

**CITY OF CEDARBURG
COMMON COUNCIL
October 13, 2014**

**CC20141013-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, October 13, 2014 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 John Czarnecki, Ron Reimer, Art Filter, Paul Radtke, Mitch Regenfuss, Patricia Thome, Mike O’Keefe

Also Present - City Administrator/Treasurer Christy Mertes, Director of Engineering and Public Works Tom Wiza, City Clerk Constance McHugh, City Attorney Mike Herbrand, Deputy City Clerk Amy Kletzien, Library Director Linda Pierschalla, Library Board President Sue Karlman, Police Chief Tom Frank, Fire Chief Jeff Vahsholtz, Public Works Superintendent Jeff Boerner, Wastewater Superintendent Eric Hackert, City Assessor Cathy Timm, Building Inspector Mike Baier, Senior Center Director Carol LaFontaine, 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 Radtke, seconded by Council Member Thome, to approve the minutes of the September 29, 2014 Council meeting. Motion carried without a negative vote.

CONSIDER PROPOSALS FOR THE PUBLIC WORKS FACILITY CONSTRUCTION MANAGER; AND ACTION THEREON

Director Wiza explained that the City received two construction management proposals with fee schedules from Beyer Construction and Camosy Construction. He was impressed with both proposals and added that their pricing is competitive. Both firms used 2016 construction costs in their proposals:

Beyer Construction quoted \$189,200 for construction management services and \$22,400 for preconstruction services.

Camosy Construction quoted \$227,500 for construction management services and \$18,000 for preconstruction services.

Director Wiza stated that he would be comfortable working with either firm. The Public Works Commission has recommended Camosy Construction. Beyer Construction was the construction manager for the new Library.

In answer to Mayor Kinzel’s questions, Director Wiza explained that the Public Works facility is somewhat different. There are two ways of putting the project together; that being with a general contractor or a construction manager. The City would not have as much control working with general contractors and would be subject to the low bid. A construction manager would be

representing the City and would be overseeing the work of 20 plus sub-contractors for the different aspects of the project. The City would be in a much better position to be involved in the early stages and the building process of the new facility. The preconstruction services would include several building options.

In answer to Council Member Filter's questions, Director Wiza stated that the construction manager works directly with the City, will get paid by the City, and will work on the City's behalf in a professional manner. Director Wiza also explained that the companies are aware that if their services do not turn into a project, that the City does not have to go further. Both proposals allow for the construction in 2015 or 2016. It will most likely be a 2016 project.

In answer to Council Member Radtke's questions, Director Wiza stated that he has not worked with Camosy in the past; however, they come highly recommended by Kueny Architects. In regard to the size of the construction companies, he stated that Beyer Construction is small, Camosy Construction is twice the size of Beyer Construction, and Mortenson Construction is the largest company in the State.

Mayor Kinzel explained that Camosy Construction has a lot of experience with public works facilities; whereas, Beyer Construction was a great fit with the Library project. Kueny Architects was hired for their experience.

In answer to Council Member Filter's question, Director Wiza stated that either firm would do a great job on a new public works facility. The public works facility will require different applications than the library.

Council Member Thome stated that after reviewing the Public Works & Sewerage Commission minutes she respects that they did their homework when recommending Camosy for the project.

In answer to Council Member Czarnecki's question, Director Wiza stated that Beyer Construction was hired for the Ozaukee County Fairgrounds, Lasata and the Washington County Fairgrounds.

In answer to Council Member Filter's question, Director Wiza stated that the architects will be working on the conceptual drawing in the next couple of months.

Council Member Radtke noted that both firms are very qualified and he understands the Public Works & Sewerage Commission recommendation.

Motion made by Council Member Radtke, seconded by Council Member Thome, to accept the proposal from Beyer Construction for the Public Works facility construction manager knowing that only the preconstruction phase may be completed. Motion carried with Council Members Czarnecki, Radtke, Regenfuss, Thome and O'Keefe in favor and Council Members Filter and Reimer opposed.

