

**CITY OF CEDARBURG
COMMON COUNCIL
October 14, 2013**

**CC20131014-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, October 14, 2013 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor Kinzel called the meeting to order at 7:00 p.m. The meeting began with a moment of silence followed by the Pledge of Allegiance.

Roll Call: Present - Common Council – Mayor Kip Kinzel, Council Members Ron Reimer, Art Filter, Paul Radtke, Doug Yip, Michael Maher, Mike O’Keefe

Excused - Council Member Chris Reimer

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Kaye Vance, Director of Engineering and Public Works Tom Wiza, Deputy City Clerk Amy Kletzien, City Clerk Constance McHugh, Library Director Mary Marquardt, Library Board President Sue Karlman, Library Board Member Vonna Pitel, Police Chief Tom Frank, Fire Chief Rich VanDinter, Parks, Recreation & Forestry Director Mikko Hilvo, Recreation Supervisor Maggie Bultman, Parks & Forestry Superintendent Kevin Westphal, Wastewater Superintendent Ron Clish, City Assessor Cathy Timm, Building Inspector Mike Baier, Senior Center Director Carol LaFontaine, Economic Development Coordinator Mary Sheffield, Economic Development Board Members Chris Smith and DJ Burns, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor Kinzel’s request, Deputy City Clerk Kletzien verified that notice of this meeting was provided to the public by forwarding the agenda to the City’s official newspaper, the *News Graphic*, to all news media and citizens who requested copies, and by posting in accordance with the Wisconsin Open Meetings Law. Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

APPROVAL OF MINUTES

Motion made by Council Member Filter, seconded by Council Member Yip, to approve the minutes of the September 30 and October 8, 2013 Council meetings. Motion carried without a negative vote.

COMMENTS & SUGGESTIONS FROM CITIZENS – None

PRESENTATION – CONSIDER RESOLUTION NO. 2013-12 COMMENDING RETIRING LIBRARY DIRECTOR MARY MARQUARDT FOR HER YEARS OF SERVICE

Motion made by Council Member Maher, seconded by Council Member Radtke, to adopt Resolution No. 2013-12 commending retiring Library Director Mary Marquardt for her years of service. Motion carried without a negative vote.

PRESENTATION BY EHLERS – GENERAL INFORMATION ON CREATING A TID IN WISCONSIN AS IT RELATES TO THE CREATION OF TID NO. 3 TO REDEVELOP THE VACANT SITE ALONG THE NORTH SIDE OF MILL STREET BETWEEN WASHINGTON AVENUE AND HANOVER AVENUE

Todd Taves of Ehlers & Associates provided general information on creating a TID in Wisconsin as it relates to the creation of TID No. 3 to redevelop the vacant site along the north side of Mill Street between Washington Avenue and Hanover Avenue.

Mr. Taves explained that if the Council approves the creation of the TID, then the physical district would be effective as of January 1, 2014 and the value of the land would be locked in. The property would be assessed and taxed like all City properties. The TIF receives taxes on the increment value at the combined rate of all taxing entities and all taxing jurisdictions continue to receive their share of the tax levy on the base value.

In answer to Council Member Yip's question, Mr. Taves explained that the first meeting of the Joint Review Board kicks off the process and meets for the purpose of organization only, by laying forth the plan. The Common Council will meet to discuss the TID before the final Joint Review Board meeting.

In answer to Council Member Filter's question, Mr. Taves stated that he has not heard of a Joint Review Board rejecting a project; however, he has had meetings where no one voted.

In answer to Council Member R. Reimer's question, Mr. Taves explained that the Joint Review Board cannot send the decision back to the Common Council after their final meeting or the process will have to start over.

In answer to Council Member O'Keefe's question, Mr. Taves stated that the project plan may change over a long period; however, the developer is creating a financing vehicle for a specific purpose at this point. If the building project gets larger, then an amendment is needed.

Mr. Taves explained that there are four types of districts with specific creation requirements. This particular TID falls into the Blighted Area type with a maximum life of 27 years. He stated that the eligible project costs will include professional service costs, administrative costs, and a cash grant (requires a written developer agreement).

