

PERSONNEL COMMITTEE AGENDA
Monday, February 11, 2013 ~ 6:10 p.m.
(or immediately following previously scheduled meeting)
Lincoln Center ~ 1519 Water Street

[a quorum of the City Council may attend this meeting]

1. Discussion and possible action on the City Assessor's Office and re-filling the Assessor position.
2. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:30 p.m.

Meeting Minutes

Personnel Committee

March 12, 2007, 7:10 p.m.

City Water Department, 300 Bliss Avenue

Present: Chairman Moore; Alderpersons Molski, Sevenich, Wiza, Hanson

Also Present: Mayor Wescott; Comptroller/Treasurer Schlice; Attorney Molepske; Alderpersons Robinson, Trzebiatowski, Slowinski, Stroik; Directors Halverson, Schrader; Assessor Kuehn; Chief Morris; Captain Dowling; Chief Barnes; Andrew Halverson; Mary Ann Laszewski; Reid Rocheleau; Gene Kemmeter - Portage County Gazette; Lisa Jakusz

Index of these minutes:

- [1. Consideration of amendments](#) to City Administrative Policy: 3.01 - Standard Benefits. 3.02 - Leave Policies.
- [2. Request consideration of movement to mid-point](#) (Police Captain and Lieutenant).
- [3. Review and consideration of request](#) for proposal statutory Assessor.
- [4. Adjourn into closed session](#) (approximately 6:35 p.m.) pursuant to Wisconsin State Statute 19.85(1)(f) for the purpose of reviewing a request for a medical leave of absence.
- [5. Reconvene into open session](#) (approximately 10 minutes after adjourning into closed session) for possible action of the request for medical leave of absence.
- [6. Adjournment.](#)

Chairman Moore called the meeting to order.

1. Consideration of amendments to City Administrative Policy:

- 3.01 - Standard Benefits.
- 3.02 - Leave Policies

Personnel Specialist Jakusz explained the amendment to 3.01 Standard Benefits will amend the policy to coincide with the 10% premium contribution for health insurance.

The proposed amendments to 3.02 will clarify retirement eligibility age for general and protective service employees. It also adds the appropriate verbiage for the post employment health plan.

Aldersperson Molski moved, Aldersperson Hanson seconded, to amend Administrative Policy 3.01 and 3.02 as proposed, ayes all, nays none; motion carried.

2. Request consideration of movement to mid-point (Police Captain and Lieutenant).

Aldersperson Molski read a statement (copies were distributed to the Alderspersons) that she had prepared which states that she is sure both individuals are good employees, however, the city's management pay plan was adopted for all non-represented employees and it is the job of the Personnel Committee and Common Council to see that the plan is administered fairly and equitably to all. She added her opinion that it would be unfair and

demoralizing to further raise the salaries of these two positions while everyone else is bound by the plan. She added that although many non-represented employees are unhappy with the pay plan in effect, it is important to follow it until the city decides to fund having a new one prepared and not give any further special exceptions to certain individuals.

Chief Morris stated that he respects Alderperson Molski's position. He spoke in support of his request. He stated his belief that protective services are different than other positions covered by the pay plan. He added that if this request isn't approved it is important that if this request isn't approved, the city move forward with a formal study of the pay plan. He added that the city should take care of the management employees and encourage those covered under the plan.

Alderperson Stroik spoke in favor of the request. He stated that if employees are performing the same duties, they should be compensated the same.

Mayor Wescott indicated that a formal study of the management pay plan was stopped due to cost controls being slapped on the city. He added that this topic is an item he will be discussing with the new Mayor during the transition process. He feels that early in the upcoming term, this will be brought back to the Personnel and Finance Committees and city Council. He cautioned the vast majority of employees covered under the plan will anticipate a pay raise and it doesn't always work out that way.

He added the pay plan moved forward in time, but agrees that the time has come to do a formal management pay plan study. He noted that the city is still in a cost control environment.

Chief Barnes stated that he echoes the comments Chief Morris made earlier.

Chairman Moore stated that she recognizes there are issues with the pay plan but recognizes that supporting the request before the Committee this evening would put stress on other employees governed by the pay plan which would be unfair. He added that he feels the pay plan should be reviewed before the city loses good people.

Alderperson Molski moved, Alderman Hanson seconded, all ayes to deny the request to move the Police Captain and Police Lieutenant to the mid-point of their respective grades, ayes all, nays none; motion carried.

3. Review and consideration of request for proposal statutory Assessor.

Personnel Specialist Jakusz stated that she received a letter of support for hiring a City Assessor to replace Carol Kuehn. She distributed copies of the letter from Wayne Bushman and Chairman Moore read the letter aloud.

Alderman Hanson stated that hiring an outside service may save a few dollars in the short term, but in the long term, having an employee who is a resident of the city makes more sense because that person will see to it that the job is done correctly. Other things to consider are the timing of work completion; delays can result in lost revenue. He also has a concern over the impact it would have on the other employees in the department.

Alderperson Molski voiced her opinion that not much money will be saved by contracting out. She also questioned whether someone would physically be there to stand behind their work.

Alderman Wiza agreed with Hanson and Molski and stated his opinion that it is important that the individual responsible for assessments has a vested interest in the community. He also has concern over having work done on a contract basis by an outside vendor.

Alderman Robinson stated that he agrees with the opinions shared by the committee members but feels that not moving forward with the request for proposal would be shirking responsibility. The option needs to be considered.

Andrew Halverson stated that he agrees with the prior comments. He feels that other departments should be evaluated as well perhaps other departments. He also stated that he opposes pursuing and RFP at this time.

Alderman Trzebiatowski stated that pursuing and RFP is futile when you consider deadlines, reports that need to be filed on a timely basis and that missing deadlines may impose penalties on the city.

Reid Rocheleau stated that he agrees with Alderman Robinson; we don't know for sure if we don't review the possibility. He also disagrees with Mr. Halverson; City Assessor may be the only position the city should contract for. He added that the city could appoint someone to the position that is a contractor.

Alderman Molski stated that prior to Carol Kuehn's employment, the city had an assessor who lived out of town and from that experience, she knows that you don't get the service if the person isn't physically present in the office 40 hours per week.

Carol Kuehn stated that she did some follow up on the list provided by Mr. Radtke previously. The City of Neenah pays \$35,000 but it only includes 36 days worth of work.

The City of Superior pays \$9,300 (not \$30,000 as stated on the Radtke list) for not more than 17 days worth of work. The City of Muskego has a full-time City Assessor.

Two of the municipalities included on Mr. Radtke's list who contract out for assessor services are not in compliance with Wisconsin law in that as of October 18, 2006 they did not have a Statement of Assessments on file, this report is due to be filed in June. Ms. Kuehn stated she would provide the minute taker with some documents in this regard.

Assessor Kuehn stated commercial properties in Stevens Point make up 41% of locally assessed real estate; the average on Mr. Radtke's list of comparables is 22%. Stevens Point has three times the amount of personal property accounts to handle as compared to the examples on the list.

Assessor Kuehn also pointed out that Stevens Point does all of the real property listing for the city and knows that in at least the cities located in Brown, Dane and Milwaukee Counties they do not do this. She also emphasized that most cities on the list provided by Mr. Radtke are suburbs of larger cities which is not the case with Stevens Point. Also noted was the fact that Stevens Point is a university town unlike the vast majority of cities on Radtke's list. Assessor Kuehn stressed that the best value may not always cost the least.

Alderman Hanson moved to reject the request for proposal, Alderman Molski seconded. Discussion ensued as to the appropriate action to take in order to allow for the abandonment of the RFP process.

Alderman Hanson withdrew his initial motion; Alderman Molski withdrew her second.

Alderman Hanson moved to postpone action on this item to the March City Council meeting, Alderperson Molski seconded. Ayes all, nays none; motion carried.

4. Motion by Wiza to adjourn into closed session pursuant to Wisconsin State Statute 7:52 19.85(1)(f) for the purpose of reviewing a request for a medical leave of absence.

Roll Call: Ayes: Chairman Moore; Alderpersons, Molski, Hanson, Sevenich, Wiza
Nays: None. Motion carried.

5. Motion by Alderperson Sevenich to reconvene into open session for possible action on 7:57 the request for action on the request for medical leave of absence.

Roll Call: Ayes: Chairman Moore; Alderpersons Molski, Hanson, Sevenich, Wiza
Nays: None. Motion carried.

Alderperson Molski moved to approve the unpaid medical leave of absence after the exhaustion of accrued benefits for a combined total of up to twelve weeks, per the physician's certification, Alderman Wiza seconded, motion carried all ayes.

