

**FINANCE COMMITTEE
SEPTEMBER 11, 2017 AT 7:20 P.M.
LINCOLN CENTER – 1519 WATER STREET**

PRESENT: Ald. Phillips, Kneebone, Shorr, Johnson, and McComb

ALSO

PRESENT: C/T Ladick; City Attorney Beveridge; City Clerk Moe; Directors Lemke, Ostrowski, Beduhn; Police Chief Skibba; Fire Chief Finn; Ald. Slowinski, Morrow, Oberstadt, Dugan, Jennings, Nebel; Deputy C/T Freeberg; Gene Kemmeter

ITEM #1 – REVIEW OF PROPOSED 2018 CAPITAL BUDGET.

Mayor Wiza reviewed the process that we went through in evaluating capital needs. This year we did solicit input from the Alderpersons due to the request to do so. He stated we incorporated those requests into the capital budget to the best of our ability. He said that we should be proud of the staff because they do not have a want list, they have a need list and they are very respectful of the capital budget restraints and only make requests that are very important to their departments. The requests are then gone over with the department heads and the outcome is what is before the committee.

C/T Ladick gave a brief presentation (attached), summarizing all the requests. He stated that the total Capital budget is \$5,169,200, of which the borrowing would be \$4,419,200 and \$750,000 would be from fund balance. He noted these figures are preliminary as there are some items that are still unknown at this time, such as the new City Facility.

ITEM #2 – CANDLEWOOD PROPOSAL FOR PROPERTY MANAGEMENT SERVICES FOR 5950 HIGHWAY 10 EAST.

C/T Ladick stated that we have acquired some property at 5950 Highway 10 East, which does include a house that we would like to rent out since we are not going to be doing anything with this property at this time. We are proposing to have Candlewood manage the property since they already manage Edgewater and we have been happy with their service. Their fee would be the standard 7% of the rent and would not tie up staff.

Ald. Johnson questioned what the rent would be. Director Ostrowski replied about \$1,200.

Ald. Johnson and Ald. Kneebone stated they would like to see the tenant responsible for the mowing and snow removal, Director Ostrowski stated it could be put in their lease.

Ald. Johnson clarified that we are just tagging onto an existing contract.

Motion made by Ald. Johnson, seconded by Ald. Shorr, to approve the Candlewood proposal for property management services at 5950 Highway 10 East.

Ald. Slowinski questioned what the length of the contract would be. Director Ostrowski stated it is set up to auto renew on a yearly basis and stated there is a 30 -60 day notice required if we do not want to renew it.

Ayes: All

Nays: None

Motion carried.

ITEM #3 – PURCHASE 1105 SECOND STREET (FORMER JERRY'S AUTO SITE).

C/T Ladick stated this has been talked about in the past and the Plan Commission recommended that we move forward with the purchase. The price is \$22,400 plus closing costs and the 2017 property taxes.

Ald. Slowinski asked for clarification on where the money was going to come from for this as it says TIF 6 and that TIF is upside down. C/T Ladick replied we charge it to TIF 6 so that we are able to recover those expenses in TIF revenues at a later time. Basically, it gets charged to TIF 6, but since TIF 6 doesn't have any money, money is advanced from the fund balance in the general fund to TIF 6. TIF 6 basically

has an open IOU with the City's general fund with the hope that in the future we can recover those revenues through TIF 6 or TIFs 5 or 7. TIFs 5 and 7 are transferring to TIF 6 in order to reduce the need to transfer from the general fund.

Motion made by Ald. Kneebone, seconded by Ald. Johnson, to approve the purchase of 1105 Second Street in the amount of \$22,400 plus closing costs and taxes.

Ayes: All Nays: None Motion carried.

ITEM #4 – PERMISSION TO APPLY FOR AN EPA COMMUNITY-WIDE BROWNFIELD ASSESSMENT GRANT AND REQUEST FOR QUALIFICATION (RFQ) FOR EPA COMMUNITY-WIDE BROWNFIELD ASSESSMENT GRANT APPLICATION ASSISTANCE AND ADMINISTRATION.

Director Ostrowski stated we have done this in the past but we were not successful. This time around we would be looking to work with a consulting agency to help assist us in writing the grant application and in addition, they would be awarded the contract for administration. Basically this is two parts, one is for assistance in writing the grant application and the other is for grant administration if we were to receive the grant. If we do not receive the grant, we are out nothing and there is no matching component, however if we have a match and can supply some financial resources towards it, your chances of being awarded the grant do go up. It does allow for in-kind services, which is what we would be intending to do.