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member Radtke, seconded by Council Member Thome, to adjourn to closed session at 7:23 p.m. pursuant to State Statutes 19.85(1)(e) to deliberate or negotiate the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, more specifically, to discuss negotiations with the Cedarburg Police Officers' Association, Local 223. Approval of closed session minutes of September 22, 2014. Motion carried without a negative vote.

RECONVENE TO OPEN SESSION

Motion made by Council Member Reimer, seconded by Council Member Radtke, to adjourn to open session at 7:44 p.m. Motion carried without a negative vote.

The Council took a break from 7:44 p.m. – 7:47 p.m.

NEW BUSINESS

DISCUSSION REGARDING A TENTATIVE AGREEMENT BETWEEN THE CITY OF CEDARBURG AND THE CEDARBURG POLICE OFFICERS' ASSOCIATION, LOCAL 223, AND CONSIDER RESOLUTION NO. 2014-15 RATIFYING THE AGREEMENT; AND ACTION THEREON

City Administrator/Treasurer Mertes reviewed the proposed contract changes that comprised the tentative agreement between the City of Cedarburg and the Cedarburg Police Officers' Association for 2015 and 2016.

- Updated health coverage deductible to actual (\$2,000/\$4,000).
- Eliminated the HSA contribution.
- Payment in lieu of taking insurance will change from 35% of monthly premium to \$400 per month.
- Group dental insurance family premium will change from \$17/mo. to 28% of the premium/month.
- Probationary period will change from one year from date of hire to one year after completed field training.
- WRS contribution will be 6.8%, up from 5.9%; which will be the actual employee share.
- Officer in charge premium will be \$1.00/hr. compared to .50/hr. currently.
- Uniform allowance will increase by \$50.
- Fitness test reimbursement will increase from \$400 to \$600.
- The two detectives will change to a 5/2 schedule and 7 days of vacation will be taken away.

Motion made by Council Member O'Keefe, seconded by Council Member Reimer, to adopt Resolution No. 2014-15 ratifying the agreement between the City of Cedarburg and the Cedarburg Police Officer's Association, Local 223. Motion carried without a negative vote.

CONSIDER PROPOSED 2015 BUDGET; DEPARTMENT PRESENTATIONS, DISCUSSION; AND DIRECTION THEREON

Overview of the Proposed 2015 Budget & Tax Levy

City Administrator/Treasurer Mertes highlighted the major changes in the proposed fiscal year 2015 budget for the City of Cedarburg.

- There is a proposed salary increase of 2% across the board for all employees; however, it may be distributed differently. The officer's increase is 3.2%. The employees will see a decrease of .2% in their retirement payroll deduction. The health insurance premium is estimated to increase 5%; however, early indicators are pointing toward a 4% increase. There will be an \$8,000 savings if it only increases by 4%.
- The Worker's Comp modification factor was reduced from 1.07 to .88, which will result in a premium savings.
- The electric utilities were increased by 2% and water by 10%; however, water rates will likely increase 10-14.8%.

The budget process and calendar were highlighted.

The overall proposed tax levy is a 1.5% increase. There is a drop in debt service.

Based on the assessed value for 2013 the tax rate is \$6.99; the 2014 tax rate will be \$7.00 or an increase of \$2.59 on the average home for the year. The tax levy increase is limited by the State.

Council Member Filter explained that this increase is only the City portion of the taxes and other entities are involved in the overall tax equation.

The equalized ratio is not finalized; however, it is estimated to be 100%.

There is a 2.19% increase in revenues and 2.18% increase in expenditures as allowed by the expenditure restraint program.

City Administrator/Treasurer Mertes included a budgeted use of fund balance of \$10,000 for contingency reserve. This money can only be spent with Council authorization.

A \$3,000 use of fund balance is being proposed for election equipment.