6. Adjournment - 8:00 p.m.

The meeting minutes reproduced on this website are derived from the computer files used to produce the official minutes for the City of Stevens Point, but are **unofficial**. The minutes on this web site cannot be certified under s. 889.08, Wis. Stats., and cannot be considered prima facie evidence under s. 889.04, Wis. Stats. Certain tables, maps, and other documents that are a part of the official minutes are not included in the files reproduced on this website. Please consult the printed minutes, available in the City Clerk's Office, for the official text. The decisions made by City of Stevens Point boards, committees, and commissions (other than the Police & Fire Commission) are advisory only and are not binding on the city until affirmed at a meeting of the Common Council. Some of the minutes on this web site might not be approved by the Common Council as of today.

Meeting Minutes

Regular City Council Meeting

March 19, 2007, 7:00 P.M.

Council Chambers, County-City Building

Mayor Gary W. Wescott, presiding Roll Call: Ald. Sevenich, Walther, Hanson, Wiza, Robinson, Slowinski, Trzebiatowski, Molski, Stroik, Moore

Excused: Ald. Barber

Also Present: City Attorney Molepske, City Clerk Moe, Comptroller/Treasurer Schlice, Directors Gardner, Schrader, Euclide, Halverson; Police Captain Dowling, Fire Chief Barnes, Transit Manager Lemke, Kari Yenter, Gene Kemmeter (Portage County Gazette), Jason Zencka (Stevens Point Journal)

Index to these minutes:

[2. Salute to the Flag and Mayor's opening remarks.](#)

[3. Approval of the minutes](#) of the minutes of the Regular Common Council meeting of February 19, 2007.

[4. Persons who wish to address the Mayor and Council](#) on specific agenda items other than a "Public Hearing" must register their request at this time. Those who wish to address the Common Council during a "Public Hearing" are not required to identify themselves until the "Public Hearing" is declared open by the Mayor.

[5. Persons who wish to address](#) the Mayor and Council for up to three (3) minutes on a non-agenda item.

[6. Plan Commission meeting](#) of March 5, 2007.

[7. Public hearing](#) - amendment of zoning ordinance - "PUD" Planned Unit Development for Schmeekle Trails Subdivision.

[8. Ordinance on the above.](#)

[9. Public hearing](#) - amendment of zoning ordinance - sideyard setback requirement in Two Family Zoning District.

[10. Ordinance on the above.](#)

[11. Public hearing](#) - request to expand/remodel tavern at 1200 Park Street as a conditional use.

[12. Resolution on the above.](#)

[13. Public Protection Committee meeting](#) of March 12, 2007.

[14. Board of Public Works meeting](#) of March 12, 2007.

[15. Finance Committee meeting](#) of March 12, 2007.

[16. Special Finance Committee meeting](#) of March 19, 2007.

[17. Reconsideration of Council action](#) to prepare RFP for Contractual Assessor.

[18. Personnel Committee meeting](#) of March 12, 2007.

[19. Board of Water and Sewage Commissioners meeting](#) of March 12, 2007.

[20. Reports:](#) Police and Fire Commission meeting of March 13, 2007.

Statutory monthly financial reports of the Comptroller-Treasurer.

[21. Adjournment.](#)

2. Salute to the Flag and Mayor's opening remarks.

Mayor Wescott reminded everyone about the upcoming election on Tuesday, April 3, 2007. The Mayor noted that absentee ballots are available at the City Clerk's office.

3. Approval of the minutes of the Regular Common Council meeting of February 19, 2007.

Ald. Moore moved, Ald. Trzebiatowski seconded, for approval of the regular Common Council minutes of [February 19, 2007](#), with a correction to Ald. Moore's comment on item #17.

Roll Call: Ayes all.

Nays none. Motion carried.

4. Persons who wish to address the Mayor and Council on specific agenda items other than a "Public Hearing" must register their request at this time. Those who wish to address the Common Council during a "Public Hearing" are not required to identify themselves until the "Public Hearing" is declared open by the Mayor.

Reid Rocheleau
408 Cedar Street
Whiting, WI

Item #5 – Persons who wish to address Mayor and Council
Item #17 – Reconsideration of Council action to prepare RFP for contractual Assessor
Item #18 – Personnel Committee meeting of March 12, 2007

David James
1257 Main Street
Stevens Point, WI 54481

Item #5 - Persons who wish to address Mayor and Council
Item #6 – Plan Commission meeting of March 5, 2007
Item #15 – Finance Committee meeting of March 12, 2007

Mary Ann Laszewski
1209 Wisconsin Street
Stevens Point, WI 54481

Item #15 – Finance Committee meeting of March 12, 2007
Item #18 – Personnel Committee meeting of March 12, 2007

Andrew Halverson
3116 Jordan Lane
Stevens Point, WI 54481

Item #5 – Persons who wish to address Mayor and Council

Norm Myers Sr. Item
416 Union Street
Stevens Point, WI 54481

#5 – Persons who wish to address Mayor and Council

Doug Radtke
3800 Heffron Street
Stevens Point, WI 54481

Item #17 – Reconsideration of Council action to prepare RFP for contractual Assessor
Item #18 – Personnel Committee meeting of March 12, 2007

Doug Stingle
1932 Church Street
Stevens Point, WI 54481

Item #5 – Persons who wish to address Mayor and Council

Bob Woehr
727 Second Street
Stevens Point, WI 54481

Item #17 – Reconsideration of Council action to prepare RFP for contractual Assessor
Item #18 – Personnel Committee meeting of March 12, 2007

Steve Decker
1500 Briggs Street
Stevens Point, WI 54481

Item #5 – Persons who wish to address Mayor and Council

Carol Kuehn
3701 Lorraine Street
Stevens Point, WI 54481

Item #17 – Reconsideration of Council action to prepare RFP for contractual Assessor

5. Persons who wish to address the Mayor and Council for up to three (3) minutes on a non-agenda item.

Reid Rocheleau, 408 Cedar Street, hopes the Mayor fulfills his promise of cleaning up unlicensed vehicles in the City. Mr. Rocheleau reviewed the City's file of possible downtown sites for the new Justice Center and concludes the City is in support of this matter with the County. Mr. Rocheleau suggested doing away with the City's practice of requiring a motion and second before any discussion. He also suggested reorganizing the Plan Commission and appointing members who are willing to attend the meetings.

Attorney David James, 1257 Main Street, is here on behalf of Tony's Landscaping and Excavating. Attorney James expressed frustration on behalf of Tony that the item regarding the conditional use permit is not on tonight's agenda. This issue came before the Plan Commission on March 5, 2007 and was properly published on March 2 and March 9, 2007.

Andrew Halverson, 3116 Jordan Lane, said it is an honor to have the opportunity to run for Mayor. Mr. Halverson encouraged everyone to vote on April 3, 2007.

Norman Myers Sr., 416 Union Street, is a candidate for First District Alderman. Mr. Myers will do his best to serve the best interest of the City and the First District.

Doug Stingle, 1932 Church Street, applauded Mayor Wescott for signing the Climate Protection Agreement. Mr. Stingle said the City can be a model for other communities in using renewable resources.

Steve Decker, 1500 Briggs Street, is a First District Aldermanic candidate. Mr. Decker stated the proposed Tony's Landscaping site is not a good choice or location.

6. Plan Commission meeting of March 5, 2007.

Ald. Moore moved, Ald. Hanson seconded, for approval of the Plan Commission minutes of [March 5, 2007](#).

David James, 1257 Main Street, relinquished his three minutes for comments.

Roll Call: Ayes all.

Nays none. Motion carried.

7. Public hearing – amendment of zoning ordinance - “PUD” Planned Unit Development for Schmeckle Trails Subdivision.

The public hearing was declared open by the Mayor.

Reid Rocheleau, 408 Cedar Street, said the zoning for this property should be single-family low density.

As no one further wished to speak, the Mayor declared the public hearing closed.

8. Ordinance on the above.

Ald. Moore moved, Ald. Trzebiatowski seconded, for approval of the ordinance amending the revised municipal code of the City of Stevens Point – “PUD” Planned Unit Development for Schmeckle Trails Subdivision.

Roll Call: Ayes: Ald. Moore, Stroik, Molski, Trzebiatowski, Slowinski, Robinson, Wiza, Hanson, Walther, Sevenich.

Nays: None. Motion carried.

9. Public hearing – amendment of zoning ordinance - sideyard setback requirement in Two Family Zoning District.

The public hearing was declared open by the Mayor.

Reid Rocheleau, 408 Cedar Street, stated the setback should be a standard 10 feet on both sides of the building. He suggested postponing this item, return it to the Plan Commission and make the sideyard setback a standard 10 feet.

Mary Ann Laszewski, 1209 Wisconsin Street, was surprised that two-family zoning only requires a total of 15 feet for both sides of the yard with not less than 6 feet on one side. Ms. Laszewski noted that all the other zonings require a total 20 foot setback. She said all lots should have a standardized 10 foot setback on each side.

Bob Woehr, 727 Second Street, said the Traditional Overlay District was created with the intent to utilize buildable space for single-family homes provided that they fit into the neighborhood.