Mr. Taves described the TID No. 3 as a single development site (two parcels), with project costs limited to the three types just described, and a development incentive payment involving a "pay as you go" approach, whereas, the City will recover its costs first (initial costs and annual ongoing) and the City liability is limited to increment actually generated. If the TID underperforms, a payment is not made to the developer.

In answer to Council Member Yip's questions, Mr. Taves stated that TIDs are comprised of single individuals and groups of people and the payback time of 27 years is the maximum allowed time for a blighted area.

In answer to Council Member Filter's questions, Mr. Taves stated that based on the feasibility study, the projected payback for the proposed TID #3 is 18 years. The TID will close when all of the accumulated revenues are received. The TID would not be paid back in ten years.

Mr. Taves said that the property value could be \$1 million above the base value (\$250,000) of the property, making the fair market value \$1.25 million when the project is complete.

Mr. Taves outlined the approval process which needs to take place in the order listed below:

Feasibility Study – (Draft completed)

Initial Joint Review Board Meeting

Plan Commission Meeting

- Public Hearing
- Make recommendation to Council

Council Meeting

Final Joint Review Board Meeting

Submittal to the Department of Revenue/State Review & Certification (60 days to accomplish)

In answer to Council Member Filter's question, Mr. Taves stated that he did not know of any TIDs this size that failed.

Mr. Taves explained that the developer's agreement needs to run in tandem with the process. The project will have guarantees and will perform because of the specific plan. The worst case scenario would result in the City losing its initial investment.

In answer to Council Member R. Reimer's question, Mr. Taves stated that an agreement can be set up so that the developers incentive goes down if the project under performs and incentive goes up if the project over performs. There should be a minimum threshold because the project should maintain a certain property value.

Finally, Mr. Taves reviewed the Tax Increment Projection and the Cash Flow Pro Forma worksheets. In summary, the first tax increment will be in 2016, monies to pay the developer's incentive will be available in 2018, and the district should close in 2031.

In answer to Council Member R. Reimer's question, Mr. Taves explained that there is a three year build-out to achieve the full value.

City Administrator/Treasurer Mertes stated that the plan is conservative and assumes that the tax rate will not increase.

Council Member R. Reimer expressed concern for the Plan Commission being pivotal to the whole plan. Mr. Taves explained that the Common Council will act at the end of the review process, prior to the final Joint Review Board meeting.

Mayor Kinzel stated that the Common Council is involved in the beginning process of looking at the numbers and the timeframe tonight, before sending it forward.

In answer to Council Member R. Reimer's question, Mr. Taves stated that a project plan has been drafted but it has not been given to the Plan Commission yet. He stated that everyone involved should be working towards the same objective and any problems should be expressed early in the process.

Mayor Kinzel asked if the Council was comfortable with the numbers and stated that the plan will not go forward unless the Council agrees with the plan.

In answer to Council Member O'Keefe's question, Mr. Taves stated that if the TID takes longer than 18 years to close, it will take longer to payback with less value. These terms are a function of how the developer's agreement is drafted.

In answer to Council Member Yip's question, Mr. Taves explained that the property meets the blighted area type because it had underground storage tanks and has residual contamination, which is an impediment to the development of the property.

Chris Smith, N88 W5411 Regency Ln., spoke as the Vice Chair of the Economic Development Board. He said the Board discussed the benefits and risks in July and September and determined that the proposed TID is for the betterment of the City and the taxpayers. It is a change that the City should act on; otherwise, 22 years from now the City will have the same thing and that is nothing. The TID is an instrument with incentives with zero risk to the City because they will be paid back first. All the risk is born by the developer who has a track record of developing good things and has tenants already interested in the development. The risks are minimal because the developer and the bank will be on the hook.

Council Member Yip questioned why the area is still blighted when it has been cleaned up. Mr. Taves explained that the underground tanks were removed; however, there is residual contamination.

