

**Common Council
Special Meeting**

Thursday, September 12, 2019, 6:30 p.m.
City Hall, 31 S. Madison Street, Evansville, WI

MINUTES

1. **Call to order.** The meeting was called to order by Mayor Bill Hurtley at 6:30 p.m.
2. **Roll Call.** Members present: Mayor Bill Hurtley, Alderpersons Jim Brooks, Rick Cole, Larry Dobbs, Dianne Duggan, Ben Ladick (arrived at 7:05 pm), Joy Morrison, Jon Senn, and Erika Stuart (arrived at 7:20 pm). Others present: City Administrator/Finance Director Ian Rigg, Community Development Director Jason Sergeant, Library Director Megan Kloeckner, Interim Police Chief Patrick Elliot-Reese, EMS Chief Jamie Kessenich, and Municipal Services Director Chad Renly.
3. **Approval of Agenda.** Brooks made a motion, seconded by Senn to approve the agenda. Motion approved 6-0.
4. **Civility reminder.** Recognition of the commitment to civility and decorum at Council meetings.
5. **Citizen appearances.** None
6. **New Business**
 - A. **Resolution 2019-15.** Motion to approve Resolution 2019-15, Existing Employer Update, Wisconsin Public Employer's Group Health Insurance Program was made by Brooks, seconded by Cole. Rigg stated this is to remain in the State health care system. Brooks said what are the alternatives and Rigg responded the City would have to find another provider. Motion passed 6-0.
 - B. **2020 Budget Presentation**
 - (1). **General Revenue.** Rigg gave a brief review of the general fund revenue sources and some changes from last year. Overall there are no assumptions of increases or decreases in state funding. One decrease was due to a correction with regarding personal property at the DOR. Rigg described some long term planning and hypothetical solutions the City has regarding revenues, not recommended at the moment. Morrison asked about the participation with the League of Wisconsin Municipalities. Brooks asked about the value of continuing the expenditure restraint program.
 - (2). **Library.** Kloeckner gave her presentation. Increase in spending on books and materials are necessary to continue receiving matching funds from the county. Brooks asked about the increases to the county contributions and Kloeckner responded that it is all formula based. Senn asked about the extension of hours at the library and Kloeckner explained it would be a return to previous hours. The library would like to in the future see an expansion of hours. Hurtley asked about the increase in WRS and Rigg

explained it was a conservative calculation that included ineligible WRS recipients in the amount at first.

- (3). Police. Elliot-Reese gave his presentation to the Council. An added officer was a large expense for the department. Other expenses and increases are expected to free time of staff through more efficient use of time via technology and small changes in service. Brooks asked about the ammunition stock the City owns if they convert their weapons to 9mm. Elliot-Reese said that the current stock will be used up with the next required qualification at the range before the new guns could be ordered. There was discussion on the future space capabilities of the current facility. Cole asked about the monitor in the squad room and if a monitor he had could be donated. Brooks asked if the increase in professional development is enough. Elliot-Reese said that some of the trainings that are being added are also paid for by other sources or are free. Some of the increase is to cover supervisor trainings for the Chief, Lieutenant and Sergeant. Rigg said the key is finding time in the schedule and using part-time staff to cover when officers are at training.
- (4). EMS. Kessenich gave her presentation stating some expenses are decreases but are still increases to the average. There are some remaining items yet to purchase in equipment and building repairs. Rigg also presented the revenue and debt changes due to increase volume and collection of charges. Brooks asked if the current space is enough for EMS. Kessenich said that space for the ambulances is very tight and they cannot clean their cots without bringing the ambulance outside.
- (5). Building Inspection. Sergeant presented his different budgets. First was the Building Inspector / Public Safety Budget. Brooks asked about software solutions that would allow multiple departments to view permits and development to make sure infrastructure is properly installed and mapped. Sergeant responded it would be more likely through GIS software. Rigg added a quick note about the increase in Fire District contributions.

Economic Development. Sergeant presented a desire to continue the collaborative relationship and financial assistance with the Evansville Chamber of Commerce. Additionally money should be set aside for future gold shovel projects.