Ald. Johnson questioned if there are sites in mind for this. Director Ostrowski stated there are several throughout the City, such as the Business 51 area, downtown, etc.

Motion made by Ald. McComb, seconded by Ald. Johnson, to give permission to apply for an EPA Community-Wide Brownfield Assessment Grant and request for Qualification (RFQ) for EPA Community-Wide Brownfield Assessment Grant application assistance and administration.

Ayes: All Nays: None Motion carried.

ITEM #5 – CONSIDERATION OF CLAIM – CAROL AUSTRENG – DAMAGE TO WINDSHIELD FROM PEA GRAVEL.

C/T Ladick stated this individual was traveling on West River Drive with a car in front of her and one coming towards her and between one of the two vehicles, a piece of pea gravel got picked up and stuck her windshield. The recommendation from staff and our insurance company would be to deny the claim.

Motion made by Ald. Shorr, seconded by Ald. Kneebone, to deny the claim submitted by Carol Austreng.

Ayes: All Nays: None Motion carried.

ITEM #6 – ORDINANCE AMENDMENT – FINANCE – CHAPTER RECODIFICATION AND AMENDMENT (RMC 4.01 – 4.16 AND CREATION OF RMC 4.17).

C/T Ladick stated that the Finance Ordinance has been in need of updating for some time. He stated that both him and the City Attorney worked on it and made the needed changes.

Ald. Shorr asked for the changes to the special assessment language to be explained.

C/T Ladick covered the changes, which were made to leave more discretion up to the Common Council on which assessments to defer or not defer, and to match current practice regarding charging of interest and the deadline for an assessment to come out of deferment.

Motion made by Ald. Shorr, seconded by Ald. McComb, to adopt all the changes to the ordinances.

Ayes: All Nays: None Motion carried.

ITEM #7 – FUNDING FOR REPAIRS/CAPITAL IMPROVEMENTS TO ALLEYS.

Ald. Kneebone stated it was not her intent to make this solely about alleys, but rather other items that money from the parking kiosks could be used for throughout the City. She asked that it be postponed until she can get the item to reflect exactly what she wanted to present.

Motion made by Ald. Kneebone, seconded by Ald. Johnson, to postpone this item.

Ayes: All Nays: None Motion carried.

ITEM #8 – APPROVAL OF CLAIMS PAID.

Motion made by Ald. Johnson, seconded by Ald. Kneebone, to approve the claims paid in the amount of \$8,688,219.06.

The claims were discussed.

Ayes: All Nays: None Motion carried.

ITEM #9 – ADJOURN INTO CLOSED SESSION (APPROXIMATELY 8:00 P.M.) PURSUANT TO WISCONSIN STATUTES 19.85(1)(E) (DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION) ON THE FOLLOWING: A. NEGOTIATING THE TERMS OF A DEVELOPMENT AGREEMENT FOR A PROPERTY WITHIN TAX INCREMENTAL FINANCING DISTRICT 9 (EAST PARK COMMERCE CENTER TID).

Motion made by Ald. McComb, seconded by Ald. Shorr, to adjourn into closed session at 8:20 p.m.

Ald. Jennings stated the being a new Alderperson, she is concerned over the numerous closed sessions that we have had in a short period of time. She stated she is uncomfortable with these conversations taking place out of the public view.

City Attorney Beveridge explained with these types of closed session items for developments within TIF Districts, it is to preserve the confidentiality of the developer and maintain, within the development community in general, the willingness to work with the City. If we would broadcast in open session a potential developers confidential plans, the phones will stop ringing for new development ideas. The rate at which we have been having those type of discussions, has been fairly high, but it is because we currently have some very active TIF districts.

Roll call: Ald. Johnson, Kneebone, McComb, Shorr and Phillips Nays: None
Motion carried.

Adjournment at 9:19 p.m.

