

**CITY OF TWO RIVERS CITY COUNCIL  
PERSONNEL AND FINANCE COMMITTEE  
Thursday, December 20, 2023  
5:00 PM  
City Council Chambers – City Hall**

**Call to Order**

The meeting was called to order by Committee Chairman Dahlke at 5:00 PM

**Roll Call**

Personnel & Finance Committee Members present were Jeff Dahlke and Bonnie Shimulunas. Committee Member Adam Wachowski arrived at 5:37pm. Members of City Staff present were Gregory Buckley, City Manager; Amanda Baryenbruch, City Clerk; and David Buss, Finance Director.

**November Overtime Report**

Finance Director Buss reviewed the Overtime Report for year-to-date through November, highlighting areas that have exceeded the budgets for those line items and/or line items that have expended more than what they had expended in the same period last year. There were no questions relating to the report. No action was taken.

**Review of Proposed Amendments to the Personnel Policy Manual**

City Clerk Baryenbruch and City Manager Buckley reviewed the latest draft of the Employee Personnel Policy Manual, which is currently under review by staff and the City's Labor Attorney. Various items were discussed by the committee, but the complete manual will come back to this committee and ultimately back to the City Council for approval. No action was taken at this time.

**Review of Plans for 2024 Capital Project Financing**

City Manager Buckley reviewed the General Obligation Debt (GO) borrowing plan for 2024. This plan was previously reviewed by the Committee during the budget process, but has some changes made for various reasons. Total GO borrowing for 2024 is proposed to be \$3,601,846 with \$1,888,846 to be supported with property taxes and the remainder to be repaid through transfers from other funds. The committee discussed various projects associated with the borrowing plan. City Manager Buckley stated that he'd like to bring at Resolution of Intent to Reimburse from Debt Proceeds to the first City Council meeting of January 2024. Motion by Wachowski, second by Shimulunas, to move forward with plan as presented. Motion carried.

**Discuss Process for Consideration of City Manager's 2024 Wage Adjustment**

The committee briefly discussed the process for review of City Manager's work performance. The committee will have further discussion of this subject at a January meeting to be scheduled at a later date.

**Adjournment**

Motion was made by Wachowski, seconded by Shimulunas, to adjourn the meeting at 6:07 PM. Motion carried.

Respectfully Submitted,

  
David Buss, Finance Director