As no one further wished to speak, the Mayor declared the public hearing closed.

10. Ordinance on the above.

Director Gardner said the 15 foot combined sideyard setback existed for over 30 years. The Director suggested instead of having a minimum of 6 feet on one side, the amendment to the zoning ordinance would split the 15 foot setback into equal distances of 7 1/2 feet on each side for newly created lots.

Ald. Stroik asked what would be the impact of a minimum 20 foot sideyard setback.

Director Gardner said it would not effect most developments. The Director suggested creating a committee where you have input from a variety of points of view.

Ald. Robinson moved, Ald. Slowinski seconded, for approval of the amendment to the zoning ordinance - sideyard setback requirement in Two Family Zoning Districts.

Ald. Wiza said if this is going to be revisited in another month, it does not make sense to approve this. The alderman suggested changing the setback to 10 feet now or postpone this for another month.

Mayor Wescott said this will not happen next month. He said this is something that will wait until the new Mayor decides how he wishes to precede with this.

Ald. Stroik asked if the Council can go to a more restrictive 10 foot setback.

City Attorney Molepske said the Council can make it more restrictive but not less restrictive.

Ald. Trzebiatowski asked if a 10 foot setback would be more appropriate in case of a fire.

Chief Barnes replied more space is a safer environment. The Chief's concern is with structures so close together, the fire could jump from one structure to the next.

Director Gardner said the current ordinance states the combined total must be 15 feet with one side not less than 6 feet. The Director noted changing the setback to 7 1/2 feet on each side would make it more restrictive.

Mayor Wescott ruled that the Council vote on the amendment presented. If the Council wishes to do something different, then this amendment would be rejected and carried over to the new administration.

Ald. Robinson noted approving this amendment is a step in the right direction.

Roll Call: Ayes: Ald. Sevenich, Walther, Hanson, Robinson, Slowinski, Trzebiatowski.

Nays: Ald. Wiza, Molski, Stroik, Moore.

Ayes – 6. Nays – 4. Motion carried.

11. Public hearing – request to expand/remodel tavern at 1200 Park Street as a conditional use.

The public hearing was declared open by the Mayor.

Reid Rocheleau, 408 Cedar Street, agrees with granting a conditional use permit to expand/remodel the tavern at 1200 Park Street.

As no one further wished to speak, the Mayor declared the public hearing closed.

12. Resolution on the above.

Ald. Stroik moved, Ald. Molski seconded, to approve the request to expand/remodel the tavern at 1200 Park Street as a conditional use.

Roll Call: Ayes: Ald. Moore, Stroik, Molski, Trzebiatowski, Slowinski, Robinson, Wiza, Hanson, Walther, Sevenich.

Nays: None. Motion carried.

13. Public Protection Committee meeting of March 12, 2007.

Ald. Sevenich moved, Ald. Trzebiatowski seconded, to accept the minutes of the Public Protection Committee meeting on [March 12, 2007](#).

Roll Call: Ayes all.

Nays none. Motion carried.

14. Board of Public Works meeting of March 12, 2007.

Ald. Wiza moved, Ald. Walther seconded, for approval of the Board of Public Works minutes of [March 12, 2007](#).

Roll Call: Ayes: Ald. Sevenich, Walther, Hanson, Wiza, Robinson, Slowinski, Trzebiatowski, Molski, Stroik, Moore.

Nays: None. Motion carried.

15. Finance Committee meeting of March 12, 2007.

Attorney David James, 1257 Main Street, encouraged the Council to give the authority to the Mayor and Comptroller to negotiate the purchase of property at 701 Mason Street so this process can move forward.

Mary Ann Laszewski, 1209 Wisconsin Street, is encouraged to hear that the City may even consider purchasing the entire parcel. Ms. Laszewski voiced her concerns and reasons why the City should purchase this land such as water drainage, screening, storage, overcrowding and safety.

Ald. Molski moved, Ald. Hanson seconded, for approval of the Finance Committee minutes of [March 12, 2007](#).

Roll Call: Ayes: Ald. Moore, Stroik, Molski, Trzebiatowski, Slowinski, Robinson, Wiza, Hanson, Walther, Sevenich.

Nays: None. Motion carried.

16. Special Finance Committee meeting of March 19, 2007.

Clerk Moe read the minutes of the Special Finance Committee meeting of [March 19, 2007](#).

Ald. Slowinski moved, Ald. Robinson seconded, for approval of the Special Finance Committee minutes of March 19, 2007.

Ald. Wiza pointed out that there is adequate plumbing, electricity, kitchen and two overhead doors at this location.

Chief Barnes said the process is just beginning.

Mayor Wescott stated the City is moving quickly to re-establish a strong fire suppression and EMS presence on the eastside.

Roll Call: Ayes: Ald. Sevenich, Walther, Hanson, Wiza, Robinson, Slowinski, Trzebiatowski, Molski, Stroik, Moore.

Nays: None. Motion carried.

17. Reconsideration of Council action to prepare RFP for Contractual Assessor.

Reid Rocheleau, 408 Cedar Street, read from the Robert Rules of Order that a reconsideration can be applied to a vote on any motion except an affirmative vote where provisions have been partly carried out. Mr. Rocheleau said it is improper to reconsider this issue. He said the City is not following the rules.

Doug Radtke, 3800 Heffron Street, said it does not make sense for the Council to reconsider something that has already been accomplished. Mr. Radtke stated any action taken on this issue should be covered under Item #18 of the Council agenda.

Bob Woehr, 727 Second Street, is a member of the Board of Review. Mr. Woehr said the Assessor is elected by the Council every two years. He stated to change from an elected to a contractual Assessor would require changing the ordinance. Mr. Woehr said the Board of Review is required to meet for its initial meeting within 30 days of the second Monday of May. If the assessment roll is not completed by that date, the Board will have to adjourn to a certain date.

Carol Kuehn, 3701 Lorraine Street, said time is a factor and it is prudent for the City to move forward with hiring a full-time Assessor.

Mayor Wescott said last month, the Council decided to divide the question. The first part of the question was to advertise to fill the Assessor's position. The Mayor stated advertisements have been placed in the appropriate locations. The process of hiring a full-time Assessor is well on its way. The Council also directed that a RFP be prepared and sent to the Personnel Committee. The Council and Personnel Committee have not approved a RFP for contractual Assessor services. The Mayor noted the standing rules of the Council would allow this item to be reconsidered at this point.

City Attorney Molepske said the RFP was drafted in house, no committee approved the RFP and no Council action was taken. The City Attorney stated under the current rules, any

action taken by the Council in the previous month can be reconsidered by an individual who voted in the affirmative.

Ald. Hanson moved, Ald. Trzebiatowski seconded, that the City of Stevens Point will not write or prepare an RFP for contractual Assessor services and it will not report any of these items back to the Personnel Committee as the process is being abandoned.

Ald. Hanson said there are time line issues with hiring an Assessor. The Alderman compared the costs and salary of the Assessor with other communities.

Ald. Trzebiatowski is concerned if a RFP is created what effect it would have on potential applicants.

Ald. Robinson said he does not disagree that a full-time Assessor is the best option for the City but they should at least explore the possibility of contracting services.

Carol Kuehn said the individual must hold an Assessor II level certification. Ms. Kuehn stated the law is very specific, the Assessor cannot assume the duties of an Assessor without the level II certification. She again noted that time is a factor.

Mayor Wescott said the Assessor, by the City charter, is an officer of the City of Stevens Point. The Mayor has found no evidence that contracting services for Assessor will save money. Currently, the City has quality full-time employees who provide day to day customer service.

Ald. Walther thought this was an idea worth exploring but after speaking with people with assessment knowledge, he is now in full support of a full-time Assessor.

Ald. Sevenich would like to leave things as they were.

Ald. Trzebiatowski said having an Assessor on staff, living in the City and being dedicated to the City is saving money.

Ald. Robinson pointed out that he never asserted that there would be a cost savings by hiring a contractor. He just asked that the Council consider it because constituents have asked the Council to do so.

Roll Call: Ayes: Ald. Moore, Stroik, Molski, Trzebiatowski, Wiza, Hanson, Walther, Sevenich.

Nays: Ald. Slowinski, Robinson.

Ayes – 8. Nays – 2. Motion carried.

18. Personnel Committee meeting of March 12, 2007.

Ald. Moore moved, Ald. Wiza seconded, for approval of the Personnel Committee minutes of [March 12, 2007](#).

Reid Rocheleau, 408 Cedar Street, is concerned with the way Ald. Molepski's motion is worded for the closed session in the Personnel Committee minutes. Mr. Rocheleau said the public should be aware of who the employee is and what it is costing the City.

Mary Ann Laszewski, 1209 Wisconsin Street, declined her opportunity to speak on this item.

Doug Radtke, 3800 Heffron Street, agrees with the motion for hiring an Assessor at this time, but believes the procedure taken was inappropriate.

