

FINANCE COMMITTEE

NOVEMBER 28, 2016

The meeting was called to Order by Ald. Smith at 6:28 p.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, Julie Staffin, Christine Churchill, Jon Borst, Mike Thoreson, Dave Pieper, Lisa Schmitt, Chief MacNeill, Ryan Vossekul, Mike Kurutz, Attorney Jon Anderson, Cheryl Dietrich, Derek Hug, Karen Moyle, Mike Kurutz, Lois Krueger, Sara Decker

Item #2 – Approve the minutes of the October 24, 2016, meeting.

Motion by Ald. Bartelt, second by Ald. Frings to approve the minutes of the October 24, 2016, meetings.

Motion carried unanimously.

Item #3- Citizens Comments.

None.

Item #4 – TAG Center Report.

- A. Monthly Report. Lisa Schmitt reported that revenues are looking good. They are down a little from last year, but still have December. Revenues from the preschool, daycare, classes and rentals are down due to construction, but have had a positive effect on some expenses. Lisa is working on the application for the Silver and Fit program, as WPS is no longer doing Silver Sneakers.
- B. TAG Expansion. Dave Pieper reported that the construction is 75-80% done on the inside, but the outside is lagging behind. He has had issues with subcontractors. Dave is keeping a list of issues. Working to get construction done in January, but may be early February.
- C. Phone System Repair and Upgrades paid with Bachhuber Donated Funds. Dave reported that the phone system went down. As it was 15 years old, worked with Convergent to upgrade and put in a new unit. There are backups in place if the phone system dies. The total cost \$8,743. Discussed expanding to voiceover IP.
Motion by Frings, second by Bartelt to recommend the phone replacement to council. Motion carried 3-0.
- D. Water Heater Repair/Replacement paid with Bachhuber Donated Funds. Dave reported that the water heater died. Dave has been working on it and has a fan cooling it for now. He is working on getting bids. Dave has authorization to use his judgment.
Motion by Ald. Smith, second by Ald. Frings to allow Dave to handle any emergencies with the water heater within reason. Motion carried unanimously.

Item #5 - Golf Club Report.

- A. Monthly Report.

See attached report.

Ald. Smith discussed the fact that it has been nice out and the golf course is closed. It was reported that winter chemicals were applied and the golf course was closed as a result. There was discussion at the Golf Course Operations Committee meeting regarding the same. It was noted that the City is in negotiations with the golf course regarding the next contract.

Item #6 - Treasurer's Report.

- A. Monthly Financial Report.

Lois Krueger reviewed the monthly financial report. The City should come very close to the budget at the end of the year.

Motion by Ald. Frings, second by Ald. Bartelt to move item #18 out of order. Motion carried unanimously.

Item #18 Discuss/Recommend Police Department Staffing.

The Mayor requested that a supervisor be on the night shift. Currently only the Captain and Chief are considered supervisors. The Chief reported that the Captain's shift has been flexible in order to increase efficiencies and to cover shifts. He also has been able to rekindle programs within the school district. The Chief is requesting a promotion of a union Sergeant to move to night shift as a supervisor in order to leave the Captain on his current shift. This would ensure continuity of supervision. The Chief reported that other agencies that have 10-14 employees have 3-5 supervisors, so it would not be out of the realm to have 3 supervisors. As the budget has been passed already, the Sergeant position would be absorbed into the current budget. Ald. Smith went into discussion regarding the process. He indicated that it is normally brought up during budget season. He also noted that the Mayor is the Supervisor of the Police Chief and decides police department staffing. If the Police Chief had authorization from PFC or Public Safety to add a sergeant, it would come before finance to fund that position or do budget amendment. It was discussed that this can come to the Finance Committee for the 2018 budget or it can be pursued to receive necessary permission to add it to the 2017 budget.

Motion by Ald. Smith, second by Ald. Frings to table this item to such time that it has been resolved or the proper procedure is determined for this request. Motion carried unanimously.

Item #7 – Discuss/Recommend Request for Medical/Eyewear Reimbursement – Donna Gudex-Kamrath.

Ms. Gudex-Kamrath had an accident in the city and believes that the City is responsible. The normal process is the City forwards the report to the insurance company for review. Lois did forward the report to the insurance company and it was found that there was no negligence on the part of the City.

Motion by Ald. Bartelt, second by Ald. Smith to follow the insurance company's advice and to not make a payment to the claim. Motion carried 3-0.

Item #8 Discuss/Approve real estate acquisitions for Highway 28/67 project.

Nathan Kempke did review and sign all of the acquisitions. There is only one that is past the \$250 reimbursement.

Motion by Ald. Bartelt, second by Ald. Frings to approve the real estate acquisitions. Motion carried 3-0.

Item #9 Discuss/Recommend pay increase for sworn Election Officials.

