FINANCE, BUDGET AND PERSONNEL COMMITTEE MINUTES OF NOVEMBER 18, 2008

Meeting called to order by Chairperson Spiros at 5:30 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Alderpersons John Spiros, Pete Hendler, Alanna Feddick, Tom Buttke and Scott Noble.

ABSENT: None

ALSO PRESENT: City Administrator Brehm, Gary Gray and City Personnel (Keith Strey, Lara Baehr, Brenda Hanson, Ed Englehart, Jim Schmidt and Deb Hall)

<u>FBP08-135</u> Motion by Feddick, second by Hendler to approve payroll in the amount of \$749,625.65 and the bills in the amount of \$523,092.13 as recommended by the Finance Director. All Ayes **Motion carried**

FBP08-136 Motion by Feddick, second by Hendler to accept and place on file the October 2008 Treasury Report. All Ayes

Motion carried

<u>FBP08-137</u> Motion by Hendler, second by Feddick to accept and place on file the Report of Personnel Actions of November 18, 2008. All Ayes

Motion carried

Payroll Resolution No. 2008-46, pertaining to car allowances.

Car allowances for eligible non-represented staff was last revised on November 9, 1999. Payroll Resolution No. 2008-46 shows an increase in the car allowance for the Police and Fire Chiefs who utilize their personal vehicles for in-town City business. The Director of Parks & Recreation and the Parks & Recreation Supervisor has requested no increase in their car allowance due to budgetary constraints. The Director of Public Works has requested to be removed from receiving the vehicle allowance. He plans to utilize a City vehicle when overseeing City projects.

Human Resources Manager Baehr said that the Police and Fire Chiefs tracked their mileage and it supports this request.

Administrator Brehm added that the car allowance is reported as taxable income.

<u>FBP08-138</u> Motion by Feddick, second by Noble to keep the car allowance at the current rate for the Fire and Police Chiefs, Parks & Recreation Director and Supervisor and to remove the Director of Public Works car allowance. Buttke voted Naye, rest Aye.

Motion carried

<u>FBP08-139</u> Motion by Hendler, second by Feddick to approve Resolution No. 2008-47, writing off various uncollectible accounts receivable totaling \$1,634.98. All Ayes

Motion carried

<u>FBP08-140</u> Motion by Buttke, second by Feddick to recommend approval of Budget Resolution No. 20-2008 to the Common Council, transferring \$2,400 from the parks donation account to the park expenditure account for the purchase of Griese Park playground surfacing materials. All Ayes **Motion carried**

FBP08-141 Motion by Buttke, second by Hendler to recommend approval of Budget Resolution No. 21-2008 to the Common Council, transferring \$89,800 from State Trust Fund Loan proceeds to the TID #7 Yellowstone Industrial Park Fund. All Ayes

Motion carried

FBP08-142 Motion by Buttke, second by Spiros to recommend approval of the membership of the Job Evaluation Committee; Alderpersons Feirer and Feddick, Asst. Finance Director Brenda Hanson, Asst. City Engineer Tim Cassidy, Deputy Fire Chief Robert Haight, City Surveyor Kris Hawley and Human Resources Manager Lara Baehr (on the City Administrator's behalf).

Alderperson Noble would like to see more alderpersons on the committee.

Human Resources Manager responded that when this policy was set up it stated that there would be one alderperson from the Finance, Budget and Personnel Committee and one alderperson from the Board of Public Works. That is why there are two alderpersons on the committee.

Administrator Brehm said that Policy 3.710 would need to be amended in order to change the makeup of the committee. If the committee would like this changed, they would need to direct staff to change the policy based upon the direction given by this committee. The Job Evaluation Committee makes a recommendation. Any recommendation comes back to the Finance, Budget and Personnel Committee for their consideration. You need to trust the Job Evaluation Committee that they will evaluate these positions based upon the compensation plan, the Decision Band Method that the Common Council has approved. The Council has already established the parameters in that compensation plan and the Decision Band Method. There is a very defined procedure that is followed.

Alderperson Hendler stated that they need to be in a position to work with this particular situation but next time around they should take a look at the policy. If it will do nothing else, it will refresh the memories of those that have existed on this Council for some time and those that are new.

Vote on motion <u>FBP08-142</u>; Noble voted Naye, rest Aye. **Motion carried**

Motion by Buttke, second by Hendler to adjourn at 6:07 p.m. All Ayes **Motion carried**

Deb M. Hall City Clerk