

City of Evansville Common Council
Special Meeting
City Hall, 31 S Madison St, Evansville WI 53536
Thursday, September 30, 2021, 5:00 p.m.

Minutes

1. **Call to order-** The meeting was called to order by Mayor Hurlley at 5:07 p.m.
2. **Roll Call-** Members present: Mayor Bill Hurlley, Alderperson Jim Brooks, Dianne Duggan, Ben Ladick, Gene Lewis, Joy Morrison, and Erica Stuart. Others present: City Administrator Jason Sergeant, City Clerk Darnisha Haley, City Treasurer Julie Roberts, Police Chief Patrick Reese, Lt. Chris Jones, EMS Chief Jamie Kessenich, Library Director Megan Kloeckner and Municipal Services Director Chad Renly. Ald. Rick Cole joined the meeting at 5:14 and Susan Becker was absent.
3. **Approval of Agenda-** Brooks made a motion, seconded by Stuart to approve the agenda as presented. Motion passed 7-0.
4. **Civility reminder-** Recognition of the commitment to civility and decorum at Council meeting.
5. **Citizen appearances-** None
6. **New Business**
 - A. **First Reading of Ordinance 2021-09 Amending Wards and Aldermanic Districts**
 - (1). Copy of Ordinance 2021-09
 - (2). Staff Memo
 - (3). Redistricting Documents- Duggan noted to correct the Aldermanic District number on page 29. The correct district should be #4 rather than #3.
 - B. **2022 Budget Presentation-**
 - (1). **General Government and Court-** Sergeant reported the following:
 - a. Decrease in Building Permits to account for expected revenue and permit levels.
 - b. Increase to refuse and recycling revenue to reflect new construction.
 - c. There's \$125,000 in excess fund balance being applied to limit the impact on the levy and to bring us in line with our policy for how big the fund balance can grow.
 - d. Court has no significant budget changes
 - e. Property Insurance cost increase by 20% across all departments.
 - (2). **Police-**Reese reported the following:
 - a. Increase of \$88,000 in wages and benefits for adding a position for a full time patrol officer.
 - b. CIP Project for 2022- \$27,000 dedicated server just for PD. This would get us off of City Hall's server and offer more confidentiality and security for police records. It would also free up space on the City Hall server.
 - c. CIP Project for 2024- \$24,000 for Livescan technology for fingerprinting and issuing arrest tracking numbers. This would eliminate the need for paper fingerprinting cards. EPD was awarded a grant for \$6,898 to help cover a portion of the cost but the cost came in significantly higher than the grant and this project was pushed out.
 - (3). **Fire and Inspection-**Sergeant reported the following:
 - a. Wages increase \$9,000 due to cost of living increase

- b. Duggan asked if the vehicle maintenance expenses for the Building Service vehicle are included in the expense summary. Roberts confirmed the vehicle maintenance expenses are included in the Misc. Exp column.
- (4). **Public Works**-Renly reported the following:
- a. Street maintenance & repairs, requesting an increase of \$20,100. We are not able to keep up with road maintenance repairs at our current rate and while this will not allow us to keep up it will help with additional maintenance items such as the brick road which is in need of brick replacement.
 - b. Requesting an increase of \$2,500 for fuel. This is based on the average of the last several years.
 - c. CIP Project for 2022- \$558,795 this is for the reconstruction of Liberty St From 5th to Maple St, liberty St has several areas of failing pavement and is in need of replacement.
 - d. CIP Project for 2024- \$752,154 Almeron and Walker St are scheduled to be reconstructed in 2024 due to their poor surface condition, inadequate and aging utility facilities.
 - e. CIP Project for 2025- \$910,729 Cherry & Enterprise streets are scheduled to be reconstructed in 2025 due to their poor surface conditions, inadequate and aging utility facilities.
 - f. Hurlley asked why the salary increase of \$17,000. Robert reported \$12,000 is due to cost of living increases and the rest is due to certification increase.
 - g. Hurlley asked why there is \$98,000 budgeted for DMV Registration usage and it was 0 in previous years. Renly explained his is for the street maintenance project, the funds are from wheel tax. Sergeant stated these funds have been used before but this is the transparency to show the funds we received from the wheel tax and where they are being used.
- (5). **Health and Human Services**-Sergeant reported the following:
- a. Hurlley asked why is there a salary for the Youth Center if it is currently closed. Sergeant explained the Youth Center runs through two budget cycles and if it does open next fall these funds would be used for part of the year.
 - b. Stuart asked about increasing the funds for the AWARE Agency since they continue to serve the community with other programs being closed. Sergeant replied that is a decision for the Common Council to make when looking at the overall budget.
- (6). **Parks and Recreation**-Renly reported the following:
- a. Overall operating budget has remained relatively flat moving into 2022. No significant changes are expected.
 - b. CIP Project for 2022/2024- \$15,000-\$85,000 to replace a Scag mower that has over 1200 hours on it. Looking to replace another Scag mower in 2023 & purchase a larger mower for grounds keeping in 2024.
 - c. CIP Project for 2023- \$250,000 to replace the roads through Lake Leota due to deteriorating conditions, some areas have nothing but gravel remaining.
 - d. Duggan asked if there is a plan to replace any standard equipment with things that are more accessible for kids with disabilities. Renly stated they have looked at items such as wheelchair accessible swings which require a special padding

underneath. This is some that can be done but he will need to look into this a bit more to get the specific numbers for equipment.