CITY OF STEVENS POINT

2018-2022 CAPITAL IMPROVEMENTS - INITIAL REQUESTS VS. FINAL BUDGET RECOMMENDATIONS

September 8, 2017

		2018 INITIAL CAPITAL BUDGET REQUESTS	PRIORITIZ	2018 FINAL BUDGET RECOMMENDATIONS NOTE	2019 BUDGET PROJECTED	2020 BUDGET PROJECTED	2021 BUDGET PROJECTED	2022 BUDGET PROJECTED
General	Courthouse Remodel Project (City Portion 27%)	270,000.00		Removed				
General	Building Maintenance - General	50,000.00		50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
General	Switches for Phone/Data Infrastructure	15,000.00	IT - 1	15,000.00				
General	Strategic Plan			20,000.00				
IT	Gigabit Switches for Data Backup & Recovery	10,000.00	IT - 1		10,000.00			
IT	PC's for SPFD & to Replace Old Machines Over 10+ Years	10,000.00	IT - 2	10,000.00	15,000.00	35,000.00	35,000.00	
IT	Server Rack for Disaster Recovery Site	5,000.00	IT - 1	5,000.00				
IT	Battery Backup for Disaster Recovery Site	6,000.00	IT - 1	6,000.00				
IT	SAN for Server Backup Storage	10,000.00	IT - 1	10,000.00				
IT	Printers to Replace Printers Over 15+ Years	10,000.00	IT - 2	10,000.00				
IT	IP Phones				60,000.00			
IT	Cisco Call/Manager/Unity Servers				40,000.00			
Airport	Pavement Maintenance	5,000.00	AP - 2	5,000.00	5,000.00	5,000.00	5,000.00	
Airport	10 T-Hanger Development	260,000.00	AP - 1	260,000.00				
Airport	Operations Hanger Maintenance					70,000.00		
Airport	Operations Improvements (fueling system, windcone)				55,000.00			
Transit	Bus Purchases (2018 - Local Share \$141,000)	141,000.00	TRN - 1	81,000.00				
Transit	Replacement of Bus Cameras	55,000.00	TRN - 2	55,000.00				
Transit	Bus Purchases (2018 - Local Share \$92,000)				92,000.00	92,000.00		
DPW - Streets	E.M. Copps Drive Trail Extension (419)							
DPW - Bike Lanes	TAP Grant - Bicycle Lane (local Share)				84,300.00			
DPW - Engineering	Aerial Imagery		?					
DPW - Engineering	Portable Changeable Message Board		?					
DPW - Engineering	Traffic Signal Equipment	13,000.00	D - 10	13,000.00	13,500.00			
DPW - Engineering	Control Cabinet Replacement (2)	44,000.00	D - 7	44,000.00	18,000.00	18,500.00	18,500.00	
DPW - Engineering	Traffic Signal Controller				5,000.00			
DPW - Engineering	Camera Loop Detection	8,000.00	D - 11	Removed				
DPW - Engineering	Recable Intersection	42,000.00	D - 6	42,000.00	40,000.00	40,000.00	40,000.00	
DPW - Engineering	Re-Time Signalized Intersections (Centerpoint Corridor)	45,000.00	D - 9	45,000.00				
DPW - Engineering	Conflict Monitor Tester (Diag. Mach.)	15,000.00	D - 16	Removed				
DPW - Engineering	Led Fixtures - Street Lights	87,000.00	D - 15	Removed				
DPW - Streets	Multi-space Parking Meters							
DPW - Streets	Road Surface Improvements	750,000.00	D - 4	750,000.00	800,000.00	900,000.00	1,000,000.00	500,000.00
DPW - Streets	Fifth Avenue				1,250,000.00			
DPW - Streets	Reserve Street						650,000.00	
DPW - Streets	Isadore Street	1,000,000.00	D - 3	1,000,000.00				
DPW - Streets	Whiting Avenue					700,000.00		
DPW - Streets	Business 51: Reconstruct							3,500,000.00
DPW - Streets	Grader				255,000.00			
DPW - Streets	Stanley St Improvements			60,000.00				
DPW - Streets	Sand Shed - Replace Roof			35,000.00				
DPW Fleet - Fire	Fire Engine	670,000.00	D - 1	670,000.00				
DPW Fleet - Fire	Fire Ladder Truck - LaFrance 2000					1,000,000.00		
DPW Fleet - Fire	Deputy Chief SUV 4X4	36,000.00	D - 13	36,000.00				
DPW Fleet - Police	Detective and Undercover Vehicles (Sprinter Van)					185,000.00	185,000.00	
DPW Fleet - Police	Police Squads (Black & White) - 6	285,000.00	D - 2	285,000.00			310,000.00	
DPW Fleet - Police	Command Post Trailer				20,200.00			
DPW Fleet- Streets	3/4 Ton Pickup: Snowplowing Sidewalks	33,000.00	D - 14	Removed				
DPW Fleet- Streets	Gas Powered Pavement Saw	5,000.00	D - 17	Removed				
DPW Fleet- Streets	1-Ton Utility Trucks (3)	135,000.00	D - 8	100,000.00				
DPW Fleet- Streets	Bucket Truck	130,000.00	D - 12	130,000.00	130,000.00			
DPW Fleet - Streets	Patrol Trucks	1,100,000.00	D - 5	1,000,000.00	900,000.00	915,000.00		
Fire	Turnout Gear (Boots, Helmets, Gloves & Hoods)	20,000.00	FIRE - ?	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Fire	General Fire Equipment - Hose Tester & Gear Dryer	23,000.00	FIRE - ?	23,000.00	15,000.00			
Fire - Station #1	Remodel - Station #1 (Kitchen)	52,500.00	FIRE-2A	45,000.00				
Fire	Keyless Fob System - Stations #1 & 2	7,500.00	FIRE-2B	7,500.00				
Fire	Plymovent - Update Existing-Station 1 & 2	43,000.00	FIRE-1	25,000.00				
Fire	Physical Fitness Equipment				10,000.00			
Fire	Platform Plover Fire Dept (City Share)				500,000.00			
Parks - Willett Arena	Replace Dehumidifier Wheel				12,000.00			
Parks - Willett Arena	Recoat Roof					75,000.00		

