



City of Verona

Finance Committee
City Hall – 111 Lincoln Street
Verona, WI 53593-1520

MINUTES
FINANCE COMMITTEE
June 11, 2018

The meeting was called to order by Chairperson Doyle at 6:00 p.m. in Conference Room D110

Roll Call: Chairperson Elizabeth Doyle, Alder Kate Cronin and Alder Chad Kemp were present.

Also present: City Administrator Jeff Mikorski, Finance Director Brian Lamers and Alder Heather Reekie.

Discussion and Possible Action regarding approval of May 29, 2018 Finance Committee minutes: Motion was made by Cronin, seconded by Kemp to approve the May 29, 2018 Finance Committee minutes with no amendments. Motion carried 3-0.

Discussion and Possible Action regarding review of the 2017 Compiled Financial Statements for the TIF District: Lamers went through the report and pointed out how each of the four TIF Districts that are currently open. TIF 4 has a negative fund balance at the end of 2017 of approximately \$3,000. The 2017 year end expenditures and revenues were reviewed and the amounts from creation. Lamers went through the estimated revenues and expenditures through the life of the TIF and pointed out with the estimates TIF 4 is facing a deficit of approximately \$190,000. TIF 6 has a fund balance of \$2.3 million at the end of 2017. The 2017 year end expenditures and revenues were reviewed and the amounts from creation. Lamers went through the estimated revenues and expenditures through the life of the TIF and pointed out with the estimates TIF 6 and the projects that still remain. The projections point out that TIF 6 may be closed out early, but will continue to monitor. TIF 8 and TIF 9 just started in 2017 so there is very little activity.

Discussion and Possible Action regarding Funding a Human Resources Position: Doyle stated that this position felt was needed by Mayor Diaz and herself. With the amount of additional staff as the City grows this position is needed by the City. This position would help with the recruitment process. Doyle stated this will make people aware of work environment. Employees would have somewhere to go for complaints instead of their supervisors. Doyle also stated this would help fill holes in training and it would help with consistency among departments. This position would help with the enrollment of benefits with new employees and help with the compensation studies. Lamers voiced concern of this position and stated that with changes that should be made and updates to the Personnel Policy needed that there may be push back from some people and departments. If changes are not going to be made or addressed this position would be a waste of money for the City. Kemp asked for an explanation or an example. Lamers stated that under the FLSA there are position that should be looked at within the City that are non-exempt vs. exempt. Also under the FLSA it is usually overtime over 40 hours of actual

work and right now someone for example can take 2 hours of personnel time in the morning and work two hours later in the evening and get paid time and a half for those two hours. Lamers stated this position needs to have backing if tough decisions have to be made. Doyle agreed that the Personnel Policy needs to be updated. Kemp asked about the salary. Mikorski stated that this position would be at a Grade 15 which would range from about \$60,000-\$75,000. Benefits were also discussed and depending on insurance plan but could be around \$20,000-\$25,000. Lamers stated within the Administration budget the Part-Time Administration Assistant was budgeted for and never filled with was budgeted at \$17,879, and the saving from not filling the Economic Development Director until the beginning of June would be saving of approximately \$21,000. After further discussion a motion was made by Doyle, seconded by Kemp to add a Human Resources position to the 2018 table of organization budget and the cost for the position within the existing 2018 budget.

Discussion and Possible Action regarding the City Investment Report for May 2018:

Lamers went through the report and noted that there was nothing unusual.

Discussion and Possible Action regarding the payment of bills:

Motion was made by Cronin, seconded by Kemp to approve the payment of bills totaling \$1,503,760.93. Motion carried 3-0.

Adjournment: Motion was made by Cronin, seconded by Kemp, to adjourn the Finance Committee Meeting at 6:30 p.m. Motion carried 3-0.

Respectfully submitted,
Brian Lamers CPA
Finance Director