City Attorney Vance stated that the property has a flexible closure letter on the contamination, it is deed restricted, it was filled in by a previous owner, and it has floodplain issues.

Council Member Filter questioned if the City can recover the \$11,590 it already spent on the property when it was considered for the new library.

Mayor Kinzel said the City will not recover that money because it is not tied to the TIF.

Chris Smith of the Economic Development Board stated that the development will be uniform to the City's Codes and standards in that it will be made of brick and stone.

DJ Burns, N105 W7585 Chatham Street, spoke as a member of the Economic Development Board. He works in the environmental area and stated that the developer will need to address the flexible closure and residual contamination at some point with the DNR. The soil, groundwater and vapor mitigation were all taken into consideration to meet the standards of a blighted area. The proposed plan for this property will result in a higher and better use of the property as an economic

development tool. The size of the project is a plus because it is not too big. He stated the Developer Agreement will decide when the TID will end and some excess may be shared with another TID under some circumstances. Mr. Burns stated that the TID is a great economic development tool for a development on a blighted area in the downtown with a good candidate. He stated that the Common Council and taxpayers will decide if they want to act upon this opportunity. Council Member Yip asked if TIDs are appropriate for the high rent that will be charged.

Chris Smith stated that he is an Economist by trade and it all comes down to supply and demand. The developer will have someone in mind to rent the building in advance.

Mayor Kinzel stated that the City still collects taxes on vacant buildings.

Chris Smith said that the risk is no different than a vacant lot.

Economic Development Coordinator Sheffield stated that the developer will make the space affordable for renters.

In answer to Council Member R. Reimer's question, Mr. Taves stated that the worst case scenario is the City would lose \$15,000. City Administrator/Treasurer Mertes stated that the Developer's Agreement can stipulate that the City recoup's that amount.

It was the consensus of the Council to have City Administrator/Treasurer Mertes provide the Development Agreement terms and discuss the creation of TID #3 at the next Common Council meeting.

NEW BUSINESS

CONSIDER AWARD OF CONTRACT FOR 2013 ASPHALT PAVEMENT REPAIR PROGRAM

Director Wiza explained that asphalt pavement repair is done each year. Staff advertised for and received bids for spot asphalt pavement repairs on Spruce Avenue, Beech Street, Tower Avenue, Appletree Lane, Jefferson Avenue, and Burr Lane.

A total of two bids were received for the work. The lowest responsive bid was received from Poblocki Paving Corporation in the amount of \$35,662.50. Poblocki Paving has worked in the City on previous projects. The Public Works and Sewerage Commission and staff recommend awarding the asphalt pavement repair contract to Poblocki Paving.

Mayor Kinzel suggested that additional road repairs be done with the leftover funding.

Motion made by Council Member Filter, seconded by Council Member O'Keefe, to award the contract for the 2013 asphalt pavement repair program to Poblocki Paving Corporation in the amount of \$35,662.50. Motion carried unanimously on a roll call vote with Council Member C. Reimer excused.

CONSIDER CONVERSION OF THE ZEUNERT TENNIS COURTS TO PICKLEBALL COURTS

Parks, Recreation & Forestry Director Hilvo stated that the Department is looking to convert the Zeunert tennis courts from two tennis courts to six pickleball courts and resurface Zeunert as well as Adlai Horn tennis courts for \$60,000 from the capital budget in 2014. Pickleball is a growing sport with a large following in the community.

There are currently 14 school tennis courts and four City tennis courts available. There is a temporary pickleball court at the former skateboard park near the DPW garage. This surface is not ideal for playing pickleball because it is rough. They have also drawn temporary pickleball lines on the Zeunert courts to create four pickleball courts.

Director Hilvo met with the School District to discuss the tennis courts and learned that their courts are available to leagues on Monday – Sunday by reservation from mid-June to Labor Day and during the school year they can be reserved after school and on weekends.

(Council Member R. Reimer left the Council meeting from 8:07 p.m. – 8:12 p.m.)