- (7). **Community Development**-Sergeant reported the following:
 - a. \$4,000 Increase in Plan Implementation to account for economic development planning as part of comprehensive plan update.
 - b. \$600 increase to Community Development Salary is to make the shared secretary with Police full time as well as account for highest end of year potential pay range for new director.
- (8). **Tourism**-Sergeant reported the following:
 - a. Tourism is proposing a small decrease in expenses, expecting room tax revenue to continue to trend lower or flat.
- (9). **Housing Loan Fund**- Sergeant reported the following:
 - a. Housing Revolving Loan Fund is predicting more utilization of available funds in 2022.
- (10). **EMS**- Kessenich reported the following:
 - a. Operating budget has remained the same, no changes at this time.
 - b. CIP Project for 2022- \$43,000 for an upgrade to the radio technology to improve communication, the current radios do not allow for current upgrades. The last upgrade was in 2012.
 - c. CIP Project for 2026- \$300,000 to replace the current ambulance which is a 2012 Ford Lifeline. By keeping a continuous rotation of the two ambulances every 5-7 years allows the maintenance cost to be decrease over time.
 - d. Long Term goal, Kessenich would like to hire paid on premise staff during daytime hours. With continued difficulty in recruiting volunteers to be paid on call from a minimal wage during weekday hours and daytime hours. With the continued increase in call volume and the need for more EMT's to staff both ambulances has become extremely difficult. Having on premise staff would increase response times to emergency's
 - e. Sergeant asked what is the minimum staffing to get an ambulance out the door. Kessenich stated the minimum is 2 which includes 1 EMT & 1 EMR, but that would be a disservice to the community only having 2. Currently they staff the ambulance with 3 (1 EMR & 2 EMT's) when possible.
- (11). **Cemetery**-Renly reported the following:
 - a. Overall operating budget has remained relatively flat moving into 2022. No significant changes are expected.
 - b. CIP Project for 2023- \$225,000 to replace the roads in the cemetery. The existing road surfaces are deteriorating and in some areas has poor subgrade. These conditions make it difficult to plow in the winter.
 - c. CIP Project for 2024- \$57,000 to replace the current cemetery truck which is a 2009 F350 and has had some high maintenance cost over the last year. The dept. would like to see an F450 or larger with a larger dump bed to carry adequate soil to work sites as well as the capability to plow the cemetery roads in the winter. This truck could also serve dual purpose in the Public Works Dept. when needed.
- (12). **Library**- Kloeckner reported the following:

- a. Increase in County Grant which is funding from Rock County.
 - b. Increase in Children's books, this will keep us compliant with the agreements with the Arrowhead Library system as well as account for increase costs over the last few years.
 - c. Decrease in Periodicals, we will be using a different vendor for the majority of the periodicals in 2022.
- (13). **TIDs-** Roberts reported the following:
- a. TID 5 Revenue excess of \$134,000 with the district still behind overall.
 - b. TID 6 Revenue excess of \$1,786.
 - c. TID 7 Revenue excess of \$16,622.
 - d. TID 8 Revenue excess of \$261.
- (14). **Debt Service-** Roberts reported the following:
- a. The tax levy for debt services has gone up significantly due to the borrowing in 2021.
 - b. Brooks asked what debt would be dropping off in 2022/2023. Robert stated in 2021 just principal debt payments were made in the amount of \$2.19 Million, in 2023 it will be \$2.125 Million. That does not include the borrowings completed in 2021.
 - c. Sergeant reported there are a few CIP items that were not categorized correctly in the spreadsheets. Those items have been corrected and there have been some changes to the CIP over the next couple of years and Ehlers will be updating the borrowing plan to properly reflect the changes and the impact of the repayment over the years.
 - d. Robert reported that the 2013A promiser notes last payment is in 2022. The last principal payment in 2022 is \$200,000.
- (15). **CIP-**Sergeant reported the following:
- a. Specific items on the CIP pages has been presented by each department head individually.
 - b. Duggan asked about the \$44,000 remaining balance from City Hall and what was that for. Sergeant reported those funds were to replace windows and new generator at City Hall. These funds are being transferred into 2022 and purchasing a new a generator is still be looked into.
- (16). **Sewer-** Renly reported the following:
- a. Sludge Hauling decrease of \$1,500 is a continued reduction in the need for hauling sludge due to the upgrades made to the general plant.
 - b. Accounting & Collections decrease of \$11,500, this account was budgeted higher than it should have been in 2021.
 - c. A decrease of \$12,000 in Reading & Collection which will bring us in line with prior year actual.
 - d. Clean Water Rebate, this is for the City's water Softener program and is being carried over from year to year per ordinance.
 - e. San Sew Professional Services, this is a decrease of \$5,000 and will bring it more in line with prior year actual.