Community Development. Sergeant, Rigg and the Council spoke at length about the needs within the permitting process. There are a record number of permits being processed in 2019 and staff are finding it hard to respond timely as they used to because of the volume of applications. Sergeant said that the comprehensive plan update should be pushed out until the City receives its Census data first. Rigg stated that last time with the payment of an intern and amount of staff time, the cost to hire an experienced consultant may be more economical.

Tourism. Sergeant presented the money is limited to certain expense and the Committee is developing their budget.

Housing. Rigg stated that the money set aside for housing needs to be spent and there have been a few applications for assistance but nothing viable or meeting the grant requirements to date. With time and word traveling they hope to have a few projects complete in 2020.

- (6). Department of Public Works. Renly pointed out the increase in de-icing materials is because of inflation and our need to stock salt after the construction of the salt shed. The DPW department is looking to extend their technology abilities by having mobile hot spots to use GIS in the field. Morrison asked about the end loader being leased. Renly explained it is a onetime purchase upfront but we exchange it like a lease to keep it in warranty. Cole asked about sharing equipment and Renly said that the City does share some equipment, however many communities need the same equipment for the same reasons at the same time.

Parks. Renly spoke on the general maintenance budget. Rigg spoke on the capital projects to restore historic structures and the Antes fund to pay for it. The road through Lake Leota/Leonard park is intended after the pool construction is decided / complete.

Sewer. Renly presented highlights from the budget. The largest concern is about the lift stations as well as people flushing wipes down the sewer. The wipes that are labeled flushable are not flushable and cause problems in the mains, pumps and plant. Council had no comments or questions.

Stormwater. Renly presented the budget for stormwater maintenance. Renly explained the rental of a flail mower is cheaper if we are only operating it for a week than buying a new tractor and attachment. This is used to clear ditches and detention areas to avoid getting the tractor stuck.

Electric. Renly presented the electric budget. Morrison asked about the selection of the area that will have fancier light poles. Renly said they are in areas where everything is underground and the wooden utility pole is otherwise not needed. Senn asked about the deduction of professional development and the creation of advocacy. Rigg explained it is to meet certain requirements of labeling spending such as advocacy for the utility at the State and Washington DC instead of calling it training when it may not have training components. This also adds to the utility's effort to be proactive in community outreach.

Water. Renly presented the water budget. A major concern is the 4" water main that still exists. Other concerns are the continued maintenance to the tower and wells.

- (7). General Government. Rigg presented the requests in general government. Rigg is actively working to expand training opportunities for staff. The reduction of general levy needed for staff salary is due to staffs recent shift and focus on the utilities the past year. There are some expenses in operations and capital for technology needs. The server and copier for the main office are at the end of their 5 year life cycle. Rigg suggested making

the tables and chairs suitable in the Council Chambers to hold more meetings and trainings. There are many repairs and improvements needed at the City Hall building.

TID. Rigg presented the projected outcomes of the TIF districts. All are doing well and TID 5 should be able to repay some of its internal debt to the General Fund, Water Fund and Sewer Fund.

Debt Service. Rigg presented the debt service budget. To keep the tax rate a little lower than it could be, the Council should use about \$30,000 in reserves within the Debt Service Fund balance to make payments. Currently there is about \$133,000 excess reserve in the fund.

Capital Fund. Rigg said that with TID 5 paying the general fund, the general fund may be in excess of our reserve policy or close to excess. The City should then transfer money from the general fund to the capital fund and spend some money in Capital reserves to reduce the mill rate.

- (8). Summary. Rigg recapped the budget and the assumptions used throughout the budget. Health Care is assumed to have a 5% increase in premiums for the City. Cost of Living Adjustment is assumed at 1.5% for all staff. To maintain a mill rate at or below \$8.000 per \$1,000 assessed value, the City has to cut \$68,000 in expenses within the general fund or find alternative revenue. Rigg believes there is about \$40,000 that can be easily removed with some updates in information since the department head presentations were drafted.

7. **Adjourn.** Senn made a motion to adjourn, seconded by Dobbs. Motion passed 8-0 at 9:03 pm.

Ian Rigg, City Administrator