

These are the minutes of the Regular Session of the City of Adams, WI held on April 2, 2012 in the City Municipal Building.

Meeting was called to order by Mayor Baumgartner. On roll call were Mayor Baumgartner, Alderpersons Jensen, Kierstyn, Marti, Scott, Suhr, Manthey, Administrator Ellisor, Attorney Pollex and Chief Hanson.

The Pledge of Allegiance was recited.

Motion by Kierstyn, second by Jensen to approve the minutes of the March 19, 2012 and March 28, 2012 meetings as printed. Roll call vote, all voted aye.

Petitions and Communications: None

Report of Standing Committees:

Finance Committee:

Petitions and communications: A discussion was held regarding City of Adams logo shirts offer at the Sportz 'n More shop on Main Street.

Discussion Relating to CDBG Revolving Loan Fund: Discussion was held regarding the housing improvement deferred loan program. The Committee was advised that loan funds were available for another home improvement loan as a result of repayment of a previous loan. Processing of the loan would be coordinated by Laurie Lindell of the Community Action Agency and City staff.

Discussion was held regarding the EDA South Business Park Project. Construction start date for the project was amended to April 26th.

Discussion was held regarding the Housing Authority Payment in Lieu of Tax Agreement. The Housing Authority presented a fixed rate for a three year term. The Administrator and Mayor plan to meet with the Housing Authority Manager to discuss the agreement further.

Computer Consultant Proposal – A computer consultant proposal from Rich Huck was presented for review.

Recommendations were made to approve Computer Server Installation and Configuration proposal from Rich Huck in an amount up to \$1,875.00 and Consulting support service rate of \$75.00 an hour.

The City Administrator and Chief Hanson provided the Finance Committee an update from the Personnel Committee about discussions regarding Clerk's Office and Police Department administrative staffing. Administrator Ellisor referenced discussion about a three-quarter time administrative position in the Police Department. The Administrator also provided a financial outline of proposed wage and benefit expenses for City personnel. The overall wage and benefit costs to the City as proposed results in decrease in 2012 expenses compared to 2011.

2012 Wage and Benefit Agreements:

Discussion was held regarding 2012 City staff wage and benefit agreements. It was explained that, with a couple minor exceptions, a 3% wage increase combined with an approximate six to seven percent decrease in benefit compensation is proposed for full time employees, not including the Police Department. Marti questioned the need for three classified Wastewater Treatment Operators. Marti also suggested that the personnel support and assistance segment of the Wage and Benefit Personnel Policy be amended. It was recommended that these matters be referred to the respective committees for consideration.

Recommendations were made that the following employment agreements and resolutions be forwarded to Council for action:

Resolution 2012-02R Relating to Building Inspector/Zoning Administrator Salary and Benefits. (5% wage increase)

Agreement Relating to City Administrator Salary and Benefits.

Agreement Relating to Street Superintendent Salary and Benefits.

Resolution 2012-03R Relating to Public Works Employees and Benefits.

Resolution 2012-04R Relating to Part-Time Public Works Seasonal Salary and Benefits.

Resolution 2012-05R Relating to Part-Time Police Officer(s) Salary and Benefits. (No change in rate)

Agreement Relating to Clerk/Treasurer Salary and Benefits.

Resolution 2012-06R Relating to Clerk/Treasurer Confidential Assistant Salary and Benefits.

Resolution 2012-07R Relating to Clerk/Treasurer Confidential Assistant Salary and Benefits.

Resolution 2012-05R Relating to Part-Time Police Officer(s) Salary and Benefits. All Voted Aye.

Report of City Officers:

Mayor Baumgartner: Reported that the Centennial met and entertainment is being scheduled, the park has electricity being run and banners are being designed. Meetings are held the third Thursday of the month at 6:00 p.m.

Administrator Ellisor: Reported there is the second phase of the Harold Henning estate contribution pending and those funds can be used for electrical improvement to the parks. The banners will be an annual use to be modified.

Attorney Pollex: Reported Building/Zoning Administrator White met with him regarding an individual that he had warned twice and he will be writing a letter to come in compliance. This involves a structure that should not be located where it is. He is busy working on City acquisitions projects and pre-trials next week with returns the following week.

Chief Hanson: Reported Law and Landlord training will be held April 18 and the cost is \$15.00. Kids Day is April 21 from 10:00 a.m. to 2:00 p.m. The department will have a drawing for four Milwaukee Brewers tickets to the May 21 game. Burning permits are required and are issued from the City. Medications drop off as well as liquids can be dropped off here on April 28 from 10:00 a.m. to 2:00 p.m. He distributed information received from the DOT and the Booze and Belts from 2006 to 2011. The department participates in this and has received three \$4,000 equipment grants. He is still waiting for a response from the DOT regarding the pedestrian crossing system for the Main Street and Liberty Street intersection. Winter parking ends April 15 and Public Safety will meet on April 17 at 5:00 p.m.

New and Unfinished Business:

Motion by Marti, second by Scott to Approve Rental for use of Burt Morris Park and Waiving of Fees for Central Wisconsin Community Action Council for Adams Food Pantry to use the third Monday of the months of April through October. All voted aye.

Approval of Housing Authority Contract. Administrator Ellisor stated that we will be meeting with the property manager to discuss further.

Motion by Manthey, second by Jensen to Approve the Proposal Relating to Server Installation and Consulting to Rich Huck in the amount of \$1,875.00 for server installation and \$75 an hour for consulting. All voted aye.

Mayor Baumgartner stated that the vacancy for the Public Works Committee will be included in her appointments at the Reorganizational meeting.

Motion by Suhr, second by Kierstyn to Approve the Purchase of Land, Parcel 201-00097-0000 32.25 acres at the negotiated price of \$2,000 an acre. All voted aye. Administrator Ellisor stated that it would be internal borrowing through the landfill fund and repaid through TIF #2 although a while before TIF#2 can pay it back.

Motion by Kierstyn, second by Suhr to adopt Resolution 2012-02R (See Appendix B of Minutes Book) Relating to Building Inspector/Zoning Administrator Salary and Benefits.

THE MINