

The meeting was called to Order by Ald. Smith at 6:15p.m. with the following Roll Call:

Members Present: Ald. Frings, Ald. Smith, Ald. Bartelt

Members Absent:

Others Present: Mayor Boelk, Ald. Olson, Ald. Schmidt, Ald Toellner, Nathan Kempke, Alixe Bielot, Chief MacNeill, Captain Vossekuil, Chief Marx, Lois Krueger, Sara Decker, Attorney Daniel Vliet, Attorney Kevin Pollard, Attorney Nolan Frante, Chris Neu, Dale Klueger, Wendy Klueger, Tracy Heron, Dave Pieper, Lisa Schmitt, Derek Hug, Karen Moyle

Item #2 Approve the minutes of the November 28, 2016, Finance meeting and the November 28, 2016 Joint Finance and Public Works Committee.

Motion by Ald. Bartelt, second by Ald. Smith to approve the minutes of the November 28, 2016, meetings. Motion carried unanimously.

Item #3- Citizens Comments.

Rob Boelk 235 N Clark St Mayville gave a statement regarding the TAG Center key fob. He indicated that he spoke to Lisa Schmitt and Derek Hug regarding the fee and they had discussed a \$10 fee for the key fob, however now they want to charge \$40 fee. Horicon is charging \$0 for a promotion. He believes that the TAG Center should charge the cost of key fob. He also discussed that any extra expenses that will be discussed have already been budgeted for with the 2017 budget; therefore, the key fob fee would be profit. He does not believe the key fob fee should be an extra source of revenue and does not want it to discourage membership and participation.

Item #4 TAG Center Report.

A. Monthly Report. Lisa Schmitt indicated that swim lesson registration ended last Friday with classes beginning next week. There are extra adult lap swim times added before open swim. They are looking for day lifeguards and swim instructors. They have been very busy with Silver Sneakers and Silver and Fit registration as they currently have approximately 400 people on both programs. An additional Silver Sneakers class has been added to take care of large numbers. Last week they started hooking up the credit card programs and the new software for the 24 hour fitness. There have been extra tournaments on the weekends. The TAG Center has a new website mayvilletagcenter.com.

B. TAG Expansion. Dave Pieper indicated that he solicited bids for the hot water heater. The winning bid went to Bernhard Plumbing as their quote was not to exceed \$32,000 and only excluded electrical wiring. The hot water is up and running with 2 units. The new construction is nearing completion. The group fitness floor is getting covering today and should be done by Friday. It is scheduled that February 8th and 9th will be a punch day in which they will make a list of things that aren't done. They will still need to finish things such as mounting TVs, phone installation, security cameras, door lock software and speakers. Hoping to have the little odds and ends done by the end of February. He doesn't have an exact date for the completion of the virtual golf. Dave indicated that they have settled on the disputed overages with the contractor. They are hoping to be ready and opening officially the early part of March. Originally the opening date was to be December 6th, which then got pushed back to February 2nd and now they are looking at March.

Motion by Ald. Frings, second by Ald. Bartelt to move items #14 and #15 out of order. Motion carried unanimously.

Item #14 Discuss/Recommend Key Fob Fee for 24/7 Fitness Center.

Ald. Frings indicated that he spoke with a number of members regarding the possibility of a \$40 key fob fee and pretty much everyone agreed that \$40 was too high. Many other fitness centers have initiation fees from

\$30-\$50, but often times they are waived when members join new. Ald. Bartelt suggested there should be some sort of fee, but there should be a compromise of possibly half. Ald. Schmidt agrees with the Mayor that the fee should be \$10 and then if the key fob is lost charge a penalty. It was noted that the cost of the actual key fob is only a couple of dollars. There was discussion that it is one-time fee, regardless of how long you keep the fob, not an annual fee. The TAG Center Board had concerns not only on the cost of the key fob, but the responsibility that comes with getting the key. The 24 hour fitness requires extra signatures for liabilities. The Advisory Board recommended a \$40 fee with a \$20 replacement fee. Derek pointed out the cost of fees in fitness clubs in the area. Ald. Smith discussed statutes regarding fees being reasonable and justifiable for the services offered. He feels \$40 is unreasonable and worried that you can't reverse the damage done by poor customer relations. Ald. Smith would make a recommendation that key fob fee be \$10 and replacement \$20. Ald. Frings believes it should be \$20 with the replacement \$40, while the Mayor feels the fees should be \$10 initially and \$40 for replacement.