Parks - Willett Arena	Replace Arena Concrete Floor/Boards Glass					1,750,000.00				
Parks - Willett Arena	Replace Rubber Flooring in Areas						75,000.00			
Parks - Bukolt	Playground Equipment					60,000.00				
Parks - Bukolt	Tuck Point Bathhouse	5,000.00	PRK - 8	5,000.00						
Parks - General	Grapple Hook	19,500.00	PRK-12	19,500.00						
Parks - General	Tractor - Large (NN)	47,500.00	PRK-7	47,500.00						
Parks - General	Mower (SP8/2007)	22,000.00	PRK-6	22,000.00						
Parks - General	Mower (SP13/2008)	60,500.00	PRK-3	60,500.00						
Parks - General	Carpet Replacement (Rec Center)					35,000.00				
Parks - General	Broadcast Spreader (Lely)	5,600.00	PRK-9	5,600.00						
Parks - General	Split Seeder	2,600.00	PRK-14	2,600.00						
Parks - Goerke Park	Tennis Courts Resurface					25,000.00				
Parks - Hein Park	Playground Equipment						60,000.00			
Parks - Iverson Park	Playground Equipment							60,000.00		
Parks - Iverson Park	Restrooms (replace)						175,000.00			
Parks - Parkwood Park	Playground Equipment							60,000.00		
Parks - Pliffner Park	Playground Equipment	75,000.00	PRK-11		Moved to 2019	75,000.00				
Parks - Pliffner Park	Replace Irrigation	45,000.00	PRK-4	45,000.00						
Parks - Pool	Chemical Feeder - Main Pool					7,500.00				
Parks - Pool	Replace Pool Drain/Wall Covers						14,000.00			
Parks - Pool	Replace Deck Chairs	6,000.00	PRK-13	6,000.00						
Parks - Pool	Replaster Water Slide and Wading Pool					50,000.00				
Parks - Pool	Replaster Main Pool					130,000.00				
Parks - Pool	Replace Diving Boards					8,000.00				
Parks - Pool	Water Heater Replacemnt		PRK - 2	32,000.00	New Request					
Parks - Siomann	Playground Equipment							60,000.00		
Parks - Zenoff	Replace Siding - Concession	9,000.00	PRK - 5	9,000.00						
Parks - Zenoff	Re-roof Pressboxes	7,000.00	PRK - 1	7,000.00						
Parks - Zenoff	Re-roof Shelter	11,000.00			Request Withdrawn					
Police	Office Equipment - Printer,Copier & Divider Walls							4,500.00		
Police	Replace Video Equipment					45,000.00			45,000.00	
Police	Vehicle Radio Purchases	15,000.00	POL-3	15,000.00					(2024) 130,000	
Police	Radio Upgrades						30,000.00			
Police	VRS Vehicle Repeater System					20,000.00				
Police	Portable Radio Equipment									190,000.00
Police	Traffic Enforcement Equipment	5,000.00	POL-5		Removed			5,000.00		
Police	Swat Equipment - 2 Shields	32,000.00	POL-2	32,000.00						
Police	Radar Sign/Trailer	5,000.00	POL-6		Removed					
Police	Investigative Equipment					2,500.00				
Police	Incident Negotiator Response System					25,000.00				
Police	Firing Range	7,000.00	POL-7	7,000.00						
Police	Computer Forensic Equipment					10,000.00				
Police	Gas Masks					15,000.00				
Police	Tasers	11,000.00	POL-4	11,000.00						11,000.00
Police	Vehicle Camera System/Body Camera System	60,000.00	POL-1	60,000.00						
Police	Armory (Tactical Lights)						35,000.00	35,000.00		
		5,841,700.00		5,254,200.00		6,658,000.00	4,559,500.00	2,473,000.00	4,316,000.00	
		5,841,700.00		5,254,200.00		6,658,000.00	4,559,500.00	2,473,000.00	4,316,000.00	
OFFSET OF PREV UNSPENT CAPITAL FUNDS/BORROWING COSTS		(85,000.00)		(85,000.00)		0.00	0.00	0.00	0.00	
STORMWATER PARTIAL OFFSET (STREET SWEEPER)		0.00		0.00		0.00	0.00	0.00	0.00	
APPLICATION OF FUND BALANCE/ROOM TAX (202)		0.00		0.00		(300,000.00)	(150,000.00)	0.00	0.00	
APPLICATION OF FUND BALANCE/HWY 10 (406)		0.00		0.00		0.00	0.00	0.00	0.00	
APPLICATION OF FUND BALANCE/TID 9 (419)		0.00		0.00		0.00	0.00	0.00	0.00	
		5,756,700.00		5,169,200.00		6,358,000.00	4,409,500.00	2,473,000.00	4,316,000.00	