Council Member Maher stated that the tennis courts are used heavily and it may be hard to convert the tennis players to pickleball.

Council Member O’Keefe asked how many people play indoor pickleball.

Larry Rehbaum, pickleball coordinator, stated that 16 – 18 people play on average on any given night when it is available indoors at the Community Gym.

Council Member Filter stated that the DPW garage will not be built for another two years and he suggested that those courts be used for pickleball until the new garage is built.

Council Member Radtke stated that he understood there is a rise in pickleball players; however, every household has a tennis racket and understands the game of tennis. Pickleball is not as popular and he does not want to destroy one asset to create another. The Zeunert tennis courts was the proposed site for the skateboard park when it was first introduced and failed to be built on the site.

In answer to Council Member Yip’s questions, Director Hilvo stated that the dual set of lines makes it difficult to play either sport and the nets need to be lowered from 36 inches for tennis to 34 inches for pickleball when players use the tennis courts. This is accomplished by setting weight on the nets.

Alexi Loomis, W75 N729 Tower Avenue, stated that she plays tennis for Cardinal Stritch University and she has never had a problem finding a court to use in Cedarburg over the years. She began playing pickleball last year and finds that it is enjoyable and easier on her joints because you play on a smaller court. She stated that Zeunert Park is not used often and should be used for the upcoming sport of pickleball.

In answer to Council Member O’Keefe’s question, Director Hilvo stated that it would cost approximately \$120,000 to create six brand new pickleball courts.

Recreation Supervisor Bultman stated that pickleball lines can be used for youth tennis.

Director Hilvo stated that new courts would allow more programming options.

Rita Bakalars, W73 N906 Poplar Avenue, expressed concern for the noise that is created while playing pickleball with a wooden paddle and a plastic ball. An internet search provided information and cases where people were suing over the extreme noise. She questioned the noise that six courts would create next to a rehabilitation center. Ms. Bakalars has played tennis for 50 years and is in favor of sharing the courts.

Larry Rehbaum, N95 W6520 Fieldcrest Street, stated that the Webster courts are beautiful courts to play on. Webster Transitional School does not have a current tennis program and are not used unless there is a tennis tournament at the school.

Mr. Rehbaum stated that pickleball began six years ago in the United States and Canada and people have been playing in Cedarburg for three years. It has also become popular in surrounding communities. Right now, Cedarburg offers indoor times on Sunday and Thursday evenings and Friday mornings for \$3 per person. It is a 12 minute game that has generated \$360 in a two week period for the Recreation Department and \$4,400 in fees for the year. There are national pickleball tournaments and it is played for the Senior Olympics. Mr. Rehbaum stated that converting the Zeunert tennis courts to pickleball courts would expand the program beyond the six hours a week that are offered indoors. Pickleball is being taught in the schools and is generating a lot of interest. The Zeunert location would be ideal for any noise that is created by the plastic ball and wooden paddle. Wind screens and trees could always be added as additional noise barriers. He stated that the City spends \$35,000 - \$50,000 on playground sets and that an investment in pickleball courts would be used by ages 8 – 90. Mr. Rehbaum invited the Common Council Members to try the sport.

In answer to Council Member O'Keefe's question, Mr. Rehbaum stated that there have not been any noise complaints from the former skate park courts. The courts are a benefit to Cedarburg.

Rex Bitner, W53 N598 Birch Street, stated that the indoor pickleball courts in the Gym are played on a clear wood floor surface and it would be nice to be able to play outside.

Al Cesario, W74 N875 Poplar Avenue, stated that he has been a resident of Cedarburg for 42 years and has played with a senior tennis group at Zeunert Park for 26 years. He went through this similar situation when the City wanted to build the skateboard park on the Zeunert tennis courts and he is asking the City to preserve these courts once again. The senior league requires four courts and they use both Adlai Horn Park and Zeunert Park courts. The School courts are not always available and parking is difficult. Mr. Cesario stated that the City's 2010 Master Plan does not consider the High School tennis courts because the City does not have any control over them. There has been community support to add an additional court in the City. He asked the City to keep the Zeunert Park tennis courts and to possibly include pickleball courts in the 2015 Master Plan for the City. He recommended that the City analyze the need for pickleball courts near the Department of Public Works garage and to base any decision on the Master Plan.