The proposed budget is off by \$1,387.00, prior to having some final figures for next year.

Fire Department

Fire Chief Vahsholz highlighted the following budget information:

- There is a 0% increase in the operating budget for the third consecutive year.
- 2015 Capital project: Update the HVAC in the old section of the main firehouse.
- 2016 Capital project: Replace the heating and air conditioning system for the station.
- 2017 Capital project: Replace concrete apron in front of the fire station.

In answer to Council Member Czarnecki's question, Chief Vahsholz stated that the truck replacement is paid with the proceeds from Maxwell Street Days and is a considerable savings to the City.

In answer to Council Member Reimer's question, Chief Vahsholz explained that fundraising is done by Cedarburg Fire Department Inc. 501(c)(3) and is used for equipment and various supporting donations into the community. The fire equipment is then donated to the City.

In answer to Council Member O'Keefe's question, Chief Vahsholz stated that the Department does want to upgrade Firemen's Park and initiate a Strategic Plan using a committee of people from throughout the community within the next year.

Police Department

Police Chief Frank highlighted the following budget information:

Station and Administration

- Removed the Repair and Maintenance amount of \$2,000 for maintenance contracts from the proposed budget variance section.

In answer to Council Member Filter's question, Chief Frank explained that the Force Simulator purchase is a Capital Improvement item to replace the loss of the firing range. The price has dropped from \$90,000 to \$65,000.

In answer to Mayor Kinzel's question, Chief Frank stated that approximately \$8,000 was incurred from recycling items from the former firing range and is in reserve.

- The Attorney fee line item was decreased by \$10,000.

Patrol and Investigations

- A \$500 increase to each of the professional services and office supplies for the Detectives.

Emergency Management/Auxiliary Police

- Requesting an increase in the uniform allowance for this year only to replace uniforms for existing personnel.

In answer to Council Member Reimer's question, City Administrator/Treasurer Mertes indicated that the heading of Emergency Management Staffing Levels can be changed to reflect the proper role of the volunteers.

In answer to Council Member Czarnecki's question, Chief Frank explained that he has inquiries from throughout the State on the City's Auxiliary Police Unit because they are so helpful and visible in the Community. It saves the Police Department from paying a large amount of overtime.

Capital Improvement

- The second siren will be replaced for Emergency Management.
- Chief Frank requested replacement of a 2008 K-9 vehicle with approximately 100,000 miles. The vehicle was initially purchased with private donations and there is not enough in the donation account for this purchase. Jake is seven years old and should work until he is 10 years old and he will be evaluated year by year after this age. He has been involved in incredible contacts in the community and Ozaukee County. He has assisted in taking weapons off the street, 150 vehicle searches, 70 school searches, and has been a great asset to the community.

In answer to Council Member Radtke's question, City Administrator/Treasurer Mertes stated that this request is already added to the proposed budget.

Chief Frank stated that there is a donation account for the K-9 that pays for ongoing training and equipment needs.

- A force simulator to replace the firing range.
- Replace a large section of vinyl flooring at the Police Station.

Library – Special Revenue Fund

Library Director Pierschala reviewed the Library's accomplishments and highlighted the following budget information based on the new larger building:

