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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, January 10, 2023

6:30 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman Glenn Bushee
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director and Marie Keyser, Assistant Finance Director.

2) Approve Meeting Minutes

a. December 13, 2022 Finance-Personnel Meeting Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
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3) Vouchers Paid

a. December 2022 Vouchers Paid List

Alderman Parrish asked about the Buildings Maintenance charge of \$6,095 for "replacement pool furniture." Without the City's ERP software in front of him to verify, Administrator Jones responded that he thought this was to replace the furniture that was vandalized in the bath house incident last fall. Also, Alderman Parrish asked what "beet juice" is. Other meeting members responded that is what is used to prepare the roads before a suspected snowstorm. Finally, he asked about the cell phone charges and to better understand who and what that all entails. Further into the meeting it was discussed that this topic would be presented in a future bulletin publication.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk

4) Resolutions

- a. **RESOLUTION 4008** A Resolution Authorizing a Transfer of \$36,661 from the Information Technology Division's 2022 Budget to the Division's Capital Account, in Connection with the Completion of Planned City Network Upgrades in 2023

Assistant Administrator Schoenemann explained to Committee members this is authorizing the funds from Information Technology Division's 2022 operating budget to their capital account. The Council authorized the use of these funds back in February 2022, however supply chain issues have delayed the hardware. This will allow the division to spend the money once the product is available.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk

5) Information Items

- a. Finance & Personnel Work Plan

Committee members asked if there should be a discussion between committee members and staff to determine a prioritization schedule for some of the items on the work plan. Administrator Jones expressed he is planning a meeting in February with the Council to discuss his 2023 work plan, which will coincide with a lot of the items on this list.

RESULT: **Approved [Unanimous]**

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk

6) Adjourn

A motion to adjourn was made at 6:45 p.m. by Alderman Bushee, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant Finance Director