

**MINUTES**  
**JOINT FINANCE/PERSONNEL COMMITTEE**  
**Tuesday, October 29, 2013**  
**City Hall Room 203 Council Chambers**

Members Present: Chairman Tom De Wane, Ald. Amy Kocha, Ald. Andy Nicholson, Ald. Tom Sladek

Others Present: Mayor Jim Schmitt, Ald. Jerry Wiezbiskie, Ald. Tim De Wane, Ald. Joe Moore, Ald. Jesse Brunette, Ald. Mark Steuer, Ald. Dave Boyce, Ald. Brian Danzinger, Dawn Foeller, Diana Ellenbecker, Lynn Boland, Atty. Tony Wachowicz, Chief Tom Molitor, Rick Jensen, Rob Strong, Cheryl Renier-Wigg, Dawne Cramer, Marsha Scholes, Chief Dave Litton, Chief Mike Nieft, Russ Schwandt, Diana Ellenbecker, Mike Hronek, Kris Teske, Tom Wittig, Pam Manley, Patty Kiewiz, Rick Jurkanis, and others.

**1. Requests for out-of-state travel for the 2014 budget.**

A question was directed towards the Mayor from Ald. Nicholson regarding the U.S. Conference of Mayor and what the benefit the City derives from this organization. Ald. Nicholson also asked that the Council be updated on ideas from these conferences. The Mayor replied that he has given updates to the Council during regular meetings under his report and names several initiatives from the Conference of Mayors.

A motion to approve made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

**2. Review and approval of the Mayor's recommended 2014 budget.**

Mayor Schmitt provided an update on the 2013 initiatives regarding the celebrations and the grants the Mayor's assistant, has been assisting and researching including Read to Feed \$21,600, Lead Safe for Kid Safe, Waste Management Sustainability (\$10,000 to \$25,000), which includes the Healthy Trails and Child Obesity Grant.

A motion to approve made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

**City Council**

Ald. Sladek asked about the values that were in the health and dental lines. Director Foeller responded that there are members of the Council that are on the City's health insurance and the City picks up 50% of that benefit. Ald. Sladek also asked about WRS and Ms. Foeller stated that some of the Alders have been grandfathered into WRS

under the old rules whereby they had to work 600 hours to be eligible, under Act 10, any new employees must work 1,200 hours to be eligible.

A motion to approve the City Council budget as proposed was made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

### **Police & Fire Commission**

A motion to approve the Police & Fire Commission budget as presented made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

### **Administrative Services**

Includes Print Shop, Finance, Clerk, Assessor, Purchasing, Elections, Board of Review, and Information Technology.

#### **Print Shop**

A motion to approve the Print Shop budget as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

#### **Finance**

A motion to approve the Finance Division budget as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

#### **Clerk**

A motion to approve the Clerk's Office budget as presented made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

#### **Assessor**

A question was asked by Ald. Sladek regarding the nature of the tax adjustment account and City Assessor, Russ Schwandt replied that this is where payments are made from when adjustments are made to tax bills once they go out. A primary example is when a leasing company submits a personal property value as well as the leaser. Two bills are generated for the same property and one is brought before the Finance committee to be removed.

A motion to approve the Assessor's Office budget as presented made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

## **Purchasing**

A motion to approve the Purchasing budget as presented made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

## **Elections**

Ald. Sladek asked City Clerk, Kris Teske, about the contractual services line and she replied that dollars were placed in this line for a maintenance contract for the City's AutoMark machines with a value of \$11,480. Fees paid for polling locations and equipment rentals are also included in this line. Ms. Teske went on to say that this budget also includes a \$20 dollar increase for Chief Inspectors to help fill those roles and a \$5 increase for poll workers. The increases bring the City closer to other local municipalities and will help in hiring poll workers.

Ms. Teske is proposing to relocate Ward 5, Ward 11 and Ward 35 in this budget. Currently the polling location for Ward 5 and 11 are in East Town Mall which is currently in receivership which raises some uncertainty for that location. Ms. Teske is proposing to move ward 5 to Atonement Lutheran Church and Ward 11 to Central Church. Ward 35 is currently located in Jackson School which is directly across from Calvary Lutheran Church, another polling location. Concerns have been raised for having polling locations in schools in regards to keeping children safe from harm. A future goal will be to slowly move polling locations that are situated in schools to other ADA compliant locations.

