

Meeting Minutes
Finance & Personnel Committee
Wednesday – November 6, 2013 - 4:30 p.m. Council Chambers

Members present: Romberg, Barrington, Morack, O’Connell and Tate.

Also present: Mayor Henke, Administrator Hager, Treasurer/Finance Director Radke, Alderman Steinhorst, Police Chief Schlueter, Fire Chief Roloff and Diane Motz (reporter, County Post East).

1. The meeting was called to order by Chairman Romberg. Motion made by Morack and seconded by Barrington to approve the agenda. Carried 5-0.
2. Bart Roloff, Fire Chief, updated the committee on MABAS (Mutual Aid Box Alarm System). The Alarm System provides the details of the level of Mutual Aid received from surrounding communities based on the size and scope of the fire. The system provides for common terminology and organizational response for various levels of fire emergencies. The fire department trains on the system with Waupaca County on a quarterly basis. The committee thanked Fire Chief Roloff for updating them on the Alarm System and how it operates.
3. Police chief Schlueter discussed the Temporary Special Class B license procedure. The procedure will allow the time for staff to review the Special Class B license application and bring it to the committee for approval. A motion was made by Morack and seconded by Tate to recommend to Council the changes made to the Class B liquor license process by Chief Schlueter. Carried 5-0.
4. Administrator Hager requested specific agreement on how to proceed with implementation of the Pay Plan for “open range” employees. Mr. Hager will recommend raises to the finance committee based on employee evaluation and recommendations he receives from the appropriate committee chairman. City Council will give final approval through the budget process. Carried 5-0.
5. Treasurer Radke recommended the removal of the verbiage in the employee handbook that indicated that retired City employees are granted extended coverage under the City’s Health Insurance Plan after a ten year service. A

motion was made by Morack and seconded by Tate to recommend to Council removal of the line item as the City will not be extending coverage to retiring employees beginning in 2014. Carried 5-0.

6. A motion was made by Morack and seconded by Tate to recommend to Council an ordinance adopting the 2014 city budget. Carried 5-0.
7. Treasurer Radke recommended the HSA contribution for City employees be reimbursed at a rate of 75% as the Health Insurance deductible will be increasing from a 1,500/3000 deductible to a 2,000/4,000 deductible. The payment of 75% along with the increase in deductible will save the City approximately \$21,000 for the budget year 2014. A motion was made by Morack and seconded by Tate to recommend to Council the 75% HAS contribution rate. Carried 5-0.
8. A request was made by Treasurer Radke to offer Dental and Vision coverage as an employee paid benefit. The coverage will be discussed as part of the employee health insurance meetings on Thursday November 14th. A motion was made by O'Connell and seconded by Tate to offer the coverage and process the deduction through payroll. Carried 5-0.
9. The Administrator's Report and the Budget Reports were discussed.
10. There being no further business, Barrington/O'Connell to adjourn. The committee adjourned at 5:25 pm.

Judy M. Radke, Treasurer
11-6-2013