- Salaries: One additional full-time Administrative Services Librarian (half-time Adult Services, half-time Administrative Services). Administrative Assistant to Director, participate in staffing of 2nd floor service desk, oversee grant for local history digitization and research other grant opportunities.
- Bonuses: \$2,000; Library Board recognizes librarians salaries are low compared to comparable libraries/ communities – will use bonuses based on performance during the year in lieu of market wage increases for 2015 (will be related to City employee evaluation system).
- Part-time Salaries: Increase some hours of circulation aides in anticipation of being 1/3 busier; added two part-time Youth Services Assistants and part-time Reference Intern in order to have desk coverage at all service points in a two-story building.
- Maintenance/Public Works Salaries: Increase hours from 10 a week to 20 a week for custodial cleaning.
- Longevity: Retirement and new employees not eligible for 10 years.
- Grounds Maintenance: Moved to Maintenance/Contracted Services.
- Electric: Building is twice the size of former library.
- Natural Gas: Building is twice the size of former library.
- Telephone: Additional lines had to be added for elevator emergency phone, two additional fax lines (staff and public).
- Water Service: Slight increase.
- Grounds Maintenance: Moved to Maintenance/Contracted Services.
- Maintenance/Contracted Services: Increase of \$17,775 for weekend cleaning service (\$7,600), grounds/snow (\$1,000 est.), J&H HVAC (\$3,000 budgeted; used in 2018), Alscos mats/mops (\$1,200 est.), 3M equipment maintenance (\$1,800 est.), annual window cleaning (\$1,000 est.), annual carpet cleaning (\$1,000 est.), softener salt delivery (\$575), Evanced Software (\$400), website (\$200)

- Programming Supplies: New account; \$500 for craft supplies and supplies for summer reading programs and year-round events for youth through adult.
- Travel and Training: New staff with very little experience as a result of entry level salaries; training is needed.
- Transportation: Mileage to meetings, training, workshops, conferences.

In answer to Council Member Thome's question, Director Pierschalla explained that the Cedarburg Library is part of the Eastern Shores Library System and there are cooperative efforts to apply for grants. There may be separate grants that the Cedarburg Library could apply for; however, it is a time consuming effort.

In answer to Council Member Regenfuss' questions, Director Pierschalla explained that maintenance agreements are a result of the new building. The Library wants to be proactive with preventative maintenance agreements. The weekend building cleaning is strictly for the new Library and will allow for a full building cleaning and backup for the weekday custodian who will also be involved in maintenance. City Administrator/Treasurer Mertes explained that the current custodians are busy with the remainder of the City buildings which are generally not open on weekends.

In answer to Council Member Thome's question, Director Pierschalla stated that the maintenance agreement for the HVAC will be paid for the first three years through the construction budget and will be placed in the proper account after the third year.

In answer to Council Member Reimer's question, Director Pierschalla explained that the increase in shared services is due to the increase in electronic content through the Eastern Shores Library System.

In answer to Council Member O'Keefe's question, Director Pierschalla stated that the increase in travel and training is due to the new Librarians and staff that need training to attend conferences, workshops and meetings.

In answer to Council Member Filter's question, Director Pierschalla stated that the American Library Association Conference will be in Chicago this year.

Council Member O'Keefe stated that he was pleasantly surprised with only a 15.6% increase in the budget for the new Library.

Director Pierschalla explained that the new Library is very energy efficient compared to the old building.

City Administrator/Treasurer Mertes pointed out that the Library's expenditures are over revenues by \$15,000. This could be considered an unfunded item.

Director Pierschalla explained that the budget process for the Library will be easier next year. She added that the Library will receive supplemental funding from The Friends of the Library.

Senior Center

Senior Center Director LaFontaine highlighted the following budget information:

- The operating budget shows a reduction of .8% due to the telephone service.
- Supplies and equipment will increase \$500 for the elevated lift maintenance and routine repairs.
- The newsletter budget was increased from \$1,400 to \$1,450 for color printing which has improved the appearance. To offset this increase, the proposed revenue was increased \$1,200 by selling ad space in the newsletter.
- The revenue that the Senior Center returns to the City is approximately 133% of the operating expenses.

In answer to Council Member Reimer's question, Director LaFontaine explained that the Senior Center Fees include all program fees, trips and investors of the Senior Center. Council Member Reimer asked that the average daily attendance figures not be broken down into City, Town and Non-resident participants in the future.

Assessor

City Assessor Timm highlighted the following budget information:

- The small budget variances are due to reflect the actual usage of the telephone, office supplies, computer supplies and State fees.
- Professional services increase of \$3,400 for the commercial assessments contract is an estimate for the next three years.
- Revenues will increase by \$200 due to the market increase.

