

SPECIAL FINANCE COMMITTEE OF THE WHOLE

OCTOBER 1, 2013

The meeting was called to order by Council President, Ald. Redeker at 5:00 p.m. with the following Roll Call:

Members Present: Ald. Toellner, Ald. Sertich, Ald. Pasbrig, Ald. Redeker, Ald. Boelk

Members Absent: Mayor Moede, Ald. Schmidt

Others Present: Deanna Boldrey, Kathie Wild, Don Neitzel, Mike Kurutz, Brad Marx, Alixe Bielot, Carla Hagen, Merle Kahlhamer, Chris MacNeill, Linda Turk, Mary Winter, Ben Brown, Lisa Schmitt, Dave Pieper, Christine Churchill, Jon Borst, Bill Stanke, Geri Feucht

Item #2 – Citizen Comments.

Bob Smith of 5 Cottonwood Lane came to the podium. He commented that this Council has done a great job on the budget and ahead of the nine year plan. He commented on the deficit and the lack of salt when he was in office. He commented on the Wheel Tax and to try to get rid of it.

Item #3 – Budget Remarks by the Mayor.

The Clerk read a statement by Mayor Moede.

Item #4 – Clerk to Present & Read Resolution 4341-2009 Approve Financial Recovery Plan of 9 Years that will Rebuild the Undesignated Fund balance to 25% Reserve at an Estimated Annual Amount of \$365,000.

The Clerk read the resolution.

Item #5 – Clerk to Present & Read Resolution 4272-2008 Review of Vehicle Registration Fee Ordinance Annually in regards to Ordinance 1013-2008 vehicle Registration Fee.

The Clerk read the resolution.

Council President, Ald. Redeker, turned the meeting and gavel over to Finance Chairperson Ald. Sertich.

Item #6 – 2012 Budget Request Presentations.

A. Chamber of Commerce.

Linda Turk of the Chamber of Commerce came to the podium. The request is for \$7,500; they have received \$6,000 in the past. This item will go on the parking lot.

B. Main Street Mayville.

Mary Winter of Main Street Mayville came to the podium. They are requesting an additional \$1,000 for the maintenance of the downtown planters. This item will go on the parking lot.

C. Graceland Cemetery Association.

Merle Kahlhamer of the Graceland Cemetery came to the podium. They are requesting \$12,000. Merle commented that they are doing well with their budget.

Item #7 – Discuss/Recommend Amendment to 2013 Schedule of Fees – Specifically related to Parking Fees.

Deanna introduced the item. Motion by Ald. Sertich, second by Ald. Redeker to recommend the Amendment to the 2013 Schedule of Fees-Specifically related to Parking Fees. Motion carried 5-0.

Item #8 – Discuss/Recommend 2014 Schedule of Fees.

Deanna introduced the item. She noted the two changes of the updates on the parking fees and the increase of the liquor license fees from \$450 to \$475. Motion by Ald. Redeker, to recommend the 2014 Schedule of Fees. Ald. Sertich commented that she would like to hold off for more information on an item. Ald. Pasbrig also asked for more history. Deanna noted that she did research and had schedule of fees from other municipalities. Motion by Ald. Sertich to postpone the item to next week, second by Ald. Pasbrig. Motion to postpone carried 5-0.

Item #9 – Discuss/Recommend Town of Williamstown Ambulance Agreement.

Deanna noted the change on the dates. This is the same agreement from past years. Motion by Ald. Redeker, second by Ald. Pasbrig to Recommend Town of Williamstown Ambulance Agreement. Motion carried 5-0.

Item #10 – Discuss/Review/Recommend 1st Draft of 2014 City Budget.

Ald. Sertich commented that we will go through items page by page. Straw polls will be taken. She continued by explaining the parking lot. If there is an item that you want more discussion it will go on the parking lot. The wheel tax and requested increases will go on the parking lot. If you see something that you feel can be reduced, make a motion and then we can move on.