A motion to approve the Elections Division budget as presented including the relocation of Ward 5 to Atonement Lutheran Church, Ward 11 to Central Church, Ward 35 to Calvary Lutheran Church, and to pay \$135 to Chief Inspectors and \$110 to Inspectors per election made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

## **Board of Review**

A motion to approve the Board of Review budget as amended to include a \$1,050 decrease to seasonal salaries as it appears that the Board of Review has not gone longer than one day in the last several budgets made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

## **Information Technology and Information Technology Capital**

Ald. Sladek asked IT Administrator, Mike Hronek if he would be using his entire data processing budget in 2013, and Mr. Hronek stated yes. Typically, maintenance contracts are due at the beginning of the year or at the end of the year and there are several that will be paid at the end of year. Ald. Sladek asked

Mr. Hronek if all the dollars budgeted in training and travel dollars in the 2013 budget would be used and whether he was comfortable with a reduction of \$560 in the 2014 budget. Mr. Hronek said he would be comfortable with that cut.

A motion to approve the IT budget as amended made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

A motion to approve the IT Capital as presented made by Ald. Amy Kocha, seconded by Ald. Tom Sladek, and carried to approve.

## **Law**

A motion to approve the Law Department budget as presented made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

## **Municipal Court**

Ald. Sladek asked Judge Hanson to discuss the Board of Prisoner line and Judge Hanson stated that this is a payment made to the Brown County jail for prisoners kept overnight. Judge Hanson discussed a study done in Milwaukee comparing three similar municipal courts and the study showed that the threat of jail is a factor to help collect fines.

Ald. Sladek stated that it appears that the Natural Gas line is on a glide path to end the year around \$2,500 instead of the budgeted \$3,750. Judge Hanson agreed.

A motion to approve the Municipal Court budget as amended to include \$1,000 decrease for Natural Gas made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

## **Human Resources**

Ald. Sladek asked HR Director, Lynn Boland, questions related to expected costs in employee assistance line, training and travel, material and supply, and books. Ms. Boland stated that there is additional training that will occur in 2013 as well as 2014 including worker's comp and other safety training. As for material and supplies, she stated that handbooks and other material have been created using these dollars for the employee benefit books. Ms. Boland stated that she will adjust their spending to the level that is given to them.

A motion to decrease EAP \$3,000 made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

A motion to decrease training costs \$500 made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

A motion to decrease Material and Supplies \$2,000 made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

A motion to decrease Books \$1,000 made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

A motion to approve Human Resources budget as amended by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

### **Economic Development**

A motion to approve Economic Development budget as presented by Ald. Tom De Wane, seconded by Ald. Andy Nicholson, and carried to approve.

### **Community Services**

Includes Planning, Inspection, and Neighborhood Property.

#### **Planning**

A lot of discussion surrounded whether or not the planning budget should included training dollars for a member of the Planning Commission to attend the American Planning Association conference in Atlanta, GA should be funded. Director Strong stated that the planning commission member who would attend this conference has been a member for 10 plus years. The conference training that is offered for commission members differs from the training a Planner would attend and believes the conference would be beneficial for a commission member to attend.

A question was asked by Ald. Steuer of Director Strong as to whether or not the planning budget includes providing staff to pursue a historical accreditation. After discussion, it was decided that Director Strong, Director Boland and Ald. Steuer will continue to work on this endeavor.

A motion to approve Community Services/Planning budget as presented by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

#### **Inspections**

Ald. Sladek asked Director Strong about the 2013 initiative that included a part-time inspector that would focus on land lords in the Inspection budget. Director Strong stated that the program is working well and has found that the program doesn't require as many hours as was initially thought. Ald. Sladek suggested reducing contractual services by \$8,000 to account for the reduction in hours for this program.

Ald. Sladek asked Director Strong about the two reclasses that were included in the budget. Director Strong stated the City has taken on the plan review of projects that used to be done only by the State. This plan review requires a certified professional to handle. This reclassification would bring the position in line for this requirement. This initiative is a win-win for the City whereby the City collects a fee for the review and we can turn them around within a week for our customer instead of a month or more when the State was responsible for this function. The actual reclassifications will be brought forward to the Personnel Committee to approve.

A motion to approve the Inspection budget as amended to include an \$8,000 decrease in contractual services made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

### **Inspection Capital**

A motion to approve the Inspection Capital budget as presented made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

### **Neighborhood Property**

A motion to approve Neighborhood Enhancement Funds as presented made by Ald. Amy Kocha, seconded by Ald. Tom Sladek, and carried to approve.

## **Police**

Ald. Sladek asked Chief Molitor on an update of the initiatives that were placed in the 2013 budget including five CSI. Chief Molitor replied that this initiative is working well and has deployed these CSI to handle neighborhood issues. This has then allowed our police officers to handle other service calls more effectively.

Chief Molitor went on to say that six additional officers have been included in the 2014 budget that will help handle the increase in service calls they receive and further solidify the District policing model that was launched in 2012.