Jason Loomis, W75 N729 Tower Avenue, stated that he is 27 and has knee problems. He converted to pickleball from tennis because it is easier on his joints. He stated that it is not a loud sport. Jason

Loomis stated that he understands that the City does not want to lose one asset for another. He stated that the lines on pickleball courts can be used for youth tennis. Pickleball is less frustrating than tennis and youth pickleball leagues would make money for the City.

Jim Schara, N41 W7401 West Pointe Ct, stated that he was a Phy Ed teacher for 35 years and pickleball was never picked up as intermural sport. He stated that as a Park, Recreation and Forestry Board Member, he is in the minority for not wanting to take one asset for another. Mr. Schara stated that fads such as racquetball die out and you cannot make a pickleball court into a tennis court later.

Mary Chemotti, N94 W6539 Fieldcrest Street, stated that she has been a taxpayer and tennis player for 35 years. Her tennis group uses the Webster courts in the summer; however, they discourage use during the school year. The parking lot closest to the courts is used for a playground and is not open for parking and the service drive is blocked. She suggested that the City use a registration system for using the Zeunert courts for pickleball and tennis. She has never been able to reserve the courts at \$10.00/hour, per court, and she suggested revamping the system without a fee. Very few communities charge players to use Municipal courts. Ms. Chemotti has friends come from out of town to play tennis and they spend money when they come to Cedarburg. This is an important aspect to consider and she does not recommend taking this asset away. If the two sports need to coexist on the Zeunert courts she suggested that a medium paint color be used for the pickleball lines.

John Kuerschner, N30 W6078 Lincoln Blvd, advocated for the Zeunert courts to remain tennis courts. He gave four reasons for respectfully asking the Council to deny or take no action on this item tonight:

1. Solid factual data should be obtained regarding the frequency of use.
2. The tennis players should not feel like their program is being marginalized.
3. It would be sound public policy to schedule a noticed public hearing on this matter.
4. The sound factor seems to be an issue.

Mr. Kuerschner recommended that this be sent back to the Parks, Recreation and Forestry Board to quantify the use of the courts.

Larry Rehbaum, N95 W6520 Fieldcrest Street, stated that he plays pickleball on the Zeunert courts because there is an elevation problem on the temporary courts near the DPW garage. Those courts are best used by beginners.

Director Hilvo stated that he favors both programs and he suggested this option to use the Zeunert courts for pickleball as a savings to the taxpayers. He would much rather build new courts for pickleball.

In answer to Council Member O'Keefe's question, Director Hilvo stated that pickleball courts could be constructed in front of the Zeunert tennis courts.

Council Member Radtke stated that it makes no financial sense to tear down a well-used asset to make another.

Council Member Filter asked if it was feasible to improve the temporary courts at the DPW garage for two years and monitor the play during that time period.

Council Member O'Keefe stated that he was in favor of converting the Zeunert tennis courts(2) to pickleball courts(6).

Motion made by Council Member O'Keefe to convert the Zeunert tennis courts to pickleball courts. Motion was seconded by Council Member R. Reimer.

Council Member Yip suggested that the City monitor the use of the temporary pickleball courts. There have been other trends such as rock climbing and racquetball that were short lived activities. He suggested that the players continue sharing the Zeunert courts and to talk to the schools to make some pickleball courts available. He would be open to building pickleball courts in the future if the trend remains strong. Council Member Yip also asked if there was an indoor facility available, possibly at the fairgrounds, for year-round indoor play.

Motion failed with Council Members Filter, Maher, Yip and Radtke opposed, Council Members R. Reimer and O'Keefe in favor, and Council Member C. Reimer excused.

Motion made by Council Member Filter, seconded by Council Member Radtke, to upgrade the DPW courts. Motion carried without a negative vote with Council Member C. Reimer excused.

