

SPECIAL JOINT PERSONNEL AND FINANCE COMMITTEE OF THE WHOLE

October 3, 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. Schmidt, Ald. Toellner, Ald. Olson (arrived at 6:01 p.m.)

Members Absent: none

Others Present: Lois Krueger, Mike Kurutz, Christine Churchill, Lisa Schmitt, Dave Pieper, Sara Decker

Item #2 Approve the minutes from the September 26, 2016 meeting.

Motion by Ald. Smith, second by Ald. Bartelt to approve the minutes from the September 26, 2016 meeting. Motion carried unanimously.

Item #3 Citizens Comments.

None.

Item #4 Discuss Budget items with Department Heads

A. EMS

Christine Churchill reported that there are no significant changes from last year. See attached budget handout. Medical expenses are up mostly due to the cost of EpiPens. Ald. Schmidt questioned using a generic EpiPens. Christine indicated there is different administration of that which isn't always feasible. Ambulance fees are increasing a little bit. The change of billing companies has had a positive effect. 3% increase in wages. Staffing is the number one problem now. Hard to predict the retention rate of new hires. Trying to hire licensed/RNs which increases success rate but hard for coverage. Losing people to other municipalities that have paid on-call. They are currently paid based on licensures and the service they can provide. Discussion about roof. Working on quotes. EMS has been doing fundraisers for equipment replacement, but difficult. Christine attributed success to generous community and the Bachhuber Foundation. They put money from townships in a fund for ambulance replacements. Tactical EMS is 100% by donations. The Mayor noted that Christine does a great job in managing her department. Don't expect EMS to move in next 5 years, but an option to look down the road.

Motion by Ald. Smith, second by Ald. Frings to approve the EMS budget. Motion carried 6-0.

Motion by Ald. Schmidt, second by Ald. Smith to go out of the agenda order and discuss item #4 C, then item #4 B. Motion carried unanimous.

C. DPW, Parks & Recreation, Senior Center, Cable TV Fund, Recycling Grant Fund:

DPW: See handout in packet. Lois handles revenues. Street/transportation is lower than last year. Building permits were increased based on how they have been coming in and expecting more in 2017. Building permit fees are 80% of revenues. There has been an increase in revenue from the city cutting lawns. They inspect the property on Thursday, then issue a weed notice on Friday. If it isn't cut within 5 days the city will cut it the following Friday and charge \$115/hour. Many of the properties are ones where the city has to shovel the snow too. Salt has helped the budget this year and gas went down a little. Discussion on summer help. Overtime depends on the amount of snow. A lot of overtime went into dam control recently.

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

Celebrations are under DPW and they are correctly recording time. Audubon Days is really the only celebration now. Doing bed race clean up and parade traffic. It has been different with moving Audubon Days. It's been more work on front side with electric.

Parks & Rec: There has been an increase in building rentals. The pavilion had a good year and booking into next year already. Not much change. Budgeted for a Scag lawnmower and now have updated quote. Tennis courts repair estimate at \$7,500. It will last 3-5 years and make courts playable. To re-do it would be \$24,000. It would cost approximately \$4-\$5,000 to tear it out and reseed it. Ok to do next spring.

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

Senior Center: There had been a manager that served as manager and custodian, but they left last September. Mike has been filling in as the manager and there was a custodian that is now leaving. The City Hall and Pavilion custodian will pick up hours at the Senior Center. Waiting for quotes on men's restroom and door. Motion by Ald. Smith, second by Ald. Schmidt to approve the Senior Center budget. Motion carried 6-0.

Fund 78 Park Trust: The \$14,000 for the Easy Street park would be a pass through. The City will track the donations. Working on donations and grants.

Motion by Ald. Smith, second by Ald. Toellner to approve Fund 78 Park Trust. Motion carried 6-0.

Fund 85 Rec League Trust Fund: This fund is for all recreation programs, softball leagues and a pass through for fireworks. Leagues are doing well. More adult leagues than kids at this point.

Motion by Ald. Smith, second by Ald. Schmidt to approve Fund 85 Rec League Trust Fund. Motion carried 6-0.

Cable TV Fund: Franchise revenue on cable TV. This fund is meant for electronics/technology. Every city uses it differently. Budgeted to use for software and licensing fees, some telephone fees, and computers. Will request laptops for Clerk and Treasurer out of this fund. Possible tablets for Council Members.

Motion by Ald. Smith, second by Ald. Bartlet to approve Cable TV Fund. Motion carried 6-0.

Recycling grant: will put on next week's agenda.

Motion by Ald. Smith, second by Ald. Toellner to table discussion of the recycling grant. Motion carried 6-0.

B. TAG Center

Lisa Schmitt and Dave Pieper reported. Lois explained shortfall on the budget is due to depreciation. Discussion on golf simulator and anticipated revenue. Discussion on marketing and that it will be worth spending money to do effective marketing. They are hoping memberships go up with addition of the 24 hour fitness. The numbers are hard to estimate until you get a year in after the renovations. Some revenues hurt this year due to construction. Working on lease for preschool room. The Mayor noted that when they did the budget they didn't take into account hiring outside the city to replace Dave. It would be an additional approximately \$35,000 to have someone shadow for 5 months. Ald. Frings notes he thinks 5 months is excessive. Added expenses with 24 hour section will include cleaning and maintenance. Ald. Smith noted that this will take time and need to keep a positive attitude and stay enthusiastic. Lisa is excited about TAG Advisory board. Construction will get back on schedule. It was noted that some of the TAG employees hours/wages are reflected in Mike's budget as they are helping with Parks & Rec. Budget is getting close, but need to determine how to handle Dave's replacement.

Motion by Ald. Smith, second by Ald. Toellner to table the TAG Center budget. Motion carried 6-0.

Item #5 Discuss/Recommend process of calculating payouts when a city employee terminates/retires.

Lois prepared an Excel spreadsheet that makes calculations based on information you provide regarding an employee that is leaving. There is a section to document who prepared/reviewed/approved the worksheet. Summary at the top that pulls all the info gathered. Lois explained worksheet. See attached. Payouts would then be approved by Personnel. Discussion on when payout needs to occur. Lois will look into it. Discussion of exit interview. Motion by Ald. Smith, second by Ald. Schmidt to bring back the finalized worksheet with a resolution at next meeting. Motion carried unanimously.

Item #6 Convene into Closed Session Pursuant to Section 19.85 (1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Convene into Closed Session Pursuant to Section 19.85(1)(g) confer with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation.

Motion by Ald. Schmidt, second by Ald. Toellner to convene to closed session at 7:16. Motion carried unanimously.

Reconvene into Open Session for Possible Action/Recommendations.

Motion by Ald. Schmidt, second by Ald. Toellner to reconvene into open session at 7:50 PM. Motion carried unanimously.

- A. Discuss performance and compensation for Nathan Kempke's 6-month review.
Motion by Ald. Schmidt, second by Ald. Toellner to approve Nathan Kempke's 6-month review and increase.
Motion carried unanimously.
- B. Discuss/Approve 2017 employee wage increases.
Motion by Ald. Schmidt, second by Ald. Bartelt to approve the 2017 employee wage increase rates. Motion carried unanimously.
- C. Discussion with Possible Action/Direction on employee compensation.
Motion by Ald. Smith, second by Ald. Schmidt for the Mayor to begin the process of action towards small claims against former employee to recoup overpayment. Motion carried unanimously.

Item #7 Adjournment.

Motion by Ald. Schmidt, second by Ald. Bartelt to adjourn at 7:54 p.m. Motion carried unanimously.

Sara Decker, City Clerk