Kathie Wild commented on the goal of \$365,000 surplus and currently we are at \$218,441. We still need \$146,559. She noted that the budget was approached differently this year as it includes all requests and is up to the Council to make changes. In the past a lot of items were cut out prior to the Council.

Kathie Wild explained the expenditure restraint item from the state. In order to receive the expenditure restraint from the State we can only raise expenditures a certain amount. We have not received the information yet. She is conservative and estimating 2%, we can only raise the budget by the 2%. We are at 6.96% as the budget sets right now. If we go over the expenditure restraint the City will lose approximately \$80,000 in revenue. Kathie noted that the tax levy is made up of the general fund, debt service fund, landfill settlement fund, recycling fund, and this year proposing capital projects and part of the TIF district.

Planning Engineering (Public Works Budget).

The Public Works Streets and Roads budget was then reviewed for the items that Don Neitzel will cover. The amount for Kunkel was noted. Don noted that the \$70,000 was for the development coming up such as the Hwy 28/67 that is coming up and anything unforeseen. Don recommended to leave the item at \$70,000. Ald. Sertich commented to put the item on the parking lot. Paving was then noted. Don commented it is for street resurfacing. Don recommended to keep at \$100,000. The paving item went on the parking lot. The landfill settlement fund was then discussed. This is to cover any of the principal party fees. This fund is negative right now. We have been levying property taxes. Don noted that the City is a principal responsible party for the LGRL.

Don continued noting the lower dam inspection and potholes on the embankments that will need rip rap. He continued that the DNR had directed for this repair to be this year; then redirected to 2014. The lower dam repair will need to be done next spring. Kathie Wild noted that \$73,945 of capital improvements will be reallocated toward the lower dam. Don noted that there are no other issues with the parking lot. It could come in less.

Reevaluation

The reevaluation was then discussed. Kathie Wild noted that Phil Cosson commented we cannot borrow for the revaluation and to put in the capital improvements and levy taxes to the capital improvements. Ald. Sertich commented that we are at about 106%. The reevaluation quotes were then noted. This item will go on the parking lot. The item will be on the agenda for discussion next week. The last reevaluation was in 2005.

Christine Churchill – EMS.

Christine Churchill commented that an EMS wage increase is long over due. It has been six years since last wage increase. She noted that the staff is built up. She noted that we need to maintain staff. Christine continued that we currently have nearly 30 on staff. She reviewed the education from this year. Her goal next year is to have the schooling at less because of the staff level. She noted the payment from the state that is for training, but that is \$2,000. She noted that she is requesting \$6 per day for the on-call. She noted that next year they will be buying an ambulance and that there is a savings account to pay for part of the ambulance. She noted the inmate labor that will paint the EMS building. The fundraising is paying for the paint for the building. She noted the additional volunteer work that the EMTs do.

Christine clarified the current weekend on call pay is \$27 for a weekend and it is very difficult to staff the ambulance on the weekend. She is requesting \$75 for a weekend on call. Also the .5 on call time. This item will go on the parking lot for further discussion. Christine noted the ambulance fees are always behind. Christine noted that they are down about 20 calls from last year.

It was noted that there are three ambulances, not for transport at this time. There have been transport changes. Medicare changed a great deal in how they are paying the transport. There could be change with Obama Care. If we fit into a super rural EMS it would change the subsidy from 3% to nearly 20%. This is less than 750 calls per year. They do use the 3rd ambulance. An ambulance could be out of services.

Christine continued that she does see a day when Mayville Ambulance Service as a full time service with consolidation. The other purpose of the 3rd ambulance is that an ambulance could be out of service. Ald. Sertich commented that the only thing the City see on the Capital Improvements is the ambulance. The taxpayers of Mayville are not picking up the replacements by themselves. The fundraising was also noted. They are looking at \$45,000 for lifepaks / difiberilators.

The EMS FAP funding from the state is as low as \$1,900. There are five EMT basic on staff. The funding has to be spent on students and training.

The EMS Fundraising account was noted. This is the monies from the ambulance contracts.