It was reflected in the budget to increase the pay of sworn Election Officials. They currently are being paid minimum wage. It was noted the pay of other election officials in Dodge County. Some municipalities pay the Chief Inspector more.

Motion by Ald. Frings, second by Ald. Bartelt to increase the pay of sworn election officials to \$10.00 per hour. Motion carried 2-0 (Ald. Smith abstained)

Item #10 Discuss/Recommend TAG Center Credit Cards and Surcharge Fees.

Credit cards currently can't be used at the TAG Center. With the expansion and golf simulator, necessary if people don't have cash or checks. Lisa has looked into 4 different credit card companies and has narrowed it to 2. The fees range from 2%-2.5%. Will add surcharge fee when using a credit card but wouldn't get the fee if pay by cash or check. The easiest way is to charge a percentage. Government entities are allowed to charge a surcharge but can't collect any more than the credit card company charged. Discussion on the percentage to charge. Can't legally put a minimum on the card.

Motion by Ald. Smith, second by Ald. Bartelt to recommend to council to approve the use of credit cards at the TAG Center with a 2% surcharge fee. Motion carried 3-0.

Item #11 Discuss/Recommend TAG Center Water Usage for Garden Club.

Cheryl Dietrich from the Garden Club was present. She explained the last few years of usage and billing. Discussion whether the garden club should be paying water, sewer, fire protection. They had been paying water and wastewater. They have been charged on an estimated bill, but since have had a meter put in.

Discussion of rain barrels and gutters. The purpose of a family garden to help the people in the community. Motion by Ald. Smith, second by Ald. Frings to recommend that the Garden Club is charged for actual units of water and units of wastewater used at the current rate. Motion carried unanimously.

Item #12 Discuss/Recommend possible action for TAG Center new addition construction change order #13, excavation for front parking lot.

Dave discussed withholding \$14,848 from Cardinal Construction for charges associated with redoing the gravel driveway. It was discussed that Dave should send them a letter with an explanation.

Motion by Ald. Smith, second by Ald. Frings to recommend to council to withhold \$14,848 from Cardinal Construction. Motion carried unanimously.

Item #13 Discuss/Recommend possible action for TAG Center new black top, section from Breckenridge Street North to beginning of lower parking lot.

Dave discussed withhold money until the driveway is corrected. This would need to be redone in the spring. The total was \$170,000. Discussion on withholding a percentage based on the section that needs to be redone. Dave will type a letter and pass along to the Mayor to approve.

Motion by Ald. Frings, second by Ald. Bartelt to send a letter an withhold payment until the driveway is corrected. Motion carried unanimously.

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

Derek Hug explained that the TAG Advisory Committee met and discussed a fee for the 24/7 key fobs. It was suggested that there be a \$40 one-time fee for the responsibility of the 24 hour access. Other companies charge similar fees. Key fobs can be deactivated if lost, then there would be a \$20 fee to replace it. The cost would be per person. Don't want to discourage people for using it. Will have extra expenses with 24 hour access.

Motion by Ald. Smith, second by Ald. Frings to go along with the recommendation of the TAG Advisory and recommend implementation of a \$40 fee. Motion carried 2-1. Ald. Smith voted No.

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

Discussion on the addition to the TAG Center and the need to recruit more instructors. Discussion on other facilities policy on employee memberships. The TAG Center Advisory recommended that employees get a single membership and if they choose to upgrade they'd pay the difference. They discussed the qualification of teaching at least 4 hours per month. There are minimal current TAG employees that have memberships, therefore it may increase membership with employees adding spouses or family. Discussion on lifeguards and their swimming requirements.

Motion by Ald. Bartelt, second by Ald. Frings to table this item until they get more information. Motion carried 2-1. Ald. Smith voted No.

Item #16 Discuss/Recommend changes for 2017 TAG Center Corporate Membership fee structure.

Discussion on the TAG Center Corporate fee structure. There used to be 12 employers that used the program and now there are only 4. The companies pay \$500 to belong and then employees get a discount. It is hard to monitor and verify. A lot of employers are now providing in house incentives. The TAG Center Advisory Commission voted to recommended eliminating the corporate structure. Everyone will stay the same until their membership renews next year. They suggested keeping the discount for City employees.

Motion by Ald. Smith, second by Ald. Bartelt to approve the corporate membership fee structure change, but keep city employee discount as outlined. Motion carried unanimously.

Item #17 Discuss/Recommend 2017 Schedule of Fees.

Motion by Ald. Smith, second by Ald. Bartelt to recommend approval of the 2017 Schedule of Fees. Motion carried 3-0.

Item #19 Adjournment.

Motion by Ald. Frings, second by Ald. Bartelt to adjourn at 8:42 p.m. Motion carried unanimously.

Sara Decker, City Clerk