Bob Woehr, 727 Second Street, said the question of the management pay plan has been brought up for a long time and at some time needs to be resolved. Mr. Woehr said it is time to put together more Mayoral Advisory Committees.

Ald. Molski said an employee on unpaid leave that wishes to stay on the City's insurance pays the full cost of the insurance.

Roll Call: Ayes all.

Nays none. Motion carried.

19. Board of Water and Sewage Commissioners meeting of March 12, 2007.

Ald. Molski moved, Ald. Slowinski seconded, for approval of the Board of Water and Sewage Commissioners minutes of [March 12, 2007](#).

Roll Call: Ayes all.

Nays none. Motion carried.

20. Reports:

Police and Fire Commission meeting of [March 13, 2007](#).
Statutory monthly financial reports of the Comptroller-Treasurer.

Ald. Moore moved, Ald. Wiza seconded, to accept the reports and place them on file.

Roll Call: Ayes all.

Nays none. Motion carried.

21. Adjournment – 8:50 P.M.

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**SPECIAL FINANCE COMMITTEE
OCTOBER 18, 2011 AT 6:00 P.M.
LINCOLN CENTER – 1519 WATER STREET**

PRESENT: Alderperson Moore, Molski, R. Stroik, Brooks and Suomi

ALSO

PRESENT: C/T Schlice; Mayor Halverson; Clerk Moe; Ald. Wiza, Slowinski, O'Meara, M. Stroik, Beveridge; Directors Ostrowski, J. Lemke, Schrader, McGinty, Halverson; Assessor Siebers; Chief Ruder; Asst. Chief Skibba; Fire Chief Kujawa; Asst. Chief Finn; Acting Asst. Chief Gemza; Sup't of Streets Laidlaw; Civil Engineer Saunders; Airport Manager Draheim; Transit Manager Lemke; Personnel Specialist Jakusz; Deputy C/T Freeberg; City Employees: Scott Halvorsen; Bob Gregorich, Sharon Patoka, Lorna Whalen, LeeAnn Spoon, Becky Kalata; Matthew Brown; Brian Kowalski; Reid Rocheleau; David Alery; Matt Disher; Brandi Makuski; John Goszkowicz; Barb Jacob; Lori Dehling; Jeff Peterson; Craig Shuler; Rod Larson; Eric Hems; Peter Danielsen; Brad Franz; Ben Uitenbroek; Ron Carlson; Donna Carlson; Armin Nebel; Cindy Nebel; Larry Sipiorski; Tiffany Reindl; Autumn Pretat; Nicole Pretat; Bernie Pretat; Rachel Pretat; Kim Boden; Emily Young; LeLu Schyvinck-Valadez; Jessica Xiong; Anna Rathmann; David Wochinski; Mari Boris; Adolph Betro; Bev Betro; Irene Helm; Agnes Kowalski; David Przybylski; Melissa Gaylord; Jenni Nicewander Yang; Liz McDonald; Lori Yonash; Kristin Buske; Jeanise Sorenson; Lincoln Brunner; Ann Brunner; Lorraine Ligman; Tom Ludwig

Ald. Moore announced that C/T Schlice and Mayor Halverson have opted to keep the crossing guards in the budget for the remainder of this school year (through June 2012).

Chief Ruder stated he has been continuing an open dialog with the Superintendent in an effort to sustain the entire crossing guard program for the year.

ITEM #1 – PUBLIC COMMENTS ON THE PROPOSED 2012 BUDGET. (SO THAT EVERYONE GETS A CHANCE TO MAKE A PRESENTATION, COMMENTS WILL BE LIMITED TO ONE TIME PER PERSON, MAXIMUM OF 3 MINUTES)

Reid Rocheleau, 408 Cedar Street, stated concerns over closing the Assessor's Office. He would like to see a variety of other positions terminated and would also like to see the Parks budget rearranged.

Ron Carlson, 3356 Oak Avenue, stated he was glad to hear that the adult crossing guards were being kept. He stated he understands the challenging economic times but children's safety is of utmost importance. He stated that the challenges that are being faced now do not call for cutting a position or a program, they call for a new way of thinking, doing business and planning for the future. He would like to see everyone working together, including the PTO's, Schools and the Community to keep the adult crossing guards.

Brad Franz, 3146 Feltz Avenue, current President of the Stevens Point Youth Baseball Association, gave an overview of the SPYBA organization. They utilize a lot of parks in the City and appreciate the reality of the budget situation and hope to be able to continue

to partner with the City and Parks Department to work out proposals. The organization feels it is lacking the details of the budgets cuts and how it applies to the Youth Baseball Association.

Rod Larson, town of Dewey, representing Stevens Point Youth Baseball, Point Fast Pitch, current Board member with the Stevens Point Youth Baseball and American Legion Baseball, passed out a handout (attached) and outlined the revenues generated by the Youth Baseball. He stated that they represent over 900 participants and families and although they understand the need for the budget cuts, they are disappointed that most of the cuts came from the youth organizations. Using the Stevens Point Convention and Visitors Bureau data from surveys conducted in 2009, the SPYBA, Softball and American Legion groups generate over \$1 million dollars in revenue to the community, which does not include fees but rather how much people actually spend in the area to come to the games. He challenges the Committee to find any other volunteer venue that consistently brings this type of buying power to Stevens Point. He stated that less than 1% of the revenues mentioned above go to organizations directly, they rely on the fees they charge their participants and sponsorships of teams by area businesses. There is a small amount paid by room tax fees, but it is a minimal amount. In order for them to offset the \$66,000 they would need to build larger, more sustainable buildings for concession purposes, be allowed to advertise on the fences and sell foods freely without City bureaucracy to navigate through. He also stated they would need more gifted land to develop more viable ball fields, a group of fields that is easy to take care of. He stated this is a game changer for the Associations and they would struggle greatly with the costs and potentially jeopardize the livelihood of the organizations. They are prepared to listen to suggestions but asked that it is taken into consideration the affect it will have on 900 participants, the families and revenues they create for the City.

Anna Rathmann, 526 West Street, does not want to get rid of crossing guards. She suggested cutting something else that does not put kids lives are not in danger. She suggested having local fundraisers to help absorb the costs for the crossing guards. They are a big part of community and do more for the kids than just help them cross the street and she does not want to lose them.

LeLu Schyvinck-Valadez, 2501 Ellis Street, turned in a petition with 50 signatures in support of keeping the crossing guards. She stated they want to keep the children safe by providing them with the crossing guards.

Emily Young, 2016 Clark Street, stated two years ago a crossing guard was placed on Clark Street and they have been kept very busy as there are a lot of children that cross there. Both the parents and the children depend on them to get to and from school safely. She asked if this money was worth a childs life.

John Goszkowicz, 702 Mason Street, challenged anyone to try to cross the streets that the crossing guards are at. He suggested that instead of cutting crossing guards that we not buy the mall.

David Alery, 1397 High Ridge Road, President of Point Fastpitch and Softball, stated he would like to make sure that the City of Stevens Point is equitable across the board for all user groups benefiting from tax payer funded programs. He questioned how the line is drawn between users groups and who pays for what, are all groups contributing, who is ultimately responsible for those facilities, is everyone allowed to use the facilities and how is hierarchy of scheduling and responsibility in a user group maintained facility. He stated

they understand the financial situation but by bringing these questions up, he hopes it drives productive discussions and solutions that all can live with.

Lori Yonash, 1909 Michigan Avenue, former crossing guard, spoke in favor of keeping crossing guards funded. She stated she has witnessed speeders and other traffic issues in the area of the crossing guards and wants to keep them to prevent a serious accident.

Mari Boris, 1924 Prairie Street, current crossing guard for last 15 years, stated she has worked a number of crossings and has first hand knowledge of hard it is to cross at these crossings. She stated even on the corners with the stop and go lights, she has witnessed people go through red lights and speed through yellow lights, without care or concern for the children. She stated it is not just a job, they care about the kids and do not want to see anything happen to them.

Ald. Wiza clarified that the crossing guard program is going to be funded through the end of the school year.

Cindy Nebel, 1100 Phillips Street, President of the Old Main Neighborhood Association, stated she understands the financial situation that the City is in but does not want to see a reduction in the Police Departments overtime budget. She thanked the Police Department for the work they have done and continue to do with regards to the University students and issues that come up. They have made it a safe environment for the students and the neighborhoods at a cost of approximately \$37,000 a year, strictly due to the increase of student activity. She encourages the Police Department to continue to work with the UW and UW Protective Services.

Larry Sipiorski, 1316 Ridge Road, stated that the Assessor's Office is an important function, they do a fine job and he would like to see the office kept. He stated that at the last meeting some comparisons were made between Wisconsin Rapids and Stevens Point and he would like to clarify a few items. Wisconsin Rapids is a smaller community, the contracted Assessor for that community was their long time commercial businesses Assessor and then as an assistant Assessor and now as a contracted Assessor who works more than half-time for the City and their budget is \$132,000, after having been cut.