Motion by Ald. Bartelt, second by Ald. Frings to recommend a \$20 initial Key Fob fee with a \$40 fee for replacement. Motion carried 2-1 (Ald. Smith voted no)

Item #15 Discuss/Recommend TAG Center membership incentives for employees/instructors.

The Mayor commented that since this item has to do with budget items, he feels it should be tabled until later this fall with the next budget cycle. Lisa indicated that she understands it's a monetary issue, but would like to use this as an incentive tool to recruit instructors and lifeguards before next fall as they can't pay them more. She stated that currently only 4-5 TAG Center staff have memberships, therefore it would not be a big monetary loss. She noted that the TAG Center is competing with the YMCA who gives memberships to staff and they are paid the same or more. A suggestion was made to offer access to the area in which the staff works. This item was brought back to the TAG Center Advisory Board and they came back with the same recommendation. Ald. Smith suggested offering memberships to part-time employees that work a certain number of hours per month and wait on the full-time employees. He wants to continue to remain fair amongst all parties involved. He also noted that if the committee can't come to a reasonable solution they will need to consider to table it again. Ald. Smith indicated that what the TAG Center does shouldn't come from what other facilities do. It was noted that this is just considering TAG Center employees and other City employees fall under a different plan. Ald. Schmidt agrees that something should be done for part-time employees, so that there is not a lack of staff resulting in a decrease in offerings. There was discussion on lifeguards' requirements to get swimming hours in the pool and the lack of staff to teach proper use of the machines.

Motion by Ald. Smith motion to offer a free membership to part-time employees.

Ald. Bartelt suggested a discounted membership rather than a free membership, possibly based on longevity. He pointed up the number of staff that worked in December and the wages they earned. It was noted they some of the younger staff that work few hours don't have the money to join the TAG Center.

Lisa noted that all fitness instructors also need certifications, not just the lifeguards and the YMCA in Hartford gives instructors continuing education. The TAG Center needs funding for education in order to obtain good instructors or give them an incentive. Lisa noted that if it is not a free membership, she'd like suggestions on recruiting to staff the building. There was discussion on subcontractors not getting a membership. It was indicated that there are approximately 5 instructors that are employees. The TAG Advisory Commission recommended that employees must work at least 4 hours per month in order to receive a membership. It was noted that the value of membership is almost equal to the amount they earn. Ald. Frings is in agreement with part-time employees getting memberships but thinks 4 is a little low. It was noted that it is worth it to have dependable staff. An example was given of golf course employees that get limited access to the golf course. Ald. Bartelt suggested a minimum of working 10-15 hours per month. Ald. Olson noted that it was discussed at the Advisory Board regarding how to attract lifeguards and instructors and part of the discussion was discounted/free memberships.

Motion by Ald. Smith, second by Ald. Frings to offer part-time employees that work a minimum of 6 hours per month excluded key fobs, as long as they are employed. Motion carried 2-1 (Ald. Bartelt voted no). It was noted that full-time employees can be brought up again and that they haven't been officially excluded.

Item #5 - Golf Club Report.

A. Monthly Report.

See attached report.

It was noted that the City is still in negotiations with the golf course regarding the next contract.

Item #6 - Treasurer's Report.

A. Monthly Financial Report.

Lois gave report. 2016 is not finalized yet as there are still accounts payable outstanding. The year will be finalized with the audit. The utility pilot agreement was a little bit under budget. Revenues are up by \$80,000, mostly from EMS collections. There are miscellaneous incomes of \$26,000 from insurance claims that were offset by expenses in street lighting. So far the City is doing very well year to date. Expenditures are at about 100%, just slightly higher than what was budgeted. There is \$150,000 reserved for the deficit reduction and it may come in an additional \$50,000 over that-estimate. Ald. Smith had questions on salaried employees. Lois indicated that salaries are pretty much even with the largest discrepancy in police department due to over time due to the fact that two employees were not replaced until January. Attorney fees are also over. The Mayor noted that at the end of the year the City will be under budget as there are more revenues than had been planned.

Item #7 Discuss/Approve real estate acquisitions for Highway 28/67 project.

Nathan noted that they are approximately 1/3 of the way through the acquisition process. There have been no disputes so far, but Prairie Land Services are taking care of that. They are currently in line for the highway to be built on time.

Motion by Ald. Smith, second by Ald. Bartelt to approve the Highway 28/67 real estate acquisitions.

Motion carried 3-0.

Item #8 Discuss/Approve 2017 Police Department K-9 Fundraiser Youth Dance schedule.

