

JOINT FINANCE AND PERSONNEL COMMITTEE OF THE WHOLE SEPTEMBER 25, 2017

The meeting was called to Order by Ald. Smith at 7:15 p.m. with the following Roll Call:

Members Present: Ald. Smith, Ald. Frings, Ald. Olson, Ald. Toellner, Ald. Forster, Ald. Henkel

Members Absent:

Others Present: Mayor Boelk, Nathan Kempke, Christine Churchill, Julie Staffin, Jon Jacobson, Chip Detunq, Mike Kurutz, Captain Ryan Vossekuil, Chief Mike Thoreson, Lois Krueger, Sara Decker

Item #2 Approve the minutes of the July 24, 2017 and August 14, 2017 meetings.

Motion by Ald. Frings, second by Ald. Henkel to approve the minutes of the July 24, 2017 and August 14, 2017 meetings. Motion carried unanimously.

Item #3- Citizens Comments.

None.

Item #4 TAG Center Report.

- A. Monthly Report. Mike gave report: He noted that he has been there for 3 very busy weeks, but there is good news to report on most fronts. They have issued 270 of the 24/7 key fobs. The uses in July was 107, August 398 and September 282. Mike talked to people at the open house that are amazed by the facility and the 24-hour access separates it from other facilities. They are working on access to the tennis courts at night. Currently there are 439 in the Silver Sneakers program which is an average of \$4,000/month. There are 60 in the Silver and Fit program which is \$500/month. They renewed 88 memberships in September. There were 47 new memberships and 6 upgrades. There are new child interactive swim times. The water fitness programs are doing well and they continue to have open swim hours. The maintenance department has been working on the outlets in the pool room as well as changing the chlorinator. They are upgrading the lighting of the mural thanks to Dave Pasbrig and the endowment committee. Mike has been working on the aquatic program and has 5 adults getting certified to cover daytime hours. Swimming lessons start tomorrow with 135 kids signed up. The Open House was a success with 300-400 people in attendance. Mike showed people the golf simulator nonstop.
- B. TAG Expansion. Scott sealed the vent on the roof to stop some water. A tour was given to the Bachhuber Foundation and they agree that the floor needs to be replaced. The Mayor will discuss the contract in closed session.

Item #5 Golf Club Report.

Monthly Report. Chip Detunq and Jon Jacobs reported.

A. Financial Report.

Chip and Jon reported. August financial statements are in the packet. Chip explained that leagues are done and the events are pretty much over. Therefore, July revenues were \$87,000; Aug \$52,300 and the partial statement for September before last weekend \$36,000. This is down from last year. He explained the differences. Chip explained that revenues will decrease and he did a 14 week budget. Ald. Smith summarized the info and noted that every month they are open they are losing money now. They had a wedding last weekend and another one this weekend. Chip said there are no positive numbers for the rest of the year. Lois explained the 14-week budget. The bottom line is by the end of December if there is no other changes they will have a need of \$65,000. This does not include any accounts payable. By the end of the year they will have to look at accounts payable of \$72,000 which includes \$16,000 to City; therefore approximately Approx. \$130,000-\$140,000. There was discussion on how Mike and Paul are paid. Paul is a seasonal worker, but chose to take his pay of a year. Ald. Olson questioned some expenses but they are not directly related to revenues. Chip explained expenses/revenue. Jon questioned what to tell people that have inquires about rentals in December and 2018. The Club is committed to the weddings, but not sure about the end of year or next year. There was discussion of advanced membership fees.

B. Discussion on irrigation.

The company they had contacted about the drainage would give them a deal to do the irrigation too.

C. Discussion on drainage.

They received a proposal and a generous donation from the Bachhuber foundation. They discussed getting other quotes and the suggestions from the City Engineer. The Mayor wants to get it done before spring, but doesn't want to spend a lot of money and not do it right. Nathan noted that he talked with Steve from the drainage company about the recommendations. He has concerns that his recommendations weren't done on analysis or calculations. Nathan thinks they need to know volumes of water. He suggested a civil engineering firm make a model of the golf course and add volume from area/depth and they can calculate from there. Then when they do the work they have a plan to work towards. It would basically be a storm water management plan. Jon would be all for having Nathan work with them. Ald. Smith noted that the DNR will need to be involved. There was discussion on getting multiple quotes. It was noted that the golf course belongs to the city, therefore the drainage and irrigation belong to the City. The Mayor has directed Nathan to work with drainage guys and Nathan counted 13 of 18 holes with a drainage issue. Some can be addressed as maintenance issues and some will need a comprehensive plan. Ald. Toellner noted that we can't put a Band-Aid on it; we have to fix it. Nathan suggested doing an RFP.