Ratio wise, the City is at 100%. All of the statistics from the Department of Revenue are coming in really good. She is not anticipating a revaluation for next year; however, she is constantly checking it year-by-year with the neighborhoods, condominium groups and commercial properties to be sure that the City is staying tight with ratios (sales vs. assessments).

In answer to Council Member Reimer's question, City Administrator/Treasurer Mertes stated that the impact fees do not include any initial assessor's fees when a subdivision is started or a home is built.

City Attorney Herbrand stated that he was not aware of any assessment charges on new subdivisions and he would have to do some research. Usually the impact fees are the expense of covering certain Capital expenditures that the City has undertaken because of the growth of the City.

Building Inspection

Building Inspector Baier highlighted the following budget information:

Building Inspection

- Staff is estimating 14 new single family residential starts in 2015, similar to the 2014 starts.
- Revenues – Increase the State Tag Fee to \$50 per tag from \$35.
- Expenses – Retirement payout for current secretary.

City Hall Complex

- Expenses – Sick payout for Building Engineer.
- Electric and Water services were increased.

Cemetery Fund – Special Revenue Fund

- No significant changes.

Sewerage

Superintendent Hackert highlighted the following information:

- The Sewerage Fund is an enterprise fund so they charge to cover the cost of operating. They plan a flat continuing fee of \$5.16. There is a zero increase for holding and septic rates. Zero percent for the homeowners per 1,000 in monthly connection fees. Staffing is remaining the same; however, two new employees were hired in 2014 which will add to the salary decrease in 2015. The plant received a high CMAR this year.
- The plant had many repairs through the winter, due to the fact the plant is moving into its 28th year of existence. The plant had 27 repairs for over \$210,000 that came out of the replacement fund.
- Computer supplies increased 25% for purchasing licensing for software.
- Coagulants were decreased by 12% due to change in process allowing use of less chemical.
- Safety Equipment increased 18.6% to provide new employees with safety equipment and training.

- Televising increased due to the need to replace video equipment.
- Cleaning increased 35% (\$2,000) due to increase in usage of the jetter truck.
- The total budget is down \$17,000 due to closing the remote site on Pioneer Road.

Capital Improvement Budget

- Road construction areas (sewer laterals) are paid from the collection system fund (Sheboygan Road and McKinley Blvd.).
- Bearing replacement on the aeration equipment will be done in-house.
- Pump replacements

Engineering

Director Wiza highlighted the following information:

- 2014 accomplishments and 2015 objectives were reviewed.

Public Works & Engineering

- GIS Mapping: This account replaces the Maps and Plats account; funding is increased to \$3,000 for annual maintenance costs, map updates and technical support.
- Professional Services: Decreased by \$1,000 for costs moved to 318 GIS mapping.
- Publications and Dues were increased to reflect the American Public Works Association dues increase.
- Revenues depend on the amount of development.

Capital Improvement Budget

- Public Works Facility will most likely be moved to 2016.
- Traffic Signals/Turn Arrows at Pioneer Rd. Washington Avenue intersection.
- Stormwater Consulting was increased for the NR216 compliance based on the release of new phosphorous standards.
- Stormwater, Street Improvements, Asphalt Repairs, and Sidewalk Replacement.

Health & Sanitation

- Contracted Services: Refuse & recycling, 7 year contract, no change in second year.
- Fuel Surcharge: Charged only if diesel fuel prices exceed \$4.00 per gallon.
- Landfill Groundwater Monitoring: contracted services have not changed (City pays 2/3 and Town pays 1/3).
- Recycling: Overtime for leaf pickup, part-time employee at City compost area (no change and contracted services per contract). Community drop-off programs
- Non-Tax Revenue Supporting Program: Recycling State Grant: amount set by State Recycling Cart Upgrade: Dependent upon resident requests, and Landfill Monitoring (Town share).