Barb Jacob, 1616 Depot Street, stated that she has a problem with the raises. A lot of people in the community, State Government workers, businesses, etc. have all had to make adjustments from wage cuts to furlough days. She does not agree with one department taking the whole cut and not getting a raise. Even if nothing can be done with contracts, she would like to see no raises for department heads. This is not showing the community that we can work together. She does not want to see activities for the kids and safety of the children cut.

Beverly Betro, current crossing guard, stated she sees empty transit buses driving around and questioned how much we spend on those. She would like to see the crossing guards kept because our children need them.

Dave Schleis, 1026 Smith Street, President of the Police and Fire Commission, stated this budget process has been very stressful. The Police & Fire Commission have faced a difficult time with the cuts that they have needed to make, it is not that they don't see a value in the crossing guard program, it is that the City can no longer afford the funding. He encouraged people to come up with new ideas on how to fund the program. The Police Department is more than willing to continue to administer and manage the

\$43,000 a year program. He encourages the parents, students and community to work together for a solution. He stated he is a parent also, so this was not an easy decision to make, but this just cannot be on the City tax levy or we would have to lay off a police officer.

Ald. Moore again clarified that the school crossing guards are funding through this school year, which would be through June 2012.

Autumn Pretat, 1725 Elk Street, state she is a student at Jefferson Elementary and is safety cadet. She stated that the crossing guards are needed because the kids do not always listen to safety cadets. She would like the crossing guards to stay because they do help the children, along with the cadets.

ITEM #2 – DISCUSSION ON PROPOSED 2012 BUDGET

Lori Dehlinger, Portage Council Business Council, gave a brief overview of a packet that was left at City Hall to be distributed. The report highlights the economic development initiatives through October 1st. She stated they work with the municipalities education and business to promote economic development in Portage County and went over a variety of ways they have helped the City of Stevens Point and Portage County promote business to the area, help businesses find new locations, fill vacancies, etc. They also do a variety of advertising, one of which is a full page ad in the Stevens Point Area Convention and Visitors Bureau guide, which goes out to 52,000+ and is also featured on-line to attract people to the community. She stated that businesses from Stevens Point are 61% of their total membership, employ 71% of the workers, pay 69% of the total dues collected at the Business Council and pay 2 to 1 over municipal funding. They are looking for the balance of private and public partnership because that helps to encourage businesses to be strong and to have economic development. They have been at the same level of funding since 2003, so it has been 8 years without an increase.

R. Stroik questioned how the Portage County Business Council addresses situations with competitor businesses but yet encouraging growth.

Lori Dehlinger stated they were concerned when TravelGuard was looking at growth, they were concerned with what Sentry would think, due to the similarities of the business. It has not been a concern that has come up because everyone is looking for job growth because that helps the whole community. She stated it is very hard to recruit right now, a lot of the growth is coming from within, so it is a challenge she would love to face.

Ald. R. Stroik questioned if the City could not give the \$35,000, how would that affect the Business Council? Do you have any contingencies, what kind of cuts would be the result, do you have any broad expectations at this time?

Lori Dehlinger said it would affect them greatly and stated they do not have any expectations at this time.

Ald. Suomi asked for a brief inside story on the issues and challenges that were mentioned in the member survey part of her report.

Lori Dehlinge replied that information was based off from a database called Executive Pulse, which a lot of the economic development agencies use, it is a Business Retention Expansion Database. They have done over a hundred 1 on 1 visits with businesses in the

community, but to collect that information on a faster basis, the survey was sent out and businesses issues and concerns range from the cost of health insurance to roads to whether or not we have a skilled workforce, facility needs, the economy, and so on. She stated this helps them because then they can try to look at issues and figure out what they can address because they are the things that are holding up business expansion.

C/T Schlice reviewed a spreadsheet he handed out. At last weeks meeting, the figures showed we were at 4 months of fund balance and after recalculating the numbers he found that the 2.5 million dollars were counted twice in the bottom line (where there was 7 million before, it should have been 9), so even with applying the one million dollars to the 2011 budget, we will have 5.32 months of coverage, which is right between our 4 and 6 months that we need.

Ald. Wiza wanted clarified as to what "assuming using all of the 2010 application" meant.

C/T Schlice replied that we are applying 2.5 million dollars to the 2011 budget and if we use it all, we would be down to 9.6 million dollars.

Ald. Moore stated that we need to come up with specific ideas or recommendations that C/T Schlice could work on and bring back answers at a later date.

Ald. Suomi stated that we are dealing with economic hard times but thinks it time that the City to have fiscal responsibility. She would like to see a proposed budget brought back, not using the one million from fund balance. Secondly, she would like clarification on why wage increases are across the board. She would like to recommend a freeze in wages across the board, both union and non-representatives employees. She stated that they approved the contracts with the unions very quickly and in good faith.

Mayor Halverson replied that there are numerous scenarios created when wages are referenced, we have represented staff, which we have still have contracts for and wages for the non-represented staff are not protected. The non-represented staff has a management pay plan with allows for step increases based on years of experience within the City as well as grade relating to responsibility. The wages for the represented staff are by contract and we cannot do anything to change that for 2012, almost all the bargaining units have a 1% increase for 2012, but the Fire and Police unions have an additional 1% given in July for Police and December 31 for Fire. There was a 0% increase across the board for 2011 and the non-represented wage increases that are allotted for in the budget are at 1%, which mirrors what the represented is at. He stated that they did that because they wanted to create a management pay plan that dealt with the union compression issues that we had in a lot of the departments and that progression through the pay plan, in terms of the overall increase, as well as the step increases were warranted to maintain equity in what those wages were. A no wage increase across the board for department heads represents approximately a \$5,000 savings and a no wage increase for non-represented staff completely across the board is approximately a \$28,000 savings.

C/T Schlice stated a 1% increase would be \$25,343, which includes fringes of Wisconsin Retirement, social security and workers compensation.

Ald. Suomi stated that they supported the contracts, not realizing what they were going to face come budget time and questioned if there was any way to negotiate with the unions to give up the increase in wages.

Mayor Halverson stated they could try, but doubtful it would amount to anything. They have meetings with the Fire Department and the Police Department coming up within the next couple of weeks regarding the exemption from paying a part of their retirement. Elected people pay 7.3% and all other pay 5.9% of their wages towards retirement, Police and Fire, currently are not required to pay anything. He stated we had to reduce the Police and Fire Department budgets by \$290,000 because of them not paying into retirement. The contracts cannot be re-opened, any changes to the contract would be done through a side letter.

Ald. R. Stroik commented that he does not support taking the wage increase away from departments heads because they rely on the them to find ways around things, such as reducing the budget by 1.50 million. He encouraged department heads to find and fix long term solutions so there are less problems in the future. He feels it appropriate to leave wages intact.

Ald. O'Meara spoke of the crossing guards issue, stating that the reduction of the crossing guards would leave childrens routes to school to be hazardous, therefore making them in need of being bused. He encouraged the Mayor to speak with the schools using that philosophy due to busing being a large expense to the school district.

The Mayor agreed and stated the Chief and himself are working with the Superintendent who is working with the principals to find an answer. Bottom line is the level of responsibility lies with the school district. The budgeted amount of \$20,000 can be used to pay for the all the crossing guards through the end of the school year or just used in the more traveled areas.

Ald. O'Meara would like to see memberships paid by City reviewed to see what is important enough to keep and what we could get rid of.

Ald. R. Stroik questioned Director Schrader to clarify the ball diamond situation and the \$66,000 budget amount tied to it. He stated there seems to be some misconceptions and would like the leasing and equipment issues clarified.

Director Schrader stated those things have not been discussed yet. He was told he had to reduce his budget based on the figure he was given and how things operate after those cuts are made will depend on what the final decision is. He stated that equipment issues and how that will be handled has not been discussed.

Ald. Moore questioned how many full-time employees Director Schrader had 10 years ago.

Director Schrader replied 12.

Ald. Moore then replied that he now has 9.

Ald. Molski stated she is not comfortable with the Assessor's being cut so drastically as they are the office we depend on to bring in money and that requires the best staff to be doing those assessments. She stated that Assessor Siebers has always been very available to anyone. She would like to see the Assessor's Office stay in the budget.

Ald. Brooks would like to see the use of paper and the postage handled in a more efficient manner. He stated they get multiple copies of things and since postage is expensive he would like to see better control of that.

C/T Schlice replied that the postage account is \$30,000 per year and usage has gone down a bit over the last few years. He also stated that the toners for the copy machines are included in the contract and the price of paper has been good.

Ald. Beveridge wanted clarification on the differences in the fleet maintenance accounts.

Mayor Halverson stated that they are shifting some positions around and then hiring out one of the old positions, therefore reducing one area and increasing another line item. It saves approximately \$20,000 by doing it this way.