D. Cart lease buyout.

The original \$60,000 figure turned into \$115,000. The carts could be purchased for that, but we could also send them back and enter into a new lease going forward. The buyout option was lease company's option. The Mayor noted he was approached by another cart company last week. Chip received an invoice and Lois noted it was supposed to go to Premier Golf.

E. 2018 Capital Expenditure Budget.

Lois noted it was presented to Finance at the last meeting with a wish list of capital improvements for the next 5 years. The drainage and irrigation was included in that too. Lois will add it on with the budget items for next meeting.

F. New Mayville Golf Club Contract Language.

It was noted that they are not in the process of a new contract yet as they are waiting to hear what happens tonight. Jon has concerns as they want to have communication as far as how to answer membership questions and inquiries. He had hoped that they could get drainage/irrigation solved and the board could obtain a loan and it could all move forward. Ald. Smith noted that there will be a golf course and people will be able to play golf. There will be weddings and the drainage and irrigation will be fixed. The question is who will be running it. Mike Erwin shall continue to take names and will have to get back to them. The Mayor and Lois came up with a solution to keep them solvent through November. Golf course will still be operating and they don't have to fire anyone but it will be under discussion and in transition.

Item #6 Treasurer's Report.

- A. Monthly Financial Report. Lois reported that expenses are at 65% at 67% of the year. We are on budget overall. She did make notations on the report. The revenues collected were the final tax payments from county. The City remains financially healthy.

Item #7 Discuss Budget items with Department Heads.

- A. **EMS.** It was noted that Lois, Ald. Smith and the Mayor met in August with the department heads regarding budgets. The Mayor made a few modifications with approvals of department heads. EMS discussed adding a full-time employee. The numbers are reflected in the budget. The revenues are expected to be considerably up due to improvements in collections and the large volume of runs. Ald. Smith noted he was reluctant to do this as it's an increase in the budget, but EMS is doing well and they can more than justify one member to be full-time. The Mayor noted that if it doesn't work out, they will go back to how it used to be. He also noted that it is good for the City. Christine Churchill noted that they are growing and their call volume is growing. Christine also has a full-time

job so Julie has been the primary contact for the billing company. She eats/sleeps/breathes EMS. This is the next logical step. They need to make sure there is coverage. Christine also noted that they have not made a major equipment purchase in 10 years as they pay for their equipment in fundraising and grants. They efforts they make and takes managerial time to find those grants and work them through. Also for Mayville citizens they have not put an increase in fees/rates. Christine spoke on weekend coverage as it is a struggle to get people to sign up for call time. They are asking for \$100 per weekend on call time as they have to keep people's lives in consideration. Christine explained how it used to be and how they had to change how the EMS works to work with people. They currently get paid \$0.50/hour on call and would like to increase that to \$1/hour. Theresa has 2 fulltime employees with a 1/3 of Mayville's call volume. Christine noted neighboring communities and how much they pay per hour on call. Lois explained other items under EMS that have no effect on the budget.

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

- B. **Fire Department.** Mike Thoreson was present. Lois explained 2 additional expenses in ladder truck repairs and \$5,000 on vehicle 1. This went from \$4,500 to \$9,500. They increased some maintenance on the aerial truck. The Mayor and Ald. Smith thought it was reasonable. Lois discussed clothing and uniforms. They had requested \$16,000 and they looked at the budget and knocked it down \$2,000. Gas/oil were lowered as well as service awards were lowered. They are up \$5,300 over last year mostly on maintenance items.

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

- C. **Police Department.** It was noted that revenues have a small increase. The court penalties were considerably higher than prior years. They felt there was more activity and possibly an increase in collections. Payroll and benefits will be on parking lot. All other expenses had minor reductions. The Mayor wanted to reduce training costs \$2000. There was also a reduction in uniforms as they are not buying more vests. Captain Vossekuil thinks it's a fair budget. Ald. Smith congratulated police department for staying under \$900,000 which is his magic number. At one time it was \$1.39 million. The crossing guards currently make \$8.35/hour and will be bumped to \$9.00. They haven't been given a raise in 10 years. This only adds \$300 to budget. The canine fund is all the same with the costs for dog and the revenues from dances and donations. They are handled as a trust fund but they are under the authority of Police Dept. They are still in union negotiations and management.

Motion by Ald. Toellner, second by Ald. Henkel to approve the Police Department budget with the wages and benefits on the parking lot. Motion carried 6-0.

Item #8 Discuss/Recommend modifications to Development Agreement, Iron Ridge Properties LLC – Howard Henrich.

Lois notified him of the meeting. There was an agreement and he did not make the deadline. Lois recommends we bill him per the agreement. It was noted that he had already received a 1 year extension. He wanted another extension, but he was only going to be adding a door.