Ald. Smith noted that the youth dances are a great place to be and one of the best programs in Mayville.

Motion by Ald. Frings, second by Ald. Bartelt to approve the 2017 Police Department K-9 Fundraiser youth dance schedule. Motion carried 3-0.

Item #9 Discuss/Approve Fire Department 2017 Fundraiser schedule.

Chief Brad Marx indicated that the fire department has 3 fundraisers that they have done for last 5 years.

They will have a bowling tournament on March 17, 18, 19, a golf outing on July 15 and a hamburger fry on Sept 29 and 30th.

Motion by Ald. Bartelt, second by Ald. Frings to approve the 2017 Fire Department fundraisers. Motion carried 3-0.

Item #10 Review/Discuss 2016 Deficit Reduction Fund Transfers with possible action.

Ald. Smith explained that the 9 year plan was established to remove the \$2.4 million deficit and once it was complete to rebuild \$800,000 in a reserve plan. Credit was given to previous Councils for holding true to the plan. Last year some money was transferred to the TAG Center fund as a deficit existed. Lois would like to do the same this year at the recommendation of the auditors as there was savings with the Slag Road project. Ald. Smith noted that the Slag Road project came at end of year and had it been known there would have been a savings it may have been put to other road issues. Nathan indicated that he could find a smaller project to complete with the \$20,000. The Mayor noted that there are 30 miles of road in Mayville; including alleys and parking lots there is 34 miles to resurface total. With the average life expectancy being 15 years the City needs to do 2.2 miles per year to stay even keel. Last year we only did 1 mile on Slag Road. Lois noted that there is currently \$200,000 budgeted for next year but the \$20,000 could be added. In the next couple of years our debts will be lower and there will be more money for repairs.

Nathan said there are resurfacing projects scheduled for next year in addition to the sewer projects.

Motion by Ald. Smith, second by Ald. Frings to recommend that \$20,000 be added as a budget amendment to modify this year's streets and roads budget. The balance of the surplus should go to deficit reduction. Motion carried 3-0.

Ald. Toellner noted that now that it is near the end of deficit reduction he'd like to see the City start paying cash rather than borrowing. Ald. Smith noted that the City can't tax and put the money in the bank and wait for a project. Ald. Schmidt had concerns that Mayville previously had some of the best roads in Dodge County and now there are negative comments about them.

Item #11 Discuss/Approve purchase of laptops and/or tablet for Mayor, Clerk and Comptroller/Treasurer.

The estimates were provided for the purchase of laptops for the Mayor, Clerk and Comptroller/Treasurer from the IT consultant. The Mayor is in dire need of new computer and the Clerk is currently using her private laptop. Ald. Smith noted that the prices including programming were extremely fair.

Motion by Ald. Bartelt, second by Ald. Frings to approve the purchase of the three laptops. Motion carried 3-0.

Item #12 Discuss/Approve establishing bank account at BMO Harris Bank.

The Mayor feels would like to utilize all banks in town as they pay taxes to the City/County/State. Lois investigated and found that the CD Rates are competitive, but she hasn't heard back on the money market account yet. Discussion on the banks having the proper insurance to cover funds deposited.

Motion by Ald. Frings, second by Ald. Bartelt to allow Lois to continue to discuss and establish a bank account at BMO Harris bank so long as it has the proper insurance to cover the funds. Motion carried 3-0.

Item #13 Discuss/Recommend Interest Rate and Payment Installment plan for 2016 Lincoln/Clark Street project.

The final costs of the project have been received. Finance now needs to make a recommendation regarding installment plans and interest rates. Previously it had been a 3 or 5 year installment plan with a 4% interest rate. Also if bills are not paid by October 15, 2017 it would go onto the tax bill.

Motion by Ald. Smith, second by Ald. Frings to recommend the 3 or 5 year installment plans with a 4% interest rate with any unpaid bills by October 15, 2017 to be transferred to the tax bill. Motion carried 3-0.

Item # 16 Discuss/Approve Patented Keys for City Hall.

We are currently waiting to get our estimates back. The goal is to have the locks redone and have a number affiliated with each key so that they can't be duplicated. This will ensure higher security in monitoring who is coming/going out of City Hall.

Motion by Ald. Frings, second by Ald. Bartelt to table this item. Motion carried unanimously.

Item #17 Adjournment.

Motion by Ald. Frings, second by Ald. Bartelt to adjourn at 7:36 p.m. Motion carried unanimously.

Sara Decker, City Clerk