- f. \$91,504.99 for Building Storage & Grounds is a transfer of funds from FY 2021 to construct the Municipal Services garage expansion.

(17). **Stormwater**-Renly reported the following:

- a. Overall the operational budget will remain relatively flat going in to FY 2022. There are not significant increases expected for 2022.
- b. CIP Project for 2022- \$207,000 is being applied from FY 2021 as the project will not have adequate time to be completed in 2021. This is not the total overall amount; this total is for construction only as engineering has already been completed.
- c. CIP Project for 2022- \$658,150 this accounts for the cost of the storm water facility on the Liberty St Project.
- d. CIP Project for 2024- \$463,047 this is the project cost to replace all catch basins, additional of sumps and some pipe repairs.
- e. CIP Project for 2025- \$392,968 this is the project cost to replace all catch basins, addition of sumps and more pipe repairs for the Liberty St Project.

(18). **Water**-Renly reported the following:

- a. Maintenance of other plant \$89,317.31 this is a forward balance of FY 2021 for the Municipal Services Garage expansion project.
- b. Operating Accounting & Collection, the higher amount spent in FY 2021 was due in large part to the rate case study that was done. FY 2022 will have a deduction of \$7,000.
- c. Operating Office Supplies & Expense, an increase of \$1,500 is being requested based on the past year's actual averages.
- d. Operating Transportation Expense, the increase in this account covers the shared cost of replacing the existing skid steer as well as an added \$2,500 in equipment maintenance costs.
- e. CIP Project for 2022- \$1,143,303 this is for the water portion for the reconstruction of Liberty St.
- f. CIP Project for 2024- \$478,917 this is the water portion of the Liberty St Reconstruction project for Almeron only. This assumes 100% replacement. Walker was not included in the total.
- g. CIP Project for 2024- \$600,000 this cost is to place a water booster station for the Moss Property future development in order to meet standard levels of water pressure at a higher elevation. This item will continue to move forward until the development becomes a possibility.

(19). **Electric**-Renly reported the following:

- a. Substation Maintenance, \$170,000 this is the cost for the substation maintenance work that is needed at the above-mentioned EVA substation.
- b. Oper Substation Expenses, \$295,000 of this amount \$194,500 is being transferred from FY 2021 for the rewind of the UTL (Union Townline Sub) substation transformer.
- c. Oper UG Line, \$510,000 of this amount \$460,000 is being transferred from FY 2021 since the construction approval from the PSC for the 2021 OH to UG phase 1 project will be received too late in the year to construct. There is also an additional

\$50,000 which was reduced from the normal \$125,000 for in-house OH to UG projects in order to meet budget constraints in FY 2022.

- d. Acct & Collecting Expenses a decrease of \$25,000 this amount was reduced from FY 2021 based on historical actuals.
- e. Professional Dev/Training – When combined with the apprenticeship training fund this is closer to the historical amount spent. A large portion of this expense is for the MEUW safety program which trains W&L as well as DPW staff on things like: first aid, CPR, bucket rescue, confined spaces, hearing conservation, flagger safety and more. This program is invaluable to the city’s safety program.
- f. Building & Plant Maintenance, this is a transfer of funds from FY 2021 for the Municipal Services garage expansion project.
- g. CIP Project for 2023- \$141,000- \$180,000 the existing 1.44 miles of 3 phases overhead line is a dangerous line that needs to be rebuilt. This line is what is known as a Deadman’s line as the natural wire is located in a nonstandard location. The cost variation is due to the difference in our ability to rebuild as a single-phase line vs a 3- phase line.
- h. CIP Project for 2024- \$206,000 this is an overhead to underground conversion project that will create a more reliable feed in this area.
- i. CIP Project for 2025- \$239,000 building this circuit tie will reduce the urban load from the existing rural circuit that is currently being used. This project will improve power reliability for the following: The 6th St Lift Station, Emergency Siren, Grove Campus as well as the High School.
- j. Hurlley pointed out that there is a \$10,000 gap between expenses and revenue for water & light. As were raising the sewer rate, stormwater rate & water rate we may have to do an electric rate study and raise that rate as well. He does not want this done all at the same time so is asking Renly if we can push replacing the transformer further down the road. Renly explained why replacing this transformer is important and is a safety net for the city if something were to happen.

(20). **Fund Balance Worksheet**-Sergeant reported the following:

- a. Sergeant explain the \$133,000 for TID contribution is not a fund number yet. The worksheet also includes what the cost would be for adding a full time police officer which would increase from \$149.31 to \$195.10 per \$200,000 home value. This change would put our mill rate above the \$8.88/thousand which is the max that the State will allow.
- b. Roberts reported the debt levy is at \$2.129 last year it was \$1.532. The general fund levy is at \$6.561 last year it was \$6.738 we’ve already dropped the general fund levy \$0.177 from last year.

C. 2022-2025 Capital Improvement Plan

7. **Adjourn**-Ladick made a motion, seconded by Cole to adjourn at 7:27 p.m. motion passed 7-0

Darnisha Haley, City Clerk

The minutes are not official until approved by the Common Council at the next regular meeting.