

**SPECIAL JOINT PERSONNEL AND FINANCE COMMITTEE OF THE WHOLE****October 10, 2016**

The meeting was called to Order by Ald. Frings at 6:00 p.m. with the following Roll Call:

Members Present: Ald. Frings, Ald. Smith, Ald. Bartelt, Ald. Olson, Ald. Toellner, Ald. Schmidt (arrived at 6:01 p.m.)

Members Absent: none

Others Present: Lois Krueger, Mike Kurutz, Trina Justman Reichert, Chief MacNeill, Captain Vossekui, Lisa Schmitt, Dave Pieper, Nathan Kempke, Sara Decker

Item #2 Approve the minutes from the October 3, 2016 meeting.

Motion by Ald. Toellner, second by Ald. Smith to approve the minutes from the October 3, 2016 meeting. Motion carried unanimously.

Item #3 Citizens Comments.

None.

Item #4 Discuss Budget items with Department Heads

A. Recycling Grant Fund

Only major change is the revenue. Change due to contracted oil.

Motion by Ald. Smith, second by Ald. Toellner to approve the Recycling Grant Fund budget. Motion carried 6-0.

B. General Admin

Trina Justman Reichert from Main Street Mayville discussed their organization. Proposed in the budget to give Main Street Mayville \$5,000. Trina explained they are a nonprofit, serving Main Street Mayville for 20 years. The goal is to stimulate development in Mayville and promote the city. They are working on a tourism center and to enhance the appearance of downtown. If \$5,000 is approved they will continue to support and promote annual events that are planned and organized to make for a more enjoyable quality of life, strengthen business and encourage tourism.

Motion by Ald. Toellner, second by Ald. Olson to approve \$5,000 in the budget for Main Street Mayville. Motion carried 6-0.

Continued with General Admin. Lois went through line items and changes. Discussion on increases and decreases. No final quote on property insurance and worker's compensation. There will also be a presentation from the Chamber of Commerce next week.

Motion by Ald. Smith, second by Ald. Toellner to approve General Admin Budget with the \$5,000 for Chamber of Commerce in the parking lot. Motion carried 6-0.

Graceland Cemetery Budget had a request for maintenance on cemetery, same as last 4-5 years.

Motion by Ald. Smith, second by Ald. Schmidt to approve the Graceland Cemetery Budget. Motion carries 6-0

C. Utility

Water: Revenues are decreasing. Nathan Kempke said that it is due to less water use. Residential is up a little, industrial down. Water/wastewater Commission approved the budget and recommended it to Council. Total expenditures are up a little.

Motion by Ald. Smith, second by Ald. Toellner to approve the Water budget. Motion carried 6-0.

Sewer: Revenue is a 20% reduction based on historical. Discussion on Kekoskee/Leroy sewer connection and how to account for in the budget.

Motion by Ald. Smith, second by Ald. Toellner to approve the Sewer budget. Motion carried unanimously.

D. Special Requests from Department Heads-no other special requests.

E. Golf Course General Fund

No change besides insurance to the property. Discussion on audit.

Motion by Ald. Smith, second by Ald. Bartelt to approve the Golf Course General Fund budget. Motion carried unanimously.

Item #5 Discuss/Recommend 2017 Capital Improvement Projects.

Discussion on budget to plan the river walk portion behind Mayville Savings Bank. Need to have a plan by May. RFPs are going out. May need to modify budget at very end. Tentatively budget for \$20,000. Repair to the tennis courts moved off levy and moved to general fund at \$7,500. Chief MacNeill got a 2<sup>nd</sup> bid for the cubicles per Ald. request. Came \$255 lower and is recommending going with lower bid. Furniture is brand new and has a lifetime warranty. Cost is still approximately \$17,000.

Motion by Ald. Schmidt, second by Ald. Bartelt to approve the second quote for the cubicles.

Discussion on condition of the cubicles. Motion carried 6-0.

Still waiting on quotes for EMS building.

Item #6 Discuss/Recommend action to amend Employee Policy and Procedures Manual section 6.10 Health/Dental Insurance.

Modified to update changes to dental insurance as it is now offered separately.

Motion by Ald. Schmidt, second by Ald. Toellner to update manual. Motion carried unanimously.

Item #7 Discuss status of replacement for TAG Center Building Maintenance position.

At the last meeting it went back and forth and decided to post job first. Mike Kurutz recommends that it is good practice to post internally first; then if no one is interested go externally. If there is an interested candidate then interview.

Motion by Ald. Toellner, second by Ald. Smith to look internally first.

Ald. Schmidt discussed a letter from Dave Pieper. Expressed concern about hiring a qualified candidate.

Discussion on job description and Dave's qualifications. Dave noted he would come back as advisory if needed.

Discussion on recruiting for position. Ald. Frings contacted a dean of one of the technical schools and will be put in contact with teachers and an association of people to find who is available.

Motion had already been made. Motion carried 6-0.

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

Just one for \$250. Discussion on timelines. Hope to have them in by the end of the year.

Motion by Ald. Toellner, second by Ald. Bartelt to approve the real estate acquisition. Motion carried 6-0.

Item #9 Discuss/Approve TAG Center Lease Agreement.

Lisa Schmitt provided a draft lease that was reviewed by the city attorney. Lois made note it should say City of Mayville not TAG Center Inc.

Motion by Ald. Smith, Second by Ald. Toellner to approve lease with changes. Motion carried 6-0.

Item #10 Discuss/Recommend 2017 Fuel Bids.

All area gas stations were sent letters and a public notice was in the paper.

Motion by Ald. Toellner, second by Ald. Bartelt to accept Kwik Trip's fuel bid and Cole's bid for the diesel. Motion carried 6-0.

Item #11 Discuss/Recommend procedure for calculating payouts when a city employee terminates/retires.

Worksheet was prepared based on last week's discussion. City can set rules regarding payouts, doesn't have to be next pay period.

Motion by Ald. Toellner, second by Ald. Schmidt to approve the procedure. Motion carried unanimously.

Item #12 Adjournment.

Motion by Ald. Toellner, second by Ald. Smith to adjourn at 7:17 p.m. Motion carried unanimously.

Sara Decker, City Clerk