2018 Capital Budget Presentation



Capital Budget Highlights

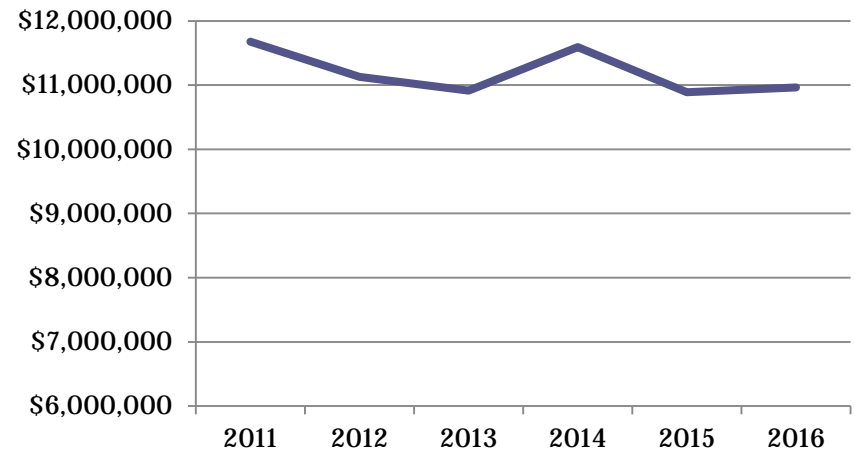
- **Total Capital Budget: \$5,169,200**
 - **Borrowing: \$4,419,200**
 - **Fund Balance: \$750,000**
- **First Year that Capital Budget size is based on long-term need.**
- **Use of \$750,000 of Fund Balance, roughly the same as in 2017 budget.**
 - **Counting on Continued Underspending of Budget**
- **Preliminary Borrowing Amount Slightly Reduces Debt Level**

