

**Minutes
Finance Committee
January 13, 2005**

Please note: Minutes are unofficial until approved by the Finance Committee at the next regularly scheduled meeting.

Members Present: Mayor Wysocki, Aldermen Ament, Augustine, and Chiovatero, and citizen member Keith Heun

Others Present: Mike Holzinger, Director of Finance/Administration

Chairman Augustine called the meeting to order at 6:01 p.m.

Old Business

Review sections 1 – 6 of Financial Policies:

Lengthy discussion of the policies; how they came about and potential impact of changes to any of the policies. Director of Finance/Administration Holzinger commented on the current policies and changes made to the policies on the recommendation of the Ad Hoc Finance Committee.

Section 2 Reserve policy. It was pointed out that section 2.1 was increased to 15% by the Ad Hoc committee, although the Common Council did not act upon the recommendation.

Section 3 Revenue policy. There was broad discussion on the need to review the components and establish the direction prior to starting work on the 2006 year budgets. Comments centered on departments reviewing the user fees and committee recommending the factors involved with projecting tax levy growths.

Section 4 Capital Improvement policy. There was general discussion on dollar factors and what should be placed the CIP budget versus the Operating budget. Comments were made about the need to start long-term planning and about funding of depreciation to replace assets in the future.

Section 5 Debt policy. General discussion about the City's debt issuance practices, level of debt and the Debt Service tax levy.

Section 6 Investment policies. Director Holzinger pointed out that these policies are reviewed annually and was last updated by the Common Council in 2003. There was general discussion about the types of investments authorized and if staff followed the policies.

The committee has decided to wait until completing the review of all of the financial policies before recommending changes or revisions to the policies.

New Business

Purchasing Policy

Alderman Ament provided copies of the State purchasing guidelines and forms for future review. He will provide copies of other policies in the near future. Held over for future meeting.

Write Off of Unpaid Ambulance fees Policy

There was general discussion among committee members on what should be included concerning the unpaid fees. Held over for future meeting.

Write Off of Outstanding Personal Property

After general discussion, it was decided to hold this over to the next meeting on February 17, 2004 at 6:00 PM.

Motion by Alderman Ament to adjourn at 7:50 PM. Seconded by Keith Heun, and approved unanimously.