The Common Council took a break from 9:10 p.m. – 9:17 p.m.

CONSIDER PROPOSED 2014 BUDGET; DEPARTMENT PRESENTATIONS, DISCUSSION; AND DIRECTION THEREON

Overview of the Proposed 2014 Budget & Tax Levy

City Administrator/Treasurer Mertes highlighted the major changes in the proposed fiscal year 2014 budget for the City of Cedarburg.

- New format and changes to content.
- Because the City has kept the tax rate down for the last five years or more, reserve accounts are not sufficient to fund the 2014-2016 projects. Borrowings are being proposed to cover these costs.
- There is a proposed salary increase of 2% across the board for all employees except for the Police Officers. The officer's increase is 3.5%, with a 2% increase into their retirement for a total of 5.9% payroll deduction. The remaining employees will see an increase of .035% in their retirement payroll deduction. The lowest health insurance premium to-date is included in the budget.
- The health savings account contribution was eliminated for 2014 and the deductibles will increase from \$1,500/\$3,000 to \$2,000/\$4,000.
- The City's growth in assessed value for 2013 would allow for a levy increase of \$121,401. The amount of changes from the 2013 budget to the 2014 budget is \$526,829; thereby, the reason for the tax rate increase currently being proposed in this draft of the budget.
- There is also an unfunded list and for every \$11,829 added to the budget, it will increase the tax rate .01/\$1,000 of assessed value.

City Administrator/Treasurer Mertes asked the Common Council to review the Strategic Work Plan. There is a proposed change to the mission statement.

Council Member Maher stated that the new format is very readable.

Fire Department

Fire Chief Van Dinter highlighted the following budget information:

- There is a 0% increase in the operating budget.
- Two Capital projects have been added: change the concrete approach to the station and upgrade the HVAC in Station 1.
- The fire insurance dues offset the City and Town contributions to the Fire Department expenses.

In answer to Council Member R. Reimer's question, Fire Chief Van Dinter stated that 60% of their funding is received from the City and 40% is received from the Town of Cedarburg.

Senior Center

Senior Center director LaFontaine highlighted the following budget information:

- Supplies and Expenses increased by \$200 for computer replacement and the elevated lift annual inspection and maintenance.
- Printing increased by \$700 to upgrade the newsletter by adding color and additional sheets, published six times per year.
- Revenues were increased by \$1,000 to return to the City.

Police Department

Police Chief Frank highlighted the following budget information:

Station and Administration

- Maintenance was increased by \$2,000 primarily for a generator.
- Training was increased by \$245 to match the increase in training costs.
- Unfunded Item – a replacement patrol officer to bring staff up to 20 officers for adequate coverage during special events to reduce overtime pay (approx. \$15,000) and for more coverage for undesignated tasks.

Capital Improvement

- Replace three squad cars.
- Paint the Police Station building.

Strategic Work Plan

- Emergency Management Siren – to upgrade to a more efficient system (2 sirens vs. 6 sirens) and eliminate costly repairs to old system.

Patrol and Investigations

- Salaries decreased by \$53,000 due to two new officers.

Emergency Management/Auxiliary Police

- This budget is reduced by \$20,000 due to the reorganization.

Council Member R. Reimer requested that the program description be changed.

In answer to Mayor Kinzel's question, Chief Frank stated that the new Emergency Management sirens rotate to produce a more directional sound.

Library – Special Revenue Fund

Library Director Marquardt highlighted the following budget information:

- Changes are due to Director's retirement and a new Library building.
- Maintenance was increased from 10 hours to 20 hours/week for four months (Sept. – Dec.).
- No new staff was added for the new Library; considerations should be made for increased circulation and second floor safety.
- Utilities were increased for the new Library.
- Repair and Maintenance was increased for two additional copiers in the new Library.
- Publications were decreased due to the elimination of discontinued data bases.
- Library Technology was increased for additional bandwidth.
- Unfunded Item – Expenditures over revenues (\$75,269)

Council Member Maher stated that the new Library will be twice the size as the current Library and he will be advocating for additional staff and funds.

