

**CITY OF RHINELANDER
FINANCE, WAGE & SALARY COMMITTEE MEETING
OCTOBER 13, 2011 – 5:00-8:10 PM**

MEMBERS PRESENT: Chairman Mark Pelletier, Sherrie Belliveau, Tom Gleason, Joe Salzer and Alex Young

OTHERS PRESENT: Mayor Dick Johns, Ald. Bill Freudenberg, Library Director Ed Hughes, Wastewater Supt. Tim Kingman, Public Works Director Randy Knuth, City Administrator Blaine Oborn, Finance Director Julie Ostrander, Parks, Buildings & Grounds Director Gunder Paulsen, Clerk/Treasurer Mary Richardson, Kyle Rogers of Northwoods River News, Police Chief Mike Steffes and Fire Chief Terry Williams.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chairman Mark Pelletier at 5:00 p.m. The media was notified, the agenda posted, and a quorum present to do business.

EXECUTIVE SESSION

MOTION BY YOUNG, SECOND BY SALZER, TO ADJOURN INTO EXECUTIVE SESSION PURSUANT TO §19.85(1)(c) and (e), WIS. STATS., TO DISCUSS/APPROVE FILLING OF TEMPORARY ANIMAL SHELTER POSITION, EVALUATION OF FINANCE DIRECTOR, DISCUSS/APPROVE UNION SALARIES AND BENEFIT CHANGES, GOLF COURSE CONTRACTS AND ANIMAL SHELTER FUNDING, AND DISCUSS/APPROVE EXECUTIVE SESSION MINUTES. ALL AYE; MOTION CARRIED.

MOTION BY BELLIVEAU, SECOND BY YOUNG, TO APPROVE THE EXECUTIVE SESSION MINUTES DATED SEPTEMBER 8, 2011. ALL AYE; MOTION CARRIED.

MOTION BY YOUNG, SECOND BY BELLIVEAU, TO AUTHORIZE THE CITY ADMINISTRATOR, FINANCE CHAIR, COUNCIL PRESIDENT AND MAYOR TO APPROACH ONEIDA COUNTY REGARDING ANIMAL SHELTER FUNDING. ALL AYE; MOTION CARRIED.

MOTION BY BELLIVEAU, SECOND BY SALZER, TO ADJOURN FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. ALL AYE; MOTION CARRIED.

Temporary Animal Shelter Position

Blaine advised that Jacquelyn Morrill has accepted a different position, and given her two weeks notice to the City. After discussion with Gunder, he recommends hiring an LTE for 120 days as allowed by the Local 178 agreement. The pay rate will be \$8.00/hour.

MOTION BY SALZER, SECOND BY GLEASON, TO AUTHORIZE THE CITY ADMINISTRATOR TO PROCEED WITH HIRING A LIMITED TERM EMPLOYEE FOR THE ANIMAL SHELTER, FOR UP TO 120 DAYS, AT \$8.00 PER HOUR. ALL AYE; MOTION CARRIED.

DISCUSS/APPROVE NON-REPRESENTED SALARY ADJUSTMENTS

Blaine noted that no action is expected on this item; he distributed some updated information from the last meeting.

DISCUSS/APPROVE GARBAGE FEE SPECIAL ASSESSMENT

Blaine explained that the budget has been corrected to reflect the garbage fee as a special charge. He noted that the previous budget reflected a cut; it's now in the budget with an offsetting revenue. Blaine did an analysis and the cost came out to \$89.10 per household for the year. He noted that this doesn't reflect our recycling funding, and he'll be doing further research on that.

DISCUSS/APPROVE CHANGE IN PAYROLL SPECIALIST POSITION FROM PART TIME TO FULL TIME

Blaine advised that this recommendation comes after talking to City Hall staff and trying to find the most efficient way to utilize staff. He stated that we need to have enough resources in the right areas to be able to accomplish everything. Blaine noted that he's generally somewhat reluctant to propose additional staff, but sometimes it really results in savings. He noted that the Council previously authorized filling the part-time payroll position. Blaine explained that going to full-time would benefit both the Finance Department and the Clerk/Treasurer's office, as the full-time position would handle all aspects of the payroll process, including the HR functions currently being done by the Clerk's office. This, in turn, would free up some time for Deputy Val Foley to assist the Clerk with elections and CDBG work. The full-time Payroll Specialist would also assist the Finance Director with processing payables, which would give Julie more time to work on analysis and reporting items, which will help us in the future.

Sherrie Belliveau stated that she's not comfortable doing anything at this time, until we have a clearer picture of where the bottom line is. Blaine stated we can move forward with filling the part-time position, but the person hired may not be qualified if the position does go to full-time in the future.

MOTION BY PELLETIER, SECOND BY GLEASON, TO APPROVE CHANGE IN PAYROLL SPECIALIST POSITION FROM PART TIME TO FULL TIME. 3 AYE, 2 NAY (BELLIVEAU, SALZER); MOTION CARRIED.

2012 BUDGET PRESENTATIONS

The Committee reviewed the 2012 budgets for Water, Wastewater, Boat Launch, Playground Equipment and Urban Forestry.

Library Director Ed Hughes presented the 2012 budget for the Rhinelander District Library.

MOTION BY BELLIVEAU, SECOND BY SALZER, TO APPROVE THE 2012 BUDGET FOR THE RHINELANDER DISTRICT LIBRARY. ALL AYE; MOTION CARRIED.

DISCUSS/APPROVE 2012 BUDGET – no action was taken.

MATTERS OF EMERGENCY/INFORMATIONAL NATURE – none.

FUTURE AGENDA REQUESTS AND MEETING DATE

Future Agenda – 2012 budgets for TIFs, Capital Funds and Room Tax.

Meeting Date - Thursday, October 20, 2011 at 5:00 p.m.

ADJOURNMENT

MOTION BY YOUNG, SECOND BY GLEASON, TO ADJOURN THE OCTOBER 13, 2011 FINANCE, WAGE AND SALARY COMMITTEE MEETING AT 8:10 PM. ALL AYE; MOTION CARRIED.

Approved By _____ Received By _____
Mark Pelletier, Chairman City Clerk/Treasurer's Office

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