Ald. Sladek asked about the Police department overtime budget as it looks like they are on a glide path to complete the year with about \$500K in overtime compared to a budget of \$930K. Chief Molitor stated that when they put the budget together, they did reduce the overtime from \$930K to \$830K to account for the current trend. He is uncertain whether that will continue and wanted to make sure they were covered.

A motion to reduce overtime by \$80,000 was made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and failed.

Ald. Sladek observed that several lines in the police budget that appeared in 2013 and in prior year's spending fell below what is being proposed in the 2014 budget.

A motion to reduce the Materials and Supplies budget by \$12,000 was made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

A motion to reduce the Office Supplies budget by \$7,500 was made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

A motion to reduce Books, Maps, and Subscription budget by \$930 was made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

A motion to reduce the Postage budget by \$1,070 was made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

A motion to reduce the Photo ID budget by \$5,500 was made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

A motion to reduce the Water budget by \$2,550 was made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

A motion to approve the Police budget as amended with a total of \$29,550 decrease made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

### **Humane Officer**

Chief Molitor stated that this budget includes three interns and the one humane officer.

Ald. Sladek asked the Police Chief about the increase in medical supplies. The police chief stated that they were anticipating additional dollars being needed in 2014 for animal medical supplies, however current spending is trending closer to \$4,000.

A motion to approve the Humane Office budget amended to include a \$3,000 decrease made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

### **Fire**

Ald. Sladek asked the Fire Chief about the budget for overtime as they are trending favorable to budget in 2013. Fire Chief Litton responded that they used historical overtime to put their budget together and feels that the \$567,000 is a good number for 2014 due to unknowns.

Ald. Sladek stated that the fire trend line for training and travel and drill instruction for 2013 may indicate that the 2014 could be cut slightly. Chief Litton stated that he may have several senior officers retire in future and wants to make sure that training dollars

are included in the 2014 to make sure other fire personnel have the training needed to step into these positions.

Similarly, Ald. Sladek asked about the trend line for employee medical expenses as it appears that 2013 will fall well below the budget. Assistant Chief Niefert stated that the fit for duty exams are just being scheduled now and they will spend all of the dollars in 2013 for these required exams.

Ald. Sladek asked about the trend line for educational reimbursement and made a motion to reduce this line by \$1,000, seconded by Ald. Amy Kocha, and carried to approve.

Additional questions were asked of Chief Litton regarding contract services, tools and shop supplies, firefighting supplies, and building repairs. Each of these lines was justified by Chief Litton.

A motion to approve the Fire budget as amended to include a \$1,000 decrease made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

A motion to approve the Fire capital equipment budget as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

### **Department of Public Works**

Includes Engineering, Operations, Traffic, and Department of Public Works Capital.

#### **Engineering**

Ald. Sladek asked DPW Director, Steve Grenier about his trend line for training and travel. Director Grenier stated that he currently has professional staff that has a requirement for a certain amount of training to remain certified. Ald. Sladek asked if Director Grenier could get all of his training done with a budget of \$8,000 and Mr. Grenier stated yes.

A motion to approve Training and Travel amended to include a \$1,500 decrease made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

Additional questions were asked of Director Grenier in regards to materials and office supplies. Each of these lines was justified by Director Grenier.

A motion to approve Engineering budget as amended to include \$1,500 decrease made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

## **Operations**

A question was asked of Director Grenier regarding the reduction in sanitation disposal fees by Ald. Amy Kocha with her concern being the uncertainty of other services that the City may still need to handle and requested that the \$150,000 be added back until more clarity is given on how the City will handle its waste.

A motion to add \$150,000 was made by Ald. Kocha and seconded by Ald. Tom DeWane to the Sanitation Disposal line.

Additional questions were asked of Director Grenier on the private equipment, monitor landfill, city equipment usage, and joint sealing. Director Grenier indicated that the budget that was proposed for the joint sealing seemed aggressive and stated that the proposed decrease of \$9,000 was reasonable.

A motion to reduce the Joint Sealing line by \$9,000 was made by Ald. Sladek and seconded by Ald. Kocha and approved.

A motion to approve the Operations budget amended to include \$150,000 increase for Sanitation Disposal Fees and \$9,000 decrease in joint sealing material made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

## **Traffic**

Ald. Sladek asked about the increase in overtime that is being proposed since the current trend in overtime would suggest a lower value. Director Grenier stated that additional overtime was added to the budget for 2014 for traffic staff to document all reflectivity of its signs in accordance to DOT regulations. This work needs to be completed at night due to the nature of the work.