Motion by Ald. Olson, second by Ald. Henkel to enforce the contract and bill Iron Ridge Properties LLC-Howard Henrich per the agreement and not extend the contract. Motion carried 6-0.

Item #9 Discuss/Recommend Amendment to KL Engineering Contract for STH 28/67 Traffic Signal and Lighting Design.

Motion by Ald. Frings, second by Ald. Toellner to take this item off the agenda. Motion carried 6-0.

Item #10 Discuss/Recommend 2017 Dodge County Humane Society Contract.

We have not yet received a contract. There had been some discussion about going through Williamstown. Sara will reach out to get the contract.

Motion by Ald. Toellner, second by Ald. Frings to table this topic until a contract is received. Motion carried 6-0.

Item #11 Recommend/Approve 2017 Health and Dental benefit rates.

Lois noted that there was no change to Dental as last year a 2-year agreement was approved. Any changes are due to changes in personnel. The City contracts with the State ETF for health insurance. Originally a 10% increase was anticipated. However, rates came in at 4.5% increase.

Motion by Ald. Smith, second by Ald. Toellner to approve the health and dental benefit rates. Motion carried 6-0.

Item #12 Discuss/Recommend updated schedule of fees.

Sara discussed changes to the fees. Ald. Smith believes they are incidental fees.

Motion by Ald. Smith, second by Ald. Frings to recommend approval. Motion carried 6-0.

Item #13 Discuss/Approve TAG Center Preventative Maintenance fees.

It was noted that this was a misunderstanding and will be part of budget process, so it is unnecessary to talk about separately.

Motion by Ald. Smith, second by Ald. Olson to dispense of this item as it was on the agenda in error.

Motion carried 6-0.

Item #14 Discuss/Recommend employee handbook revisions.

There was discussion regarding the handbook section that addresses double time on Sundays. It was suggested that employees required “outside their regular scheduled shift” shall receive double time on Sundays. Also it should be add “Full-time” employees.

Motion by Ald. Smith, second by Ald. Toellner to adopt the revised language. Motion carried 6-0.

The Mayor explained the grievance procedure. It currently defines 3 specific items. He believes it’s important to have a grievance process so employees don’t go to media because they don’t have an outlet. There also should be a time limit as it is now open ended. He recommends 30 days from the occurrence. Ald. Smith had concerns if everything is broad.

Motion by Ald. Frings, second by Ald. Henkel to table the topic. Motion carried 6-0.

The pay plan was also discussed. It is currently in the handbook but is not being used. It hasn’t been updated in a while. Sara and the Mayor can look into either updating it or getting rid of it.

Motion by Ald. Henkel, second by Ald. Forster to table the topic. Motion carried 6-0.

Item #15 Discuss/Approve Employee separation agreement-Derek Hug.

It was noted that Derek started full-time employment January 1, 2017. Lois discussed that he had used 3 days of vacation that was owed back to the City, but he had comp-time. The difference of what was owed versus what is due is nominal. It would be approximately \$33 owed back to the City.

Motion by Ald. Smith, second by Ald. Olson to consider Derek Hug’s separation agreement to be successfully accomplished and completed with no amount due or owed. Motion carried 6-0.

Item #16 Discuss/Recommend appointment of Jack Hurst Recycling Grant Authorized Representative.

It was noted that the State requires we have an authorized representative. Mike Kurutz had been appointed in 2010. Now that Jack is the DPW Director, we need to make the change.

Motion by Ald. Toellner, second by Ald. Henkel to recommend Jack Hurst be appointed the Recycling Grant Authorized Representative. Motion carried unanimously.

A 5 min break was taken before closed session.

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.

Motion by Ald. Toellner, second by Ald. Frings to convene into closed session at 9:06pm.

- A. Review and recommend 2018 salary and wages
- B. Reconvene into Open Session for Possible Action/Recommendations.

Motion by Ald. Smith, second by Ald. Henkel to reconvene into open session at 9:31pm.

Motion by Ald. Frings, second by Ald. Henkel to approve a wage increase of 1.6% which is up to the discretion of the supervisor to divide. Motion carried 5-1 (Ald. Toellner voted no)
Ald. Toellner noted that he disagrees as he wants pay for performance.

Motion by Ald. Frings, second by Ald. Olson to approve an increase for Scott Kollmansberger to \$58,000 per year as the Maintenance Manager for the City. Motion carried 6-0.

Motion by Ald. Henkel, second by Ald. Frings to approve increasing the Deputy Clerk hourly salary by \$1 per hour. Motion carried 6-0.
Ald. Smith noted that he had hoped it would have been more, but he was over ruled.

Item #18 Adjournment.

Motion by Ald. Frings, second by Ald. Henkel to adjourn at 9:33 p.m. Motion carried unanimously.

Sara Decker, City Clerk