EMS Tactical is self funded and works with the police department.

Motion by Ald. Sertich, second by Ald. Toellner to recess for five minutes. Motion carried 5-0.

Fire Department

Brad Marx commented on the salary increases. The salary item will come back for discussion on the parking lot. Also noted is the education item for next year's budget. Chief Marx noted that the certified schools are reimbursed. Training for sixty hours is noted. The state pays for the accredited education. Ald. Sertich questioned 22-307 increase as the spending has been around \$100. The Chief noted it is for a blood borne pathogen class. It is a required class. He included money for lunch at \$3 per person for 35 people.

Ald. Redeker questioned maintenance for vehicle number 2.

There was a deficiency that did not pass and a left hand turn signal not working. They have estimates from past repairs. Chief reported that batteries are going to be replaced on the vehicles and are in a five year routine. Ald. Sertich questioned 22-327-000, she commented that there was \$4,000 added in for equipment for the new ladder truck and to date only used \$4,376, the budget was for \$10,000 and you are reducing it back down. Could it be lowered? Chief noted that they did not order the phone yet and they are taking a class and then will buy the phone and that will be \$1,000. They are not done equipping the truck.

Chief Marx continued that the ladder truck is out of service and has been for the past few weeks.

Ald. Sertich questioned the warranty on the contract? The Chief noted that there is a \$3,000 deductible with a \$15,000 maximum. We pay the first \$3,000 and they will cover the next \$15,000, and then we cover everything after that. A cylinder went out, controls for the cylinder. The cylinder is obsolete they are having trouble finding someone to repair it. They tested it and found it is inside the controls and two bad cartridges that are on order. We are waiting to have it tested. There were six items that they found right away.

Ald. Sertich noted that she is a little surprised why not taken care of sooner.

She continued that Bill Stanke had stated no problem getting more equipment there. Bill Stanke commented it is a hydraulic cyclinder. The bad part is that it is very touchy item, because if it fails while using the truck, not good. The age of the truck is where items for the truck are obsolete. It is out of its life cycle. It was not noted from when they were there. It was noted three days after delivery. They noticed the problem but did not know what the problem was. Bill Stanke noted he sent to Billy right away to figure out what was wrong whether it was an operator or control box. It was a cylinder on top of the control box that was leaking. He continued that he was surprised. There are eight places in the United States that are capable of testing this for reliability. He noted the liability factor if something takes a dive and tips. Some of the truck companies have went out of business because of the liability.

Bill Stanke noted that they have contacted Alabama asking if they have a cylinder. They have also contacted E-one in California. Companies are only required to keep repair parts for twenty years.

It was noted that the Mayor had been informed of the truck repairs.

Chief Marx commented that the Mayor was informed three or four weeks ago. The Chief noted that there have been a lot of nickel of dime things. If it is out of service it is there obligation to get it up and running. The Chief noted that there are only a few companies that work on these items and they will not move them up.

Ald. Redeker commented that if a truck is out of service it should be reported to the Council.

22-348-000 clothing and uniforms was noted. This will go on the parking lot. Some of the sets are allocated to the budget. Chief noted that the Fire Department is in dire need of equipment as some of it is from 1975 and it is supposed to be replaced every 10 years. He continued that they are trying to reduce the liability for the City and protect the fire fighters. Ald. Sertich commented that there has not been an urgency in years past. She noted that it was not being utilized in a different direction. She noted that the Chief needs to determine the next capital improvements and get the information in place. The chief commented on the maintenance of the SCBAs and the furnace maintenance. He noted that there is some building maintenance.

Ald. Sertich questioned the pagers. Pagers were then discussed. Batteries go bad. Pagers need repaired. It was noted that the pagers go to Mexico to get repaired. They do have some spares.

Fuel costs for the Fire Department was noted. They have been doing a lot more training this year.

