

FINANCE AND PERSONNEL COMMITTEE OF THE WHOLE

September 26, 2016

The meeting was called to Order by Ald. Smith at 6:50 p.m. with the following Roll Call:

Members Present: Ald. Frings, Ald. Smith, Ald. Bartelt, Ald. Olson, Ald. Schmidt, Ald. Toellner

Members Absent: none

Others Present: Lois Krueger, Chief MacNeill, Captain Vossekuil, Lisa Schmitt, Dave Pieper, Derek Hug, Sara Decker

Item #2 Approve the minutes from the August 22, 2016 and September 12, 2016 meetings.

Motion by Ald. Toellner, second by Ald. Frings to approve the minutes from the August 22, 2016 and September 12, 2016 meetings. Motion carried unanimously.

Item #3 Citizens Comments.

None.

Item #4 Discuss/Recommend 2017 Capital Improvement Projects

Lois Krueger explained that the capital improvements are broke into two parts; the levy and the debt. Lois calculated projected payments. Ald. Smith noted that a few items still needed discussion. Discussion on DPW pick-up trucks and replacements. Discussion on police cubicles and alternatives. Chief MacNeill indicated that the current cubicles have lasted 23 years and need to be replaced. There are some cubicles in storage at TAG Center. After discussion, doesn't appear they will work. Police are hoping for a newly created, open concept workspace. Chief only received one quote. Discussion regarding getting further quotes. Chief MacNeill shared diagram of what new space would look like. The new set up doesn't just replace the old cubicles it changes the layout to be more efficient. Ald. Bartelt questioned reputation of company and quality of goods. Tennis courts were discussed at last meeting and are not resolved. Mike Kurutz indicated that the cracks are bad and he has a contractor coming this week to look at it.

Discussion on Police Communication radios. Reviewed letter from Sheriff and no issues with those. Ald. Smith noted that the Police Department was originally going to hire an officer on 11/1/16 and now won't start 1/1/17.

Police cubicles discussed again. Ald. Smith suggests to allow Police to tentatively get new workstations. Ald. Olson and Ald. Toellner want second bids. Ald. Olson suggests they check with Lomira.

EMS director got a bid to replace roof though it may no longer leak. She was unable to get a bid last year and then had a bid for roof for materials and not the labor. Suggestion to rethink roof and move EMS and fire to a different building. Lois will look into roof in question. Suggestions of other companies that recently repaired roofs in town.

Waiting on cubicles, tennis court cracks and EMS roof before approving capital improvements. Want to bring those items back w/ explanations.

Item #5 Discuss/Recommend approval of Builder Incentive for Strysick Builders in TID #3

This is the last incentive payment because the TID is closed. It was a builder incentive for building speck homes.

Motion by Ald. Toellner, second by Ald. Schmidt to recommend per the resolution to approve the Builder Incentive for Strysick Builders in TID #3. Motion carried unanimously.

Item #6 Discuss/Recommend 2017 Dodge County Humane Society Contract

Same contract as last year. Proposing that the city chooses \$2,500 to collect 20 animals. Last year there was an agreement that the city could collect 40 animals though they paid for 20 animals. There have been 19 animals collected so far this year; 8 cats/11 dogs. Discussion whether the agreement was under the assumption we'd take 40 animals again this year. Discussion that past mayor had an agreement that Humane Society would give us 40 last year, if we'd do 40 this year. Captain Vossekuil indicated that any past agreements were nonbinding agreements.

Currently the city is accepting cats and dogs. Ald. Schmidt questioned why we are taking cats and doesn't believe we should continue to do so.

Motion by Ald. Schmidt, second by Ald. Toellner to eliminate cats and sign contract for 20 animals for \$2,500.

Ald. Toellner misunderstood and wants it to say cats/dogs and leave at 20 animals, but after 20 stop taking cats. Ald. Toellner withdraws his second-wants cats included. Ald. Smith suggests that we approve the contract at \$2,500 and work on details later.

Amended motion by Ald. Schmidt, second by Ald. Toellner to approve 20 animals for \$2,500.

Police to determine how they are divided.

Motion carried 6-0.

Item #7 Discuss Budget items with Department Heads

A. Fire Department

Jon Borst discussed Fire Department budget. They have lowered their budget.

Motion by Ald. Schmidt, second by Ald. Frings to approve the budget as written. Motion carried 6-0.

B. Police Department

Chief MacNeill and Captain Vossekul discussed. Salary and benefits will be discussed in closed session.

Discussion on items that increased/decreased. Overall general fund expenditures are down.

Ald. Smith applaud budget as 3 years ago police budget was more. Chief MacNeill indicated that it is monitored and track on a daily basis.

Motion by Ald. Schmidt, second by Ald. Toellner to tentatively approve the Police Department budget after capital improvement issues are resolved. Motion carried 6-0.

C. General Admin

Lois Krueger suggest that we keep General Admin until next week as there is quite a bit to go through.

Motion by Ald. Toellner, second by Ald. Frings to table. Motion carried unanimously.

Item #8 Discuss/Recommend Easy Street property with possible action.