Ald. Beveridge also wants fiscal financial responsibility and realizes fund balance is for a rainy day, but stated this is that rainy day. He stated to redo the budget by not using any part of fund balance would be like not having a City with all the reductions.

Ald. R. Stroik agreed and questioned if what the Mayor and C/T would think about taking more out of fund balance since we are now at 5.32 months verses what we thought we would be at, which was a low 4 months.

C/T Schlice replied that long term, we are only postponing the inevitable. If we are 5 months going into 2013, it won't hurt as bad in 2013. By taking more now, we will have less in the future.

Mayor Halverson stated that in the raw finance and the raw budgeting example of the way you should put together a municipal budget, we should not be using the million dollars from fund balance for 2012. Due to the controls we are under in terms of the levy increases that we cannot have and the fact that the State took away our unused levy capacity, which we had always planned on using, we are left with few choices. The State taking away our unused levy capacity was a huge game changer from what our projections had always been for 2012. We were going to make strategic reductions and use "some" fund balance and then we were going to be able to have manageable increases in the levy that cover the operations. The City has been using one time rainy day funds since 2005 and we have already been making the warranted and justified concerns that the Council has had for a long time. The City has done the best it could with available funds to keep from having large tax rate increases to try to offset the capital purchases we had to make, road construction being the vast majority of that, equipment purchases, but specifically maintaining the service level that we have had along with the employment levels we have had for as long as possible. The fund balance that the City had at their disposal for 2005, 2006 and 2007 were monies that were slowly bled off from closing TIF 1 and 3. Once the TIFs were gone, the general fund balance and the undesignated fund balance for the City was at a very high level, 7 or 8 months worth of operations. Those have been brought down to what he would call a manageable number today. To take more money from the balance now is in the name of preserving. As far as whether or not we will have enough new growth to offset 1 million dollars for 2013, the answer is no. We have a very strong construction year for 2012 that will give us some leeway for 2013, a little bit more for 2014, but still not enough. If we really want to preserve the sustainability financially of the City, you cut another million dollars out of operations, specifically for 2012. With that decision will come with a

great deal of change that the City operationally would have to live with. If the Council is ready to take those moves, it is the correct move financially to preserve the solvency of the City moving forward in the preservation of those fund balances, specifically the retaining of a quality bond rating moving forward. If we do that, the drastic changes that would mean in operations for the City would be demonstrable. You can get there by shifting the \$500,000 that we have preserved in the budget, to borrowing, which has major tax rate implications at that point and if we do not want to pursue those capital items, you will see the added maintenance costs of the equipment that we are not replacing go up. The pool could be mothballed, eliminate a couple positions that are associated with the pool, could privatize the assessing function of the City and many other examples that would drastically change the face of the government that we would have to consider. If the Council would like, different budgets can be prepared that would show 1 million less in operations, but it would cut to the core of what we want this community to look like. He stated that it is hard to say if we correctly handled the past issues the way we did as we did have a fund balance that was too high and the responsible thing to do was to reduce it. At some point, more reductions are going to have to happen, operationally, because we can borrow for capital items, but not operational. He stated that even if we had \$50 million of new construction for 2012, it would only equate for 4%, which would get us almost \$500,000 that we could increase the levy by, so another \$500,000 would still need to be reduced. He stated that it is a very difficult decision that has to be made.

Ald. Molski questioned if we have considered taking a look at the medical insurance.

C/T Schlice stated a couple of years ago we were on double digit inflation with the medical insurance. We are self insured, which means our premiums are driven by our claims, there is no profit taken by anybody on it. This year we are going down to 5.2% and we have instituted a wellness program a couple of years ago, which is showing some success, our claims have leveled out and our claims are down a little. He is anticipating that if we keep trending right now the way we are, we will be looking in the 3% area for next year. We have looked at other plans previously but things were tied up by contract. Once the contracts expire at the end of 2012, then we will be able to take a look at other options. This is continuously looked at and he does not have a problem changing from fully insured verses self insured if we could save money.

Ald. Molski suggested maybe look at combining with the County to see if there are any advantages.

C/T Schlice replied that was looked at, along with going in with other similarly sized communities so it would be Citys and Citys together, but contract language is holding us back.

Ald. O'Meara stated every Presidential election year the feds prime the pump and if you have a project that is ready to go, you can get funding on it. He suggested DPW gets some plans ready so that if there is that pump priming, we can try to get some funding. He states that some projects can cover municipal salaries while working on that project. It would be worthwhile to have some resurfacing and some ditch work, or whatever else would tie up the whole DPW for weeks, ready to go because it is a real shot of money.

Ald. Wiza agrees with Ald. Brooks regarding reducing the paper and postage and suggested Alderman pick up their packets. He also suggested sending voucher approvals, parking lot plans and things that are not as critical via email, but would keep

budgets and anything else critical, he would like hardcopies of. He referenced Ald. Suomi comments about the salary increases, saying that was also a question he had the C/T. He said that perception is bad when Department Heads are getting an increase, when we are proposing other cuts. He is in favor of freezing the raises for this year and even though the Mayor's salary is set by ordinance, there is no ordinance prohibiting the return of some of that money to the City, so he would like to see a wage freeze for represented and non-represented employees. He also questioned the \$60,000 that was set in reserve for the revaluation next year, is that a designed reserve and is there only \$60,000 in there.

Mayor Halverson stated yes it is designed and it is only \$60,000.

Ald. Wiza questioned if we could use some of that money to shift it to the operational costs that are going to be increased because of the revaluation.

Mayor Halverson replied that if the current budget would be adopted, the Assessor, the Appraiser and the Administrative Assistant would remain in the Assessor's Office. The \$60,000 would specifically be used to augment their services for 2012 revaluation, so it would be used for those offsets.

Ald. Wiza would like to see the sharing employees. He suggested using some Parks employees in the winter to help with some DPW duties.

Mayor Halverson stated it has not been researched because it has been done over the last five years.

Ald. Wiza stated he understands we have been doing of that, but gave another example of maybe using one receptionist to cover a variety of offices.

Mayor Halverson stated they have one receptionist to cover the Mayor and Personnel Offices and they have looked at a variety of other measures where synergies can be built between departments. That is an on-going conversation that we have, currently with regards to Special Events.

Ald. Wiza questioned if it is anything we could impact this budget with.

Mayor Halverson stated it could be, but would need to be a lot more detailed in terms of what the overall impact would be.

Ald. Molski asked if we could get some of the money for the Parks programs from the room tax fund.

Mayor Halverson stated it definitely would be worth discussing due to the outside revenues that the youth organizations touched on as they are a huge driver for outside events. The current budget uses a one-time transfer of \$30,000 to offset Parks related functions or room tax eligible maintenance of parks facilities that already exists that encourage tourism. A step could be taken to walk away from the five year plan that we currently have with room tax and take \$66,000, if available. Other events could be set aside by order of the Common Council and we could prioritize \$66,000 of that revenue annually to go towards offsetting ball diamond maintenance. That would come at a cost because that would mean that other things are not getting done and there is a

large amount of the annual revenue we see from room tax that goes to pay debt service for the artificial turf at Goerke.

Ald. Molski stated she would like to see something done because of how much money comes into the community because of the ball diamonds.

Ald. Moore agrees and would like to see that looked into.

Ald. Beveridge questioned Assessor Siebers with regard to the revaluation coming up next year and the current conditions in the real estate market, is there any significant increases or decreases in our ability to generate revenue going forward after the revaluation.

Assessor Siebers stated he is not convinced we need to do a revaluation in 2012 yet. We are not in compliance with our assessments, however because of the status of the real estate market and the fact that residential values has slipped a minimum of 3% this year, we will be in compliance with State Statutes for 2012.

Ald. O'Meara agreed with reducing paper although he doesn't feel it would be a completely free deal. He believes we would need to set up wi-fi that the Alderman could get into when they are in any of the meeting rooms. They would need to be able to scroll through, make notes, etc. Also suggested maybe putting large documents onto disks, FTP sites or USB plug-ins.

Ald. Brooks would like to know what the City Assessor's Office does on a regular basis that a hired service would not be able to do. He also wanted Fire Chief Kujawa to explain what has happened that made the Fire Department overtime budget much larger than the \$95,000 that is budgeted.

Ald. Moore stated that the Mayor has a meeting coming up the Fire Department to speak about that, so maybe we could wait for that to happen and he requested that Assessor Siebers make some notes on what they do on a day to day basis and email it to them so they can understand how the office works. He also encourages the Alderpersons to stop down to the office.

Mayor Halverson stated that the meeting that he is having is with the Fire Union, not regarding the overtime issue.

Ald. Moore requested Fire Chief Kujawa to summarize what triggers the overtime.