Line item 23-102-000 Fire Inspections was noted. Chief Marx commented that there are 300 businesses that need two inspections per year. He noted the inspections are very time consuming. He contacted Fire Inspections out of Oconomowoc for a quote. He noted that it would be 600 hours per year. He noted this company does a lot of the surrounding communities. Most have gotten away from doing their own inspections. They will do up to three reinspections per business and he is certified. For him it is \$38 per inspection and all required reporting. Ald. Sertich commented to put the item on the parking lot.

The Fire Trust fundraising item was noted.

Streets and Roads.

Mike reported on the streets and roads. The metal fabrication line item was questioned and will go on the parking lot. The metal is needed for fabrication and welding. Mike commented that the stock is low and this is material that is needed. It was noted that we are in a two year contract with Kwik Trip for the fuel/gas.

The salt has been committed by contract for 1,400 ton with a reserve of 300 ton, budgeted for \$1,700 ton. We currently have 200 ton in the shed. If sand is used it makes the catch basins a mess. Mike noted that the City does have a lot of hills. Ald. Sertich commented to focus on Item 45-102 wages for activities was noted. Wages are on the parking lot.

Parks

Ald. Sertich commented that there are a lot of items that are more realistic of where items are falling so that you can see the true dollars. The buildings need more maintenance, the pavilion is a busy place. Mike commented that line item 303 as John wants small engine training and the applicators license.

The Leagues is the area for the support of recreation programs such as lining the fields. That equipment is budgeted in this account. Also noted was the advertising of the brochures.

Library

Alixé was on hand for the Library Budget. The Council funds a total amount to the Library and the Library Board decides the allocation. It was noted that the Library Board determines the wages. The letter from the attorney was noted and the letter from Mid-WI Federated Library System was noted. They were questioning if money was left over then it would be allocated to them to spend in future years. No other department has this available. If they overspend then what happens to that amount. We have the opinion from the attorney. Alixé also brought forward a letter from the library system director. The attorney has stated it is like a general fund not like a trust fund. Geri Feucht commented that the information from the system is true and this is how it was done in Horicon and if overspent the library board made up the money.

The Dodge County Library item was noted. Circulation has decreased.

Library fines and donations go into the trust. Library Materials are noted.

Motion by Ald. Boelk, second by Ald. Sertich to recess. Motion carried 5-0.

Police Department

Discussion of the Police Department Budget ensued. Increases were put on the parking lot. Sale of City property also put on the parking lot.

The Chief reported that they have been working with a reduced staff. We should have 2.2 officers per 1,000 people we have. He requested another officer on staff to start 1/1/2014 from the eligible list. This will offset the over time incurred for calls for service and overtime. Ald. Redeker questioned how this will effect the scheduling. The Chief reported that this will be for the evening shift. He noted it depends on the other shifts. It might be the extra shift to cover 2nd and 3rd shift and if someone had to do a transport. Ald. Redeker questioned if this is an overlap of officers. Chief noted that from 6 pm to 2 am with another officer on the road. This reflects when officers take off for vacation to offset overtime issues. The item is on the parking lot.

The initial request for the additional part-time administrator which then changed to a full-time administrator. The Chief noted he needs to keep status quo with two administrative assistants. Ald. Redeker questioned when the County was here and they talked about New World coming on line, it was talked about that the County would have a 50% effect on their staffing. Why there is not savings with the new system in Mayville. The Chief commented that there are still a lot of issues that they are trying to work out such as not being able to print. He noted that there has been increase. The reports have not been done yet. The Chief noted that there will still be work and reports. Dispatch is doing a lot of the entry into the system. Sergeant Vossekuil commented that there are different types of reports. Some reports will still be dictated. The new system is very new with a lot of bugs. Ald. Redeker commented that the New World will lighten the work load for that department.

Chris noted he is working with the County on finding a work around. Both items 101 and 102 will come back to the parking lot. Chris noted that he cannot zero overtime. He initially asked for \$3,000 he would like to keep status quo with \$2,000. The item will go on the parking lot.