Public Works

Public Works Superintendent Boerner highlighted the following information:

- The 2014 accomplishments and 2015 objectives were reviewed.
- Signs, Supplies and Parts: Signage replacement for Federal Highway Administration Retro-Reflectivity Standards. (This is the last year out of five years). Street signs and regulatory signs are ongoing.
- Machine Equipment/Maintenance: Includes maintenance of City Hall vehicles – increase \$5,000 to maintain aging vehicles.
- Capital Outlay: Engine diagnosis code reader for better detection (not to exceed \$5,000).

Capital Improvement Budget

- Replace two ton hot patch trailer (split cost with Town of Cedarburg to replace unit currently shared with the Village of Grafton and the City of Port Washington.)

- Replace a five-yard dump truck and two pickup trucks. The ultimate rotation schedule is 10 years for larger trucks and 12 years for smaller trucks. Some of the trucks have gone past this time and starting to nickel and dime the Department with maintenance issues.

City Clerk

City Clerk McHugh highlighted the following information:

- Operating expenditures are reduced by 8.7%
 - o Computer/Copier Supplies: Reduction due to decrease in the amount of paper to be used because of electronic packets.
 - o Postage: Decreased due to a reduction in the number of elections in 2014 from four to two – fewer absentee ballots mailed out. There may be one additional election depending on the results of the General Election.
 - o Election Equipment: Increase due to the possible purchase of new electronic voting equipment in 2015 and related costs (training, memory cards, licensing and annual maintenance). The County Board has approved purchasing equipment for all municipalities at 100%. The remaining funds will be used to purchase new voting booths to replace broken booths.

In answer to Council Member Czarnecki's question, City Clerk McHugh stated that the voting equipment does need replacement because it is 14 or 15 years old and parts are no longer available.

In answer to Council Member Filter's question, City Administrator/Treasurer Mertes stated that if the contingency amount is retained, any additional costs from an extra election could be allocated from the contingency fund.

City Treasurer

City Administrator/Treasurer Mertes highlighted the following information:

- Computers, computer support, telephones, internet service, audit and insurance for the general fund is included in the Treasurer's Budget.
- Professional Services was decreased because of the new agreement with Associated Financial Group.
- Telephone increased because of the current actual costs.
- Other Expenses: Bank fees, UPS/Fed Ex, DTC audit confirmation; cat licenses credit card collection fees, GFOA Awards Program Fee. There is more usage by credit cards and this is being reviewed.
- Information Technology was increased for additional IT support due to aging system, support for phone system and purchase of computers.
- General Fund – Property Insurance, Liability and Surety Bonds. Premiums based on estimates from CVMIC.

Mayor & Common Council

City Administrator/Treasurer Mertes asked the Council Members if they had any objectives to be accomplished for 2015 that could be added to the Budget.

In answer to Council Member Thome's question, City Administrator/Treasurer Mertes confirmed that there will be a review of the status of TID #2 and it may be dissolved because there will be a large loss of approximately \$400,000 - \$500,000 when it is time to close it. At that point it will be restructured to be developed.

City Administrator

- Publications & Dues and Training & Travel: Increased for dues and training for Treasurer's Office and Administrator's certifications.
- EAP/125 Administration: Used for employee meeting speakers and employee benefit.
- Professional Services: Used for pre-employment and drug testing.
- Leadership & Development: Used for employee meetings.
- Awards, Supplies: Used for service awards policy.

Legal Services

- General Services: Retainer removed – new attorney contract paid on an hourly basis.
- Extraordinary Services: Increase due to contract being hourly.
- Labor Relations Counsel: No expense since 2011 for the unions and will be dropped in 2016.

Revenues

- Sewer Administrative Revenue is the portion of the charge for the Mayor and Clerk's Office services.