Assessor

City Assessor Timm highlighted the following budget information:

- Expenditures - State fees decreased by \$100.
- Revenues – Increase of \$800 due to market increase.

Building Inspection

Building Inspector Baier highlighted the following budget information:

City Hall Complex

- The budget has increased by 1.98%
- Revenue – Public charges for services is reduced to reflect decrease in rental of gym.
- Revenue - Rent/City Property loss of income from rental of former police station.

Building Inspection

- Office supplies were increased by \$800 for purchase of a new file cabinet and State tags.
- Revenue - \$3,000 increase in Heating/Air Conditioning Permits.

Cemetery Fund – Special Revenue Fund

- Revenues – Monuments & Markers and Miscellaneous Revenue were down in 2013 and are expected to rebound in 2014.
- Expenses – No planned equipment purchases.

Capital Improvements

- Paving City Hall Complex parking lot - \$50,000 towards paving in 2015.
- Replace City Hall gutter system - \$40,000 (second installment).

Sewerage

Superintendent Clish highlighted the following information:

- \$11,000 salary increase for new personnel.
- .78% increase in total expenses.

Capital Improvement Budget

- \$35,000 - to replace electronics in the Garfield Lift Station.
- \$30,000 – to repaint two lift stations.
- Repave road to WWTP – project combined with the 2014 Street & Utility Project.

Strategic Work Plan

- Phosphorus regulations.
- Replace valves and piping at the Garfield Lift Station in 2016.

In answer to Council Member Radtke’s question, Superintendent Clish stated that the remote receiving site on Pioneer Road will continue to be closed. The Utility has lost a significant amount of revenue as a result.

Engineering

Director Wiza highlighted the following information:

- \$100 increase in employee training for APWA conference to meet training requirements for license.
- \$100 increase in dues to reflect actual cost of APWA and ASCE membership.
- Objectives include the reconstruction of roads (page 56) with one project coordinated with Town of Cedarburg.

Public Works

- \$10,000 will be used out of Repair and Maintenance for the turn lane and signals at Washington Avenue and Lincoln Blvd.
- Machine Equipment/Maintenance includes the maintenance of City Hall vehicles and the replacement of the Bravada (15 years old).
- Repair & Maintenance includes funds for the traffic control signals on Pioneer Rd. and Washington Avenue.

Capital Improvement Budget

- Replace five-yard dump truck (vehicle #94).
- Replace used pickup truck (vehicle #52).

Health & Sanitation

- Maintenance/Contracted Services increased with the new Waste Management contract.

Parks, Recreation & Forestry

Parks, Recreation and Forestry Director Hilvo provided the following information:

- Salaries increased to hire a full-time Secretary in February.
- Recreation Supervisor salary was moved (55% pool, 20% special revenue, 25% park & recreation).
- Repair and Maintenance decreased.
- Trees & Supplies increased to catch up (\$20,000 unfunded)

- Other expenses increased for playground inspection software.
- Equipment – picnic tables for Cedar Creek Park needed for rentals (\$7,000 unfunded).
- Celebrations remained the same – may consider increasing for festivals set up.
- Civic Band – will continue funding.

Capital Improvement Budget

- Complete south end of the Creek Walk.

Recreation Programs and Swimming Pool – Special Revenue Funds

- Contracted Services increased for the Community Gym floor refinishing (\$13,000).
- Civic Bank increased \$250 (\$3,250) - \$2,250 returned in revenue for performances.
- Swimming Pool – Contracted Services increased for IT services
- Swimming Pool - Permits and Licenses may increase \$200 due to State mandate.
- Swimming Pool - Equipment increased for pool speakers (\$7,000).
- Swimming Pool – Play equipment (\$25,000) will need to be replaced in future (not included in this budget).

City Clerk

City Clerk McHugh highlighted the following information:

- Postage increased for absentee ballots (4 elections) and annual bulk mailing permit cost.
- Overall election costs are increasing due to four elections in 2014.
- Election Salaries increased (\$6,300) because of a proposed wage increase.