Ald. Redeker questioned the officer's overtime and why the same amount. The Chief noted that because he does not know what will happen and the officers that will be on FMLA. The item will go on the parking lot. Item 107 to remove the standby pay. It was noted that this will be a manual change.

Kathie Wild commented on the insurance change, the officers do not pay a portion of the health insurance and with the deductible. Their budget increased \$16,000. Most of the officers do not pay anything for their retirement.

Item 21-206 Education was then discussed. It was noted that a stack of back up of supplied degrees was supplied by Ryan. This will have to come back. Employee Travel has been reduced. Lodging has been increased.

21-331 Police Department Supplies was noted.

Chris noted that the WDOT grant that they may use for the squad car equipment and equipment for the officers. There are no spare radios. They need \$2,300 for the radio for the new officer.

The Crossing Guards was then discussed. The school provides two crossing guards.

The Police Trust was noted. There could be less dances due to the lack of availability of the pavilion. It is hard to gauge how many will be at the dances.

Emergency Government budget had no changes.

TAG Center

Lisa Schmitt and Dave Pieper came up to discuss the TAG Center budget. Line Item 218 was noted. The personal trainer letter was noted. Sue Retzlaff is a long term employee of 11 years. Her clients pay to use the facility and there should be a fee for the personal trainer. Do we want to allow her to run her business at the TAG Center at no cost. It was noted that we need consistency. Also noted was the equipment use, including the monopolizing of equipment when members want to use the equipment. Lisa reported that this is a problem. She has looked into other facilities and looked at contracts at other facilities. It was noted that Dave Pieper will be cross training prior to his surgery. The additional part-time employee was noted. It was noted that DPW will cross train as well during this time. It was questioned when the DPW will get their other work done. The transfers for the TAG Center were put on the parking lot.

Water Wastewater Utility

Ron Wellner reported on the wastewater utility budget. It was noted that an accountant was budgeted for the water wastewater as Kate Price is retiring. An overlap of one month is budgeted for, for the replacement of Kate. Kathie Wild questioned the insurance numbers. The dental was also questioned. These items will come back. Ald. Sertich questioned if funds are available for Clark Street. Ron stated that there will be borrowing from the clean water fund. Ron commented on the phosphorus reports to the DNR. Lift Station Maintenance was also noted. The water utility budget was also noted.

Ald. Toellner made a motion to adjourn. Motion failed for lack of second.

General Admin.

The General Admin Budget was reviewed page by page, line by line. The salaries item will come back. Additionally it was noted that the Main Street and Chamber item will be put on the parking lot along with the Educational Center request.

Elections.

The Election budget was reviewed page by page, line by line. Deanna commented she is budgeting for four years.

City Hall.

The City Hall budget was reviewed page by page, line by line. Ald. Sertich commented on 10-325 increase because there are employees buying supplies to do their job for operating.

Data Processing, City Council, and Mayor, and City Attorney

The budgets were noted. The Clerk commented that in April she wants to elaborate on the training at the Organizational Meeting. The City Attorney item will come back.

Sr. Center.

The Sr. Center budget was discussed. Ald. Toellner commented that their Kitchen Floor was fine. The fan request can come out of their operational budget. The Kitchen Floor will come back.

PFC and EMS Commission

The PFC Budget was noted with the increases in the physicals. It was noted to put the physical item on the parking lot.

Assessment Budget

The Assessment Budget was noted. The Postage item will come back depending on the reevaluation.

Comptroller. Risk Property Management.

The Comptroller budget was reviewed page by page, line by line. Kathie noted that the property taxes do not show an increase at this time. The item will go on the parking lot. The wages items will go on the parking lot. Risk Management numbers may change as these are estimates.

Also reviewed were the Golf Course, Data Processing, the Historical Society Budget, the Animal Control Budget, the Cable TV budget, and Recycling. The Animal Control Budget is for \$2,000 for 10 dogs.

Item #9 – Adjournment

Motion by Ald. Sertich, second by Ald. Redeker to adjourn at 10:40 p.m. Motion carried 5-0.

Deanna Boldrey, City Clerk