Fund Balance Update

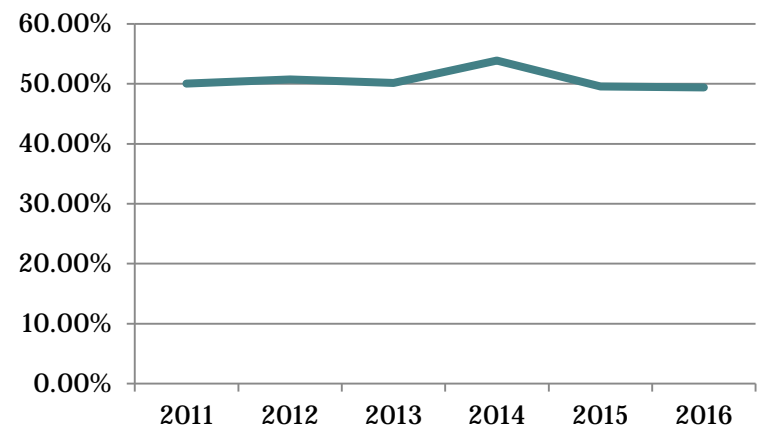
	Unassigned Fund Balance	Percent of Expenditures
2016	\$10,961,970	49.42%
2015	\$10,888,110	49.59%
2014	\$11,593,873	53.87%
2013	\$10,912,994	50.18%
2012	\$11,126,592	50.72%
2011	\$11,676,027	50.05%

