

CITY OF WEYAUWEGA
FINANCE COMMITTEE PROCEEDINGS
JANUARY 14, 2025

The Finance Committee meeting was called to order by Chairman Shani Appleby at the Weyauwega Municipal Building Council Chambers at 7:09 pm. Roll call was taken. Members Present: Shani Appleby, Meta Berg and Pat Gorchals. Also Present: Mayor Rich Luedke, Clerk Rebecca Loehrke, Treasurer Trina Herbst-Gutche, Police Chief Brandon Leschke, Austin Baehman, Chris Gunderson, Tom Cullen, Dan Nehring, and Matt Dorrow.

Motion Appleby, second Gorchals, to approve the Finance Committee minutes from December 10, 2024. Motion carried with all "ayes".

Citizen Appearances: None

Discussion and possible action on policy for checks lost in the mail: Herbst-Gutche is looking for a written policy on replacing checks that have been lost in the mail. She does not place stop payments on the checks because it cost \$35 and only good for 6 months. Have had two issues recently with companies claiming they had not received their checks and then when Trina issued a replacement check both checks were then cashed. Have contacted the companies and have received refunds/credits. She would like to see some kind of waiting period before issuing a replacement check. The written policy will then be included in the account payable checks she sends out. *Motion Appleby, second Berg, to allow a 60-day waiting period on lost checks before a replacement check is processed. Motion carried with all "ayes".*

Discussion and possible action on office remodel quotes: Mayor Luedke went over the proposal to update the treasurer's office with better organization so she is able to file things away more. Her current desk would then go into the Police Department records room for Sergeant Rode. The records room is empty since going digital with police records. Chief Leschke would like to put a window to the records room that would face the interior hallway to add some light in the room. The committee is good with getting the office furniture for the treasurer but feels the window is not needed in the Police office. *Motion Appleby, second Berg, to approve the quote for office furniture with Office Outfitters for Trina's office. Motion carried with all "ayes".*

Approve Checks from 12/01/2024 through 12/31/2024 totaling \$275,105.42 and the monthly financial reports: *Motion Appleby, second Gorchals, to approve checks from 12/01/2024 through 12/31/2024 totaling \$275,105.42 and the monthly financial reports. A roll call vote was taken with "ayes" from Appleby, Gorchals and Berg; "nays" none. Motion carried.*

Set next meeting date/time: Next committee meeting will be held on Tuesday, February 11, 2025 following the Public Works Committee meeting.

Such other matters as authorized by law: None

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Motion Appleby, second Gorchals, to move into Closed Session at 7:27 pursuant to §19.85(1)(c) Wis. Stats., in consideration of employment, promotion, compensation, or performance evaluation data of any city employee who is subject to the jurisdiction or authority of the council. The reason for the closed session is to discuss employee job descriptions. If the committee adjourns into closed session it may choose to reconvene into open session at the completion of the closed session pursuant to §19.85(2) Wis. Stats. Motion carried with all "nays".

Motion Gorchals, second Appleby, to adjourn at 8:00 pm. Motion carried with all "ayes".

Recommendations to Council:

1. Recommend approving a 60-day waiting period on lost checks before a replacement check is processed.
2. Recommend approving the quote for office furniture with Office Outfitters for Trina's office.
3. Recommend approving checks dated 12/01/2024 through 12/31/2024 totaling \$275,105.42 and the monthly financial statements.

Rebecca Loehrke
City Clerk