A motion to reduce the overtime budget by \$5,000 was made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

Similarly, Ald. Sladek stated that the 2014 budget for signal electricity looks a little high relative to its 2013 and prior year's trend line.

A motion to reduce the Signal Electricity budget by \$2,000 was made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

A motion to approve the Department of Public works budget as amended was made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

## **Department of Public Works Capital**

A motion to approve the Department of Public Works Capital budget as presented made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

## **Parks, Recreation, and Forestry**

A motion to approve the Parks, Recreation, and Forestry budget as presented made by Ald. Amy Kocha, seconded by Ald. Tom De Wane that includes City Hall, Administration, Triangle Hill, Parks, Recreation, Pools, Forestry, Wildlife Sanctuary, Parks and Forestry Capital, Bay Beach, and Bay Beach Capital.

Under discussion, Ald. Sladek asked Parks Director, Dawne Cramer questions related to the cell phone line, TSA Seasonal salaries, parks contractual services, electric services and pools water expense. Each of those lines was justified by Ms. Cramer.

The motion to approve the Parks, Recreation and Forestry budget as presented from above was approved.

## **Miscellaneous**

A motion to approve the Miscellaneous budget as presented made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

## **Sanitary Sewer**

A motion to approve the Sanitary Sewer budget as presented made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

## **Parking Utility**

A motion to approve the Parking Utility budget as presented made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

## **Storm Sewer**

A motion to approve the Storm Sewer budget as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

## **Transit**

Ald. Kocha asked Transit Director, Tom Wittig about an update on the Greyhound Bus System. Director Wittig stated Transit is moving forward with those discussions and a recommendation will be forthcoming from the Transit Commission.

A motion to approve the Transit budget as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

### **Debt Service**

A motion to approve the Debt Service budget as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

### **Workers Compensation**

A motion to approve the Workers Compensation budget as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

### **General Liability**

A motion to approve the General Liability budget as presented made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

### **Health Insurance Escrow**

A motion to approve the Health Insurance Escrow budget as presented made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

## **Revenue**

### **General Fund**

A motion to approve the General Fund Revenues as amended to increase room tax revenue by \$7,900, Traffic Packer Stadium lease, various Clerk's license fees for \$20,550 and include a line called Applied Surplus for \$300,000 that represents estimated savings from the 2013 budget to offset the 2014 budget made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

### **Sanitary Sewer**

A motion to approve the Sanitary Sewer Revenues as presented made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

### **Parking Utility**

A motion to approve the Parking Utility Revenues as presented made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

## **Department of Public Works Equipment Replacement**

A motion to approve the Department of Public Works Equipment Replacement Revenues as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

## **Storm Sewer**

A motion to approve the Storm Sewer Revenues as presented made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

## **Transit Capital Equipment Fund**

A motion to approve the Transit Capital Equipment Fund Revenues as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

## **Bay Beach**

A motion to approve the Bay Beach Revenues as presented made by Ald. Amy Kocha, seconded by Ald. Tom Sladek, and carried to approve.

## **Debt Service**

A motion to approve the Debt Service Revenues as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

## **Capital Equipment Funds**

A motion to approve the Capital Equipment Funds Revenues as presented made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

## **Neighborhood Property**

A motion to approve the Neighborhood Property Revenues as presented made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

## **Workers Compensation**

A motion to approve the Workers Compensation Revenues as presented made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

## **General Liability**

A motion to approve the General Liability Revenues as presented made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

## **Health Insurance Escrow**

A motion to approve the Health Insurance Escrow Revenues as presented made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

Ald. Sladek asked that we return to the General Fund expense budget and discuss where the levy supported health insurance line was for retirees. Director Foeller stated that it was part of the miscellaneous budget.

Director Foeller discussed that a reduction can be made to dental premiums of \$35,950 that will be allocated back to all departments due to a change in estimated dental increase of 7 percent, which is a rate that was given in July with claims processed through June 2013, to a 2.2 percent, with the claims processed through September 2013.

Director Foeller also stated that after discussion with Ald. Sladek earlier that day stated that a reduction in Social Security and Medicare of \$86,990 could be made that will be allocated back to all departments to take into consideration the non-taxable impact of health and dental contributions on those two expense lines.

A motion to reduce the dental insurance by \$35,950 and Social Security and Medicare lines by \$86,990 to be allocated back to all departments was made by Ald. Sladek, seconded by Ald. Nicholson and approved.

A motion to approve the 2014 proposed budget as amended with a net decrease of levy from the Mayor's proposed budget is \$399,550 made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

A motion to adjourn made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

A motion to adjourn at 8:33 was made by Ald. Nicholson, seconded by Ald. Koch and approved.