In answer to Council Member Maher's question, City Clerk McHugh stated that it is a State Law to pay for postage for mailing absentee ballots.

City Treasurer

City Administrator/Treasurer Mertes highlighted the following information:

- Other expenses increased for credit card collection fees.
- IT Equipment increased for purchase of computers.
- Insurance/Surety Bonds decreased because of the purchase of a new combined crime policy.
- Operating Expenses increased due to the TID (Administration costs will be reimbursed).

Mayor & Common Council

- Overall budget reduced by 3.22%

City Administrator

- Employee Relations decreased by 25.86%.

Legal Services

- Legal Services will remain the same for 2014.
- Labor Relations Counsel was eliminated due to no union contracts to negotiate.

Conservation and Development

- Conservation and Development increased for a proposed full-time Planner.

In answer to Council Member Filter's question, City Administrator/Treasurer Mertes stated that Planner Marchek is retiring and the City needs a Planner for more than one day a week, due to an increase in business. The Planner position should be contracted with an increase in hours or hire a full time person.

Mayor Kinzel suggested 30 hours a week be allotted for a Planner and an RFP should be prepared for a contracted position.

Other

- A transfer was made to Special Revenue for the Civic Band.
- State Shared Revenue remained the same.
- City Property Rent increased for the water towers.

Debt Service

- 2014 Borrowing includes: Creek Walk, DPW garage, street projects, environmental and a shooting range.
- A slight increase in the debt service levy from 2013 to 2014 is called for in the debt payment schedule. The debt service portion of the tax levy will represent approximately 12% of the total taxes levied.

Special Revenue Funds

- Room Tax – 95% of the funds are distributed to the Chamber of Commerce for tourism promotion and development with the remaining 5% for collection and administration costs transferred to the General Fund.
- Park Subdivider Fund is used to account for the receipt and disbursement of park fees collected. The fees are used for new park equipment in new or existing parks to serve the growing population.

Internal Service

- This fund reflects all the City's insurance costs.
- Worker's Compensation decreased (mod factor decreased from 1.13% to 1.07%).

City Administrator/Treasurer Mertes encouraged the Council Members to contact her with any questions.

CONSIDER PAYMENT OF BILLS FOR THE PERIOD 9/26/13 THROUGH 10/3/13, ACH TRANSFERS FOR THE PERIOD 9/26/13 THROUGH 10/7/13 AND PAYROLL FOR THE PERIOD 9/15/13 THROUGH 9/28/13

Motion made by Council Member O'Keefe, seconded by Council Member Radtke, to approve payment of bills for the period 9/26/13 through 10/3/13, ACH transfers for the period 9/26/13 through 10/7/13 and payroll for the period 9/15/13 through 9/28/13. Motion carried without a negative vote with Council Member C. Reimer excused.

CONSIDER LICENSE APPLICATIONS

Motion made by Council Member Radtke, seconded by Council Member Maher, to approve new Operator's License applications for the period ending June 30, 2014 for: Margaret E. Giralte,

Matthew C. Jackson, Rikell A. Kyner. Motion carried without a negative vote with Council Member C. Reimer excused.

LIBRARY FUNDRAISING UPDATE AND LIBRARY BUILDING UPDATE

Council Member Maher encouraged the Common Members to tour the new Library construction site on Wednesday, October 16 at 5:30 p.m.

CITY ADMINISTRATOR'S REPORT

City Administrator/Treasurer Mertes reported that the new City website will be in use by the end of November and the new phone system will be operational on Thursday, October 17.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS - None

MAYOR'S REPORT

Mayor Kinzel issued a Proclamation for Freedom from Workplace Bullies Week – October 20-26.

ADJOURNMENT

Motion made by Council Member R. Reimer, seconded by Council Member Yip, to adjourn the meeting at 10:40 p.m. Motion carried without a negative vote with Council Member C. Reimer excused.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk