

**CITY OF TWO RIVERS
PERSONNEL AND FINANCE COMMITTEE
Thursday, July 15, 2021 - 6:00 p.m.
3rd Floor Committee Room
MINUTES**

Call to Order

The meeting was called to order by Committee Chairman Mark Bittner at 6:00 p.m.

Roll Call

Committee Members Present: Curt Andrews, Mark Bittner, and Adam Wachowski (arrived at 6:07 p.m.)
Also Present: Gregory Buckley, City Manager; Dave Buss, Finance Director

June Overtime Report

Finance Director Dave Buss reviewed the overtime report for June 2021 and a comparison year-to-date of 2021 and 2020. The General Fund overtime total for June 2021 is at 42.9% of the annual budget and approximately \$9,000 higher than the same period last year.

General Fund Budget Report, YTD Through June

Finance Director Buss reviewed a General Fund Budget Report year-to-date through June 2021. General Fund revenues are \$3,931,122.73 and 36.94% of the total budget. Buss indicated that the revenues are in line with where they should be due to large revenues, including the State Shared Revenue, not scheduled for distribution until late Fall.

Year-to-date expenditures through June 2021 are \$4,941,544.86 and 46.44% of the total budget. This is approximately \$94,000 less than the same period in 2020.

Update on Utility Funds Receivables

Finance Director Buss provided an update on the outstanding receivables for the Utility Funds. Total days of utility sales in accounts receivable has decreased from 47.66 days in June 2020 to 41.93 days in June 2021. Each day equates to approximately \$40,000 in outstanding receivables.

There was a brief discussion on the fees passed through to residents who choose to pay their utility bills with a debit or credit card. Buss indicated that the City uses a credit card company recommended by WPPI and he does not recommend the City absorbing the transaction fees as all utility customers would then have to bear the cost versus just those who chose to pay using that method.

Staffing Updates

City Clerk Jamie Jackson provided a brief update on staffing in the City. Top candidates have been identified for the four vacant Police Officer positions. Background investigations, psychological, and physical exams are being conducted prior to formal offers of employment being presented.

Interviews were conducted for the City Hall Head of Building and Grounds Maintenance position July 14th and 15th and a top candidate has been identified. Background and reference checks are being conducted with a formal offer expected to be sent to the top candidate early in the week of July 19th.

A vacancy for a Meal Site Coordinator at the Senior Center has been posted with an application deadline of July 29th.

A brief discussion was held regarding staffing challenges and wages for seasonal and part-time positions in the Parks & Recreation department. Further review will be done during budget sessions for 2022.

Discuss Preliminary Schedule for 2022 Budget Review and Action

Finance Director Buss distributed the preliminary schedule for 2022 budget review sessions. The Committee decided start time for the budget review sessions will be 6:00 p.m. with a goal of keeping each meeting under three hours.

Brief Discussion of Current and Upcoming Activities Related to 2021-22 City Goals and Objectives

The Committee recommended that City Manager Buckley include status updates relating to the City Goals and Objectives in his City Manager Reports to the City Council.

Closed Executive Session

Andrews moved, seconded by Wachowski, at 6:37 p.m. to enter into closed session pursuant to Wisconsin Statutes 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:

- Discuss Possible Assistance to Prospective Economic Development Projects
- Discuss Possible Property Sale
- Discuss Possible Property Purchases

Upon a roll call vote, motion carried unanimously.

Reconvene in Open Session

Andrews moved, seconded by Wachowski, at 7:28 p.m. to reconvene in open session. Motion carried upon a voice vote.

The next meeting of the Personnel and Finance Committee is scheduled for Thursday, August 12th at 6:00 p.m.

Adjournment

Andrews moved, seconded by Wachowski, to adjourn the meeting at 7:28 p.m. Motion carried.

Jamie Jackson
City Clerk