Mike Kurutz indicated this issue was tabled last year. Property was for sale with no interested buyers. Mike has been approached by the neighborhood to put in a small playground. Stacy Wenninger did legwork and Mike presented a diagram. The total cost is \$14,000 and Stacy has commitments from local businesses for grants. She had issues raising money with no certainty. The Park Board is in favor of the playground. The lot is currently being maintained by the City. It is zoned-single family and was left as an unbuildable parcel. Liability issues are no different than any other park.

Motion by Ald. Schmidt, second by Ald. Toellner to support turning the Easy Street lot into a park which will be funded with donations. Motion carried unanimously.

Item #9 Recommend/Approve 2017 Health and Dental benefit rates.

Lois Krueger explained the rates handout. Dental would be paid by the city. Employee pays back 10% of health. This proposal will bring back the dental plan the City had 2 years ago. Mayor wanted to do this for the employees.

In Mayor's original budget the rates were projected to be higher, but they actually came in lower.

Motion by Ald. Schmidt, second by Ald. Toellner to approve the health/dental rates. Motion carried 6-0.

Item #10 Discuss/Recommend Payment for newly created TAG Center Board committee members

Ald. Smith explained that all other committees get compensated \$12/meeting. Need to approve payment for TAG Center Board.

Motion by Ald. Schmidt, second by Ald. Bartelt to extend the same \$12/meeting pay to the TAG Center Board.

Motion carried 6-0.

Item #11 Discuss/Recommend process of calculating payouts when a city employee terminates/retires.

To prevent errors, the Mayor wants payouts approved by Personnel Committee. Ald. Smith suggests there should be a written process with spaces to fill in if employee leaves as errors have been made. This should be checked by 2 people or 1 person and the Personnel Committee. Discussion to table to create a form to use. Ald. Schmidt doesn't believe there needs to be a form. Suggestion that Comptroller/Treasurer should check and then the Mayor should approve with no check issued until then. Motion by Ald. Smith, second by Ald. Toellner to recommend completion of a form that is approve by Comptroller/Treasurer, then the Clerk and then approved by Personnel Committee. Motion carried 5-1; Ald. Schmidt voted No.

Item #12 TAG Center Report.

A. Monthly Report.

Lisa Schmitt reported. Working with attorney and insurance company for new releases for expansion. Discussing marketing the new addition and targeting social media.

B. TAG Expansion.

Dave Pieper gave report. The expansion is going well. Rain put some projects behind. TAG Center was shut down for 5 days for sewer; ran into a lot of problems. Repairs/grab bars done in women's showers.

C. Discuss/Recommend Monthly Rental Fees for Preschool Room.

Kari Smalley had been using preschool room and TAG Center was receiving 70/30 split on her fees. With the 70/30 split the city collected approximately \$385-\$400/mon. Kari was only running morning classes and had to set-up/take-down. Her fitness classes are run in the other rooms. Discussion on going rate for rental in town. Estimated at \$500-\$550; some older buildings include utilities, some newer ones don't. The new pre-school room rental will include utilities, storage, cleaning and private bathroom. Discussion on lease. If Kari decides not to sign the lease will look for new renters. Motion by Ald. Schmidt, second by Ald. Toellner to recommend \$550/month rent. Discussion that the lease should be 1 year with no subleasing. Also would continue fitness classes in other rooms with 70/30 split. Motion carries 6-0. Lisa will have a lease drawn up and then will bring the lease back for approval.

Item #13 Golf Club Report.

A. Monthly Report.—Ald. Frings read report. See Attached.

Item #14 Treasurer's Report.

A. Monthly Financial Report. Lois Krueger gave report. See Attached. Expense and revenues are on budget. Ambulance collections are far surpassing from last year.

Item #15 Discuss status of replacement for TAG Center Building Maintenance position

Mike Kurutz indicated that he had interest internally about the position. Discussion on posting the job to all employees to see if anyone else is interested. Ald. Schmidt suggested it may be better for the city to post it/advertise for everyone so that don't have to start process all over. Dave Pieper suggested the they first need to determine qualifications. He will be leaving in spring so it would be good to have someone start shadowing him in January. Discussion that the newly hired person should have the same qualifications as Dave. If they hire someone with a good technical background they could be shared throughout the city. Discussion on wages. Motion by Ald. Schmidt, second by Ald. Frings to advertise the position and look for the same qualifications as the current TAG Center Building Maintenance position. Motion carried 6-0. Dave suggests advertising at the technical schools. Mike will work with Personnel to get position advertised.

Item #16 Discuss expanding TAG Center Aquatic Director position to full time.

Ald. Smith read statement from Mayor.

Motion by Ald Smith, second by Ald. Schmidt to expand the TAG Center Aquatic Director to full time position in January.

Currently the position is budgeted at 50% but with the expansion, it will require additional hours. Motion carried 6-0.

Item #17 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. Toellner, second by Ald. Schmidt to adjourn and take up the closed session items next week. Motion carried unanimously.

Item #18– Adjournment.

Motion by Ald. Frings, second by Ald. Schmidt to adjourn at 8:53 p.m. Motion carried unanimously.

Sara Decker, City Clerk