Fire Chief Kujawa stated that 2009, 2010 and 2011 have all been over budget. They went through a restructuring in 2009 and the overtime budget for EMS and Fire was reduced by 40%, without changing contract language and was also reduced without changing the staffing level, but did lose 2 people. She stated that with that, it makes sense that they are over budget. They do have a contract with the County to provide ambulance service to the county so after losing the 2 people in 2009, they signed a 3 year agreement with the County that provided them with 3 additional personnel. The last of the 3 comes on board the 1st of 2012, but the staffing in 2012 is equal to what they had in 2007, so they are just getting back to where they were in 2007 and the overtime budget at that time for Fire was \$150,000 and for Ambulance it was \$91,000. Today, the Fire budget is \$95,000 and Ambulance is \$56,000. All in all, they are still 40% less than they were our staffing was at 6 years ago.

Ald. R. Stroik asked about the minimum staffing requirements then because 5 years ago we did not have mutual aid agreements that can protect us for the Fire calls. How can we reduce the budget by looking at how the minimum staffing levels are currently set. What kinds of calls make us call in firefighters, EMS/Paramedics for overtime that are non-emergency.

Fire Chief Kujawa replied that the Metro Fire Department just came into existence on the 1st of this year but that contract was entered for the safety of our firefighters and she encouraged that question be asked to Chief Kontos and Chief Kluck. A simple house fire requires us to have 15 people on scene and 16 with an aerial and currently, the minimum staffing is at 10. The metro agreement was entered for firefighter safety because according to NFPA we should not even be entering a house and trying to fight a fire with less than 16 on scene. The Metro Fire Department agreement with Stevens Point is Whiting and Plover each send fire companies of 4, so staffing levels are met. Within the last 4 years, they have had a classified structure fire every 13 days, it is projected that we 1000 responses by the fire companies in 2011. The Metro Agreement was not set up so that we could decrease our personnel, it was so that we can create a safety mechanism for the fire personnel.

Ald. R. Stroik questioned if we call people in sooner than necessary based on contract. Asked if we could call them in later, use a pager system, etc. as opposed to have them come in and sit in the building.

Fire Chief Kujawa stated that is not where our overtime is accumulated; very little overtime is from call back, which was instituted with the Metro agreement. When people are called in, it is to staff ambulances, not fire trucks. She stated 35% of the overtime is from workers compensation and the rest is sick time. She also stated she has this broken down in dollar amounts and percentages and she will get it emailed to the Alderpersons.

Ald. R. Stroik stated that 35% is high, asked what kinds of events are causing the workers compensation claims and what are we doing to try to curb that.

Fire Chief Kujawa replied they are coming up with a safety committee to maybe curb that, but with budget line items at almost zero, it is going to be difficult. She also stated that one of the reasons why we are having injuries is because the people that are in need of the help are getting heavier, causing injuries when lifting and moving them.

Ald. Brooks stated that he would like to see the new revenue fee schedule that is going to be implemented for the Fire Department, to be applied to the Fire Department. He would like to be able to identify where the revenues are coming from and would like them put back into the Department that created them.

C/T Schlice replied that it would stay in the general fund because that is where the Fire and Ambulance is currently located. He stated they can segregate it out by line item and if the Council would like, we can apply those type of revenues against a purchase rather than against the bottom line of the general fund.

Mayor Halverson stated caution where revenues in general, city wide, there is a disproportionate amount of revenue that arises from certain operations that doesn't necessarily automatically associate with a particular department. We have to be cautious even though on the surface it makes sense, the key is that if we try to segregate out all the revenue departmentally to offset that particular department we are going to

get in a real tough budget scenario. Currently all of those revenues are bulked to offset the overall burden of the entire community. It makes sense on the surface and it is something we can clearly work through, the danger is if we try to isolate departments based on exact revenue they bring in verses what the service is and then isolate it only for that purpose, it could create a budget issues.

Ald. O'Meara would like us to look at revenues and fees for all departments, for example, boat slips, which he stated are nowhere near market price. He feels all departments need to share the problem.

Director Schrader stated that the Parks Department looks at their fees every year and set them over a 5 year plan.

Director Halverson clarified that all non-represented staff are paying 5.8% of their wages into retirement.

Ald. M. Stroik questioned why some line items are budgeted high but actual amounts are much lower, such as ditch restoration and barricade supplies.

Director Lemke replied that as they approach year end, they look closer at the accounts to make sure everything has been charged correctly and sometimes these accounts are not spent until the end of the year.

Ald. M. Stroik commented that maybe we could look at cutting some of these accounts that we have not used the budgeted amount in the last few years and we could come up with enough to fund the crossing guards or the ball diamond maintenance.

Ald. Moore stated he will work with C/T and the Mayor and take the suggestions they have been given and come back with 3 different scenarios of what the budget could look like in order to decide what direction we would like to go.

C/T Schlice stated he is looking at November 1st for the next meeting at 6 p.m. He also reminded everyone about the public input meetings scheduled for Tuesday, October 25th at McKinley School in the IMC at 5:30 p.m. and October 27th at Washington School in the Music room, also at 5:30.

Adjournment at 8:26 p.m.

**SPECIAL FINANCE COMMITTEE
NOVEMBER 1, 2011 AT 6:04 P.M.
PORTAGE COUNTY PUBLIC LIBRARY – PINERY ROOM – 1001 MAIN STREET**

PRESENT: Alderperson Moore, Molski, R. Stroik, Brooks and Suomi

ALSO

PRESENT: C/T Schlice; Mayor Halverson; Clerk Moe; Ald. Wiza, Trzebiatowski, Slowinski, M. Stroik, Beveridge; Directors Ostrowski, J. Lemke, Schrader, McGinty, Halverson; Assessor Siebers; Chief Ruder; Asst. Chief Skibba; Asst. Chief Kudronowicz; Fire Chief Kujawa; Personnel Specialist Jakusz; Deputy C/T Freeberg; Sharon Patoka; Becky Kalata; Mike Bink; Tony Babl; Ben Uitenbroek; Amy Kontos; Dave Schleih; Matthew Brown; Nick Paulson; Reid Rocheleau; Barb Jacob; Lori Dehlinger; Ed Spencer; Cathy Dugan; Attila Weninger; Peter Danielsen

ITEM #1 – PUBLIC COMMENTS ON THE PROPOSED 2012 BUDGET.

David James, 1257 Main Street, representing the Stevens Point Police Officers Organization, stated they understand the extraordinary times and the struggles of the budget process. He has concerns over not filling the Asst. Chief position that will be vacant upon Asst. Chief Kudronowicz's retirement in March 2012, (Note: This was incorrect, as the intent has always been to replace it) and also not extending the force at all when calls for service and other areas have gradually increased over the years. He stated that cutting the tools that the Police Department needs to do their job affects the safety and livelihood of the officers. They put their lives on the line every day for the community and it is a proven fact that officers have a lower life expediency so he would like to see them given the tools they need to do their job in the most efficient way possible.

Attila Weninger, Superintendent of Stevens Point Public School District, wanted it noted that the crossing guards are funded through the end of the school year and that he appreciates the assistance he has been given from Chief Ruder, Mayor Halverson and C/T Schlice in helping them find a resolution to the problem. He stated there have been conversations and that they will continue until a resolution has been reached.

Barb Jacobs, 1616 Depot Street, feels it is important that we have crossing guards and doesn't feel that it should be the schools responsibility, but rather the City's. She stated she would like to see it put in the budget for the whole budget year, not just till the end of the school year. She also does not support wage increases for management personnel. She would still like answers from the City Attorney on wage freezes and furlough days and if it would be possible to implement them.

Reid Rocheleau, 408 Cedar Street, questioned what was being done with the Assessor's wages and asked whether or not wages were going to happen across the board. He also stated concerns over the crossing guards not being budgeted for the whole year and doesn't feel it's the school districts problem.

Dave Schleih, 1026 Smith Street, President of Police and Fire Commission, stated they have concerns over public safety budgets. He wants to make sure that the money that was taken out for 2012, for certain areas, is put back in for 2013 to sustain the level of services we have. He stated that they just can't afford to keep the crossing guards on levy dollars, there is no room in the operating budget for them and feels that the nine months they have been given to come up with a resolution should be enough time. He would like to see the management personnel receive their increases in pay as the management pay plan was set up to keep things more efficient and also to prevent wage compression.

Police Chief Ruder stated that they have reached an agreement with the parochial schools and talks are continuing with the public schools with regards to the crossing guards. He reflected on some of the programs and instances that will be affected by the budget cuts that he was asked to make. He also would like to see the management pay plan kept intact to avoid wage compression as it could be a problem trying to fill the opening in management they will have in March because it could end up being a pay reduction (due to overtime being allowed to current Sergeants). They have gone from 7 management positions down to 3 and with the job descriptions increasing, they have more responsibility and the pay plan was a commitment and needs to be withheld. He stated that the workforce has not been increased in the last few years, even though crimes, population and miles of roadways have. He also stated that the current problems in the community, heroin and violence in the downtown area, have required a lot of attention as of late and when there is not enough manpower to address the problems, they get out of hand. He would like to see the department workforce increased in the years to come to help deal with the issues at hand.