Conservation and Development

- Professional Services: Increased by \$1,500 for Economic Development Coordinator.
- Donations: Revenue from Chamber, Festivals, Tourism Promotion & Development and Light & Water for Economic Development County dues.

Other

- Contingency Reserve: Used only with approval of the Common Council.
- Transfer to Special Revenue Fund-Pool: To cover expenses at the Community Pool.
- Transfer to Special Revenue Fund-Rec Programs: Used for the Civic Band.
- Property Taxes: increased slightly.
- Property Tax Equivalent-Light & Water: Estimated increase.
- Rent-City Property (Water Towers): Increased 5% annually.

Debt Service

- Explains planned borrowing for the year.
- Tax levy is reduced by 33% because the debt payments have decreased.
- The 2008 debt was satisfied.
- Proposing a \$10,000 use of fund balance in the debt service.
- The Debt obligations schedule includes the borrowing for the Public Works garage, refinancing for this year's borrowing, and new 2015 projects.

In answer to Council Member Reimer's question, City Administrator/Treasurer Mertes stated that she is waiting for the expenditure restraint amount.

Special Revenue Fund – Room Tax

- This fund remains the same.

City Administrator/Treasurer Mertes stated that the Council may consider raising the room tax in the future to pay for items such as the flower baskets.

Special Revenue Fund – Park Subdivider Deposits

- Payment in lieu of parkland.

City Administrator/Treasurer Mertes explained that the City does not budget for any impact fees as revenue; however, there is interest income. The expenditures shown are for any projects that Director Hilvo has in Capital that are new parks or new equipment that are additions to parks. In 2015, the funds are being used for Prairie View Park.

Internal Service

- This fund reflects all the City's insurance costs and has been estimated using the end of the ranges provided by the insurance agencies.

City Administrator/Treasurer Mertes explained that the insurance is charged out to the different departments to reflect the true cost of operations.

To address Council Member Reimer's concern, City Administrator/Treasurer Mertes stated that she will evaluate the scheduled borrowing for streets next year and it may not be as high as estimated. City Administrator/Treasurer Mertes explained that page 122 – 136 is the seven year Capital Improvement Plan, followed by the Annual Road Improvement Program, Stormwater Capital Projects, and the Equipment Replacement Charges.

The final pages are the Strategic Workplan 2015-2019 with no major changes.

In answer to Council Member Thome's question, City Administrator/Treasurer Mertes stated that the City is at the high end of the Fund Balance according to the City's Policy.

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

CONSIDER PAYMENT OF BILLS FOR THE PERIOD 9/30/14 THROUGH 10/2/14, ACH TRANSFERS FOR THE PERIOD 9/26/14 THROUGH 10/7/14 AND PAYROLL FOR THE PERIOD 9/14/14 THROUGH 9/27/14

Motion made by Council Member Filter, seconded by Council Member Czarnecki, to approve payment of the bills for the period 9/30/14 through 10/2/14, ACH transfers for the period 9/26/14 through 10/7/14 and payroll for the period 9/14/14 through 9/27/14. Motion carried without a negative vote.

CONSIDER LICENSE APPLICATIONS

Motion made by Council Member O'Keefe, seconded by Council Member Radtke, to approve new Operator's License applications for the period ending June 30, 2015 for: Tricia Dooley and Terrance E. Ronsman Sr. Motion carried without a negative vote.

Motion made by Council Member Thome, seconded by Council Member Czarnecki, to approve the Horse and Carriage license to Jody and Mike Schulz, Kettle Moraine Carriages, Inc., N612 Forest View Road, Kewaskum, WI. Motion carried without a negative vote.

MAYOR'S REPORT

Mayor Kinzel issued Proclamations for Eagle Scout Nicholas Britt and Change Your Clock Change Your Battery on November 2, 2014.

ADJOURNMENT

Motion made by Council Member Filter, seconded by Council Member O'Keefe, to adjourn the meeting at 10:12 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk