of the City of Neillsville and may reconvene in open session.

Motion Quicker, second Counsell, to invite City Clerk Roehl to remain for the closed session. All Aye.

Motion Glassbrenner, second Neville to go into closed session per Section 19.85(1)(c) of Wis. Stats. to consider employment, promotion, compensation, performance or evaluation of public employees over which the City of Neillsville has jurisdiction or exercises responsibility, specifically, wages, benefits and conditions of employment in regard to employees of the City of Neillsville and may reconvene in open session. On roll call: All Aye.

CLOSED SESSION

Motion Counsell, second Glassbrenner, to reconvene into open session. All Aye.

City Clerk Roehl stated that budget expense requests exceed budget projected revenues by \$197,949. If you take \$33,879 from Reserves to cover the decrease in Funds Applied Rollover, the deficit drops to \$164,070.

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

Discussion followed on increasing the Chief of Police Salary another \$1,965.60 to \$58,968 (a 5% raise - \$2,808 in total) and putting an additional \$15,000 of Reserves into the Funds Applied Rollover bringing it to \$349,661 (\$300,782 starting + \$33,879 recovery + \$15,000 additional).

Discussion followed on various cuts to budget proposals: Cemetery Shop (\$40,000); Health Insurance Deductible Reimbursements (\$12,750); Street Projects- Willow Street (\$46,750); Risk Management (\$2,000); Economic Development Administration (\$15,000); Insurances (\$6,000); Airport Outlay (\$1,000); Beautification (\$1,000); Cemetery – CIMS Cloud Mapping (\$2,150); Urban Development (\$2,000); Health Insurance (1 family to 1 single plan - \$11,300); Machinery & Equipment Outlay (\$12,500).

City Clerk Roehl will put the numbers together based on the above discussions for the next meeting.

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

Steven J. Mabie, Mayor

Rex R. Roehl, Clerk