Director Lemke stated that his department had significant cuts and one position has been cut. Over the past years, the department has gone from 43 workers down to 28. He briefly reviewed the cuts that have been made. He also stated the Transit facility is at the design stage and is a matter of months from being presented.

Fire Chief Kujawa stated that the budget cuts that she made came from training and equipment and some of it will need to be put back. She listed all of the services that the Fire Department provides from fighting fires to numerous types of rescue operations. She went over how much the department will be affected by these cuts and said she will have a hard time sustaining the cuts, especially with the overtime budget. She stated that over the last few years, the overtime budget for fire averaged \$141,300 and ambulance was at \$97,300. This year, they are being given \$95,000 for Fire and \$56,000 for ambulance. She stated she is not saying it can't be achieved, but only once in the past 7 years has it been accomplished.

Assessor Siebers stated he talked to the contracted Wisconsin Rapids Assessor that was referenced at the last meeting and said they were budgeting an additional \$240,000 to be assessed out to another contractor for the revaluation. He thanked everyone for reconsidering keeping his office. He stated that as requested at the last meeting, he did send a list of what their office does on a daily basis to the Alderpersons. Their budget will be down 4% from the 2011 budget, but with that

will go one of the employees. He stated that with losing that position, they will also be losing the GIS program, mapping, an additional person to assist in inspections, sending out letters and answering general questions. He also stated that position has been working a lot of the time with the Engineering Department as they also the GIS and mapping services. He requested that with getting rid of some of the alleys if they do lose that position, that the 70 properties that will be affected by getting rid of alleys in a few areas be held off due to the work involved with combining properties and reassessing them all. He stated it will be too much work in a short amount of time.

Director Schrader reviewed his cuts and stated he understands that it will be a tough decision to decide what to keep and what not to.

ITEM #2 – REVIEW AND POSSIBLE ACTION ON PROPOSED 2012 BUDGET INCLUDING CAPITAL AND NON-LEVY FUNDS.

C/T Schlice stated that we started needing to cut 1.9 million and then 1.5 million, and now it is at 1.6 million. A big change was that we received more than expected from the State for computer aid. He stated that the general operation levy is down by .20¢ per thousand and the debt service levy is up by .60¢ which gives a net bottom line increase of .40¢ per \$1,000 assessed valuation. There are some open items, final valuation numbers from the State, other taxing jurisdictions levy and the workers compensation rates (which will either hit us in 2012 or 2013). He stated that the crossing guards are funded through the end of the school year, computer aid was increased by \$83,000, there was a reduction of TID levy (which impacts the bottom line calculation), a reduction in the fire dept pension by \$15,000 and the fuel sales at the Airport were adjusted. He stated Director Lemke and Airport Manager Draheim are doing a good job as fuel sales are up and hopes in a few years the Airport will not need to depend on levy. He then reviewed the options sheet (attached). Option 1 adds in the \$4,500 for the ADA wheelchair lift for swimming pool (which was missed in the capital improvement sheet that was given out) and with no other changes being made, we would be under the state levy limit by \$305,000. Option 2 would bring our levy expenses up to the maximum allowed by state law and we would either increase expenditures or reduce fund balance application to reach that threshold. Option 3 would reduce the use of the million dollar fund balance application for 2012 and would include elimination of the Assessor's office and moving capital improvements to borrowing which would require us to borrow annually for those items typically funded in operating. All options are shown as potential adjustments to the budget and are not a take it or leave it option. To cut a million dollars in small accounts would destroy most of the operational services that the City provides. In addition, the ball diamond maintenance is being moved to room tax for 2012 and reducing their allocation by \$16,000 for 2013 and another \$16,000 for 2014. He stated that depending on the Committees decision, he would put the preliminary budget together and then review it at the regular Committee meeting on November 14th. The adoption of the budget will take place at a Special Council Meeting on November 21st.

Assessor Siebers stated the Assessor's Office is responsible for collecting and reporting the value of computers in the City. This value determines the payment by the State for the computer aid.

C/T Schlice handed out and reviewed the material changes (attached) to the 2012 budget since the last meeting.

Mayor Halverson also stated that they had a voluntary retirement in the Parks Department that saved approximately \$68,000, but with that came an agreement that the City would pay for 2 years of health insurance.

Ald. R. Stroik questioned whether the airport fuel sales were net or gross.

C/T Schlice stated it was net sales. They did a nine month review and the numbers had already exceeded last years total, so it was increased for 2012.

Ald. Wiza questioned if the TID levy gets paid back by taxes and asked how it affects the tax.

C/T Schlice stated with all TID's, the money that is advanced by the levy will be repaid to the taxpayers at the close of the district plus interest.

Ald. Trzebiatowski questioned if we can apply money from an overperforming district to an underperforming district.

C/T Schlice stated no, according to current law, we would have to declare a district distressed and they are not in bad enough shape and too new to make that determination at this time. TID 5 is above water, TID 6 is below, TID 7 is about equal and TID 8 is new.

Ald. Trzebiatowski questioned if we are being penalized because of being frugal and how does that compare to municipalities that had a lot of fluff in their budget.

C/T Schlice stated fund balance was applied rather than increasing the taxes. It was said that 2012 was going to be a bear and 2013 wasn't going to be any better but we do have the ability to reduce fund balance application for 2012 which will help in 2013. To lessen the impact, we will be working on reducing fund balance application over a 3 year period.

Ald. R. Stroik stated he liked Option 2 which would put additional money into operations which would restore some of the services that were reduced.

Mayor Halverson stated he would like to see Lean 6 continued. Currently the payroll process is being evaluated and it has been found that 30 hours of every 2 weeks is spent on payroll so we are looking at ways to save hours and dollars. We are working towards applying this to other areas in the City, such as Accounts Payable, etc. He stated there is no question that this is a mechanism that will help address many areas.

Ald. R. Stroik stated they used Lean 6 at his place of employment in 2009 as they were facing several problems similar to municipal government. He said the paybacks are enormous and it was encouraging to see waste and elimination in the processes. He also stated it will serve as an improvement and that it is encouraging to find ways to redirect costs.

Mayor Halverson commented on changes he would like to see for 2012. He would like the court officer in the Police Department moved back to patrol and institute a full time City Attorney to handle the Municipal Court that he would like established by mid-2012. He stated that with a new law that is being proposed, a Municipal Court would allow us to make money. He also wants implementation of the storm water utility which may move \$200,000 from the levy to the utility bill and he would also like authorization for a full-time position in Community Development, which would be an Associate Planner. The funding for the full-time position would come from making Director Ostrowski part CDA Director and part Community Development Director, so 50% of his wages, etc. would come from the CDA so it would be no additional dollars from the City. He stated that right now we need to focus on jobs and new development and feels that this would help out with that. He also stated that talks with the Police and Fire Unions are progressing in a positive way and it is clear that the bargaining units want to be part of the solution for 2012.

Ald. Moore stated that a lot of new information has been presented and he would not like any motions made but rather take some time to look it over and if there are any questions, concerns or ideas, to talk to C/T Schlice.

Ald. Suomi stated she agrees with Ald. Moore but would also like more information on the money that will be needed for the Mayors projects as that is extremely important in figuring out which direction to go.

C/T Schlice stated we are looking at different options for the municipal court and perhaps sharing costs.

Mayor Halverson stated that he has talked with Plover and they are also interested in the Municipal Court.

ITEM #3 – AUTHORIZATION FOR 2012 SHORT-TERM BORROWING.

C/T Schlice reviewed the 2012 proposed short term borrowing worksheet, which totaled \$3,153,000. He stated that the borrowings for TID projects are charged back to the TID districts. He stated that the interest rates are low and he would like authorization to start the process.

Ald. Moore stated that Ald. O'Meara wanted to know what the criteria was for replacing police vehicles.

Director Lemke replied that based on past experience with vehicle maintenance issues, a 2 year rotation is used.

Police Chief Ruder stated he would like to retain two of the current black and white squads as they have new engines, one to be a possible trip vehicle and the other to possibly be an auxiliary police vehicle. They are ordering 8 new patrol vehicles, two of which will be higher profile vehicles (SUV type).

Ald. R. Stroik questioned what the annual interest is to borrow over \$3 million. He believes that the construction items need to be done, but asked if we could hold off on the vehicles for 12 months.

Director Lemke stated it would increase the repair account as transmissions would be going along with other issues and he does not have enough in the contracted services account to cover those additional costs.

C/T Schlice stated that the vehicle repair budget line items are going up because of vehicle age. He also stated that patrol cars are running 22 of 24 hours.

Motion made by Ald. Molski, seconded by Ald. Brooks to approve authorizing the 2012 short-term borrowing.

Ayes: All

Nays: None

Motion carried.

Adjournment at 7:37 P.M.