

CITY OF WEYAUWEGA  
FINANCE COMMITTEE PROCEEDINGS  
DECEMBER 10, 2024

The Finance Committee meeting was called to order by Chairman Shani Appleby at the Weyauwega Municipal Building Council Chambers at 6:00pm. 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, Lori Gosz, Andy Schmidt, Mary Jane Baehman and Lauren Wisner.

*Motion Appleby, second Berg, to approve the Finance Committee minutes from November 12, 2024. Motion carried with all "ayes".*

**Citizen Appearances:** None

**Discussion and possible action on City sponsorship of Horse & Buggy Days Event – Mary Jane Baehman:** Baehman spoke to the committee on the hopes of the City being able to sponsor Horse & Buggy Days for 2025. The Chamber is not doing Horse and Buggy Days for next year but there is a group of volunteers that would like to have the longest running event in the City to continue. The group is looking to call it Horse & Buggy Days & Beyond. Looking to also change the date from end of September or 2<sup>nd</sup> weekend in October. Chamber would help with the parade. Liability insurance would most likely fall on the City to get. The group would like to focus on the cheese industry. When the Sesquicentennial took place, the city had \$10,000 to use for seed money. The Horse & Buggy group would like to start with \$10,000 from the City. If the City money would be used the City should have control of the finances. The Rec Committee needs to figure out what events they would like to help support. Would like to have a representative from the Council attend the planning meetings. Item will be added to the January Recreation Committee meeting for more discussion.

**Discussion and possible action on proposal from Community Planning & Consulting, LLC to update the zoning and subdivision ordinances:** This would be the next step to clean up the zoning code and subdivision ordinances since the adoption of the Comprehensive Plan. *Motion Appleby, second Gorchals, to approve the proposal from Community Planning & Consulting, LLC to update the zoning and subdivision ordinances. Motion carried with all "ayes".*

**Discussion and possible action on 2025 Capital Budget Request:** Gosz went over the spreadsheet she created for the capital requests that came in from each department. Schmidt discussed options for some of the Public Works items. The Lead Lateral Program will be a low interest loan. Mayor Luedke would like to look at the requests quarterly rather than issue all of the money now. The old John Deere mower would be sold and proceeds would go towards the purchase of the Bobcat unit. Attachments for the unit can be rented from Spiegelberg if we don't want to buy ones that won't get used all the time. Discussion on if the squad car is needed which would be replacing the 2011 Expedition which is in unsafe condition. For City Hall the standing desks have already been done and the phone upgrade will be coming from AARP funding. Committee decided to only grant the purchase of the squad at this time since there is a short window of time now to order a squad otherwise would have to wait another year. The

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rest of the items will wait for further discussion in March. *Motion Appleby, second Berg, to approve the purchase of a new squad car to replace the 2011 Expedition. Motion carried.*

**Discussion and possible action on Fund Balance Designation:** Gosz recommended to take the money for the squad from Capital Fund Balance. *Motion Appleby, second Gorchals, to take \$75,000 from the Capital Fund Balance to use for the purchase of the new squad. Motion carried with all “ayes”.*

**Discussion and possible action on designation of remaining ARPA funds:** Currently there is \$13,687.10 left of ARPA funds that need to be allocated before the end of the year. \$9,340 will go to upgrade the phone system at City Hall. The remaining \$4,347.10 will be used to finish the dugouts at the ballfield in Maasch Park. *Motion Appleby, second Berg, to approve the designation of the remaining ARPA funds of \$4,347.10 for the dugouts and \$9,340 for phone system upgrade. Motion carried with all “ayes”.*

**Discussion and possible action on changing Sick Time to Earned Time Off (ETO):** Chief Leschke did a little research on ways for City Staff that have maxed out their sick time to be able to use some of it as a benefit to employees that don't abuse sick time. The policy would change to Earned Time Off (ETO). Could cash out a portion and transfer into the Deferred Compensation Program which would be an investment and earning a return for the employee or maybe be able to cash out a portion to pay bills in a hardship. Committee would like the time to gather more information and discuss more. Will bring it back up to discuss in June or July before starting the next budget process.

**Discussion and possible action on breaks as listed in the Personal Manual:** Herbst-Gutche asked for this to be discussed for change in the Personal Manual. Currently the manual states employees receive a 30-minute uncompensated lunch break and one - fifteen-minute break for every four hours worked. With employee hours changing to an 8-hour day with a paid lunch break, it was asked how many breaks. This would only be for Public Works Department and City Hall Staff. The Police Department is exempt and takes breaks when they can fit them into their daily schedule. *Motion Appleby, second Gorchals, for Public Works and City Office Staff to have one – fifteen-minute break and one thirty- minute paid lunch for the 8-hour workday. Motion carried with all “ayes”.*

**Approve Checks from 11/01/2024 through 11/30/2024 totaling \$216,797.22 and the monthly financial reports:** *Motion Appleby, second Berg, to approve checks from 11/01/2024 through 11/30/2024 totaling \$216,797.22 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, January 14, 2024.

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**Such other matters as authorized by law:** Question was asked if having committee meetings all on one night was good with council members and if it should continue. All agreed to continue.

*Motion Appleby, second Gorchals, to move into Closed Session at 7:45 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 Police Department staffing. 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 Appleby, second Berg, to adjourn at 7:55 pm. Motion carried with all “ayes”.*

**Recommendations to Council:**

1. Recommend approving the proposal from Community Planning & Consulting, LLC to update the zoning and subdivision ordinances.
2. Recommend approving the purchase of a new squad to replace the 2011 Expedition.
3. Recommend taking \$75,000 from the Capital Fund Balance to use for the purchase of the new squad.
4. Recommend approving the designation of the remaining ARPA funds of \$4,347.10 for the dugouts and \$9,340 for phone system upgrade.
5. Recommend approve for Public Works and City Office Staff to have one – fifteen-minute break and one thirty-minute paid lunch for the 8-hour workday.
6. Recommend approving checks dated 11/01/2024 through 11/30/2024 totaling \$216,797.22 and the monthly financial statements.

Rebecca Loehrke  
City Clerk