**Target: 33.3% to 50%
of Expenditures**

Unassigned Fund Balance



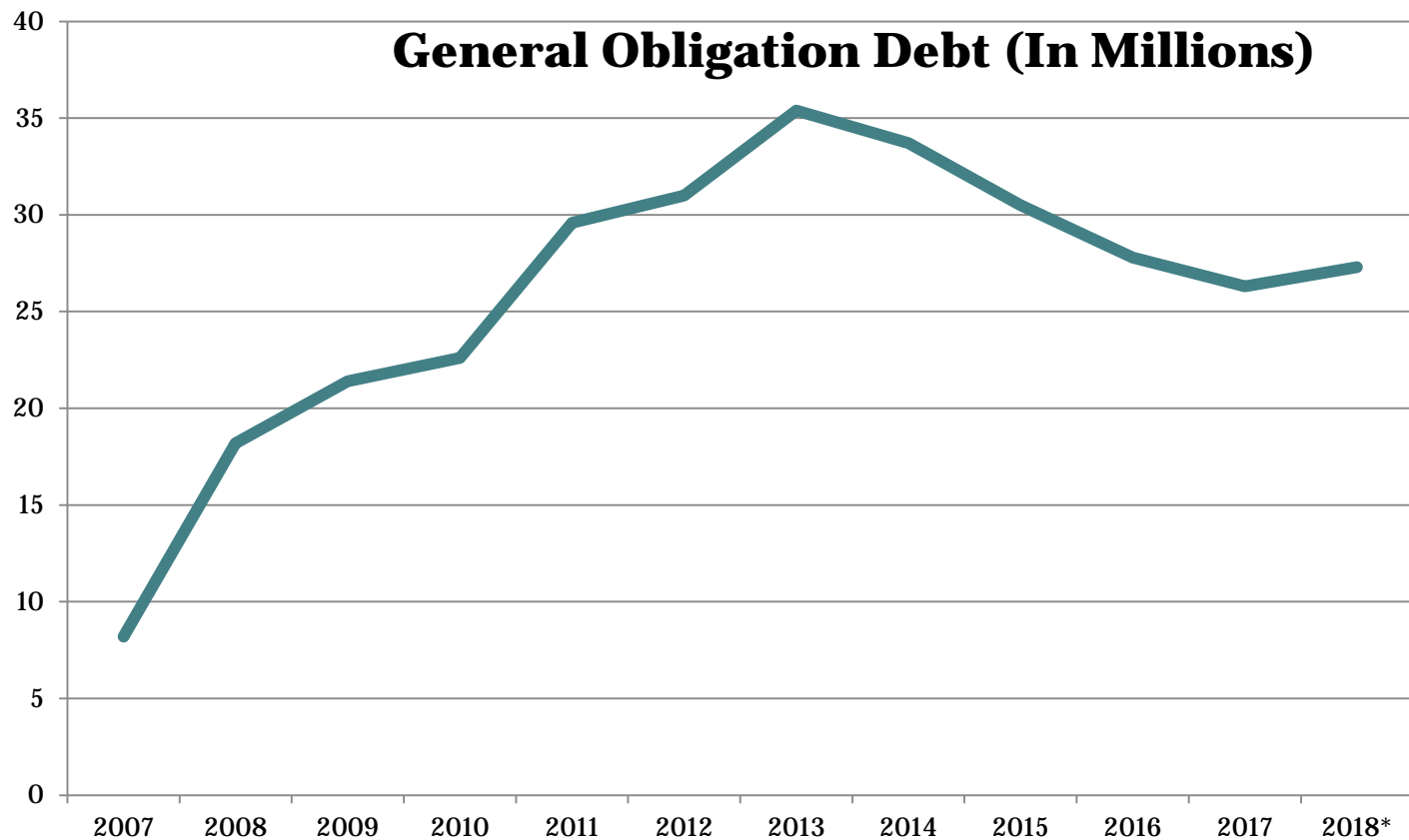
Fund Balance % of Expenditures



Distinction Between Different Types of Debt

- **General Capital Project Debt (G.O.)**
 - Repaid with Property Tax Levy
 - Amount should be relatively stable from year to year
 - Borrow similar amounts every year
 - Level outstanding may stay roughly the same for 2018
- **TIF/Other Debt (G.O.)**
 - Repaid with TIF increment or other source
 - Amount fluctuates from year to year
 - Don't Borrow for TIF projects every year
 - Have not issued significant TIF debt since 2013
 - Expected to go up in 2018 due to project in TIF 5
- **Utility Revenue Debt**
 - Repaid with utility revenues
 - Amount fluctuates from year to year
 - Don't Borrow for major utility projects every year
 - Expected to Increase in 2018 due to major Sewer Plant project

Projected Impact on G.O. Debt



*Projected

Citywide and IT

- **\$50,000: City Wide Building Maintenance**
- **\$20,000: Strategic Plan**
- **\$15,000: Switches for Phone/Data Infrastructure**
- **\$11,000: Server Rack and Battery Backup-Disaster Recovery**
- **\$10,000: SAN for Server Backup Storage**
- **\$10,000: Replace PCs**
- **\$10,000: Replace Printers**
- **\$10,000: Gigabit Switches**
- **?????? New Facility Expenses**

Airport

- **\$260,000: Construction of T-Hangers**
- **\$5,000: Pavement Maintenance**

Transit (Listed in Local Share, 80% Federal Funding for Buses)

- **\$81,000: Buses**
 - **Already Approved**
 - **Funding Wasn't Needed Until 2018**
 - **Very Long State/Federal Approval Process**
- **\$55,000: Replacement of Bus Cameras**

Dept of Public Works- Engineering

- **\$45,000: Re-Time Signalized Intersections**
- **\$44,000: Control Cabinet Replacements (2), for Traffic Signals**
- **\$42,000: Recable Intersection for Traffic Signal**
- **\$13,000: Traffic Signal Equipment**

Dept of Public Works-Streets Projects

- **\$1,000,000: Isadore Street Complete Reconstruction**
 - **Both Road and Utilities**
- **\$750,000: Road Surface Improvements (ie. Chip Seal, Resurface)**
 - **Increased from \$400,000 in 2017**
- **\$60,000: Stanley St. Improvements**
- **\$35,000: Replace Roof-Sand Shed (Reallocation from Garage Money)**

Fleet Vehicles/Equipment

- **\$1,000,000: Plow Trucks-DPW (4)**
- **\$670,000: Fire Engine (1)**
 - **If Grant not received**
- **\$285,000: Police Squads (6)**
- **\$130,000: Bucket Truck-DPW (1)**
- **\$100,000: 1-Ton Trucks-DPW (3)**
- **\$36,000: Deputy Chief SUV-Fire**

Fire Department

- **\$45,000: Remodel Station #1 Kitchen**
- **\$25,000: Plymovent-Replace Exhaust Vent**
- **\$23,000: General Fire Equipment**
- **\$20,000: Turnout Gear**
- **\$7,500: Keyless FOB System-Stations 1 and 2**

Parks Department

- \$82,500: Replace Mowers (2)
- \$47,500: Replace Tractor
- \$45,000: Replace Irrigation (Pfiffner)
- \$32,000: Replace Water Heater (Pool)
- \$19,500: Purchase Grapple Hook
- \$9,000: Replace Concession Stand Siding- (Zenoff)
- \$7,000: Reroof Pressboxes (Zenoff)
- \$6,000: Replace Deck Chairs (Pool)
- \$5,600: Broadcast Spreader
- \$5,000: Tuckpoint Bathhouse (Bukolt)
- \$2,600: Split Seeder

Police Department

- **\$60,000: Vehicle Camera/Body Camera System**
- **\$32,000: SWAT Equipment-2 Shields**
- **\$15,000: Replace Vehicle Radios**
- **\$11,000: Replace Tasers**
- **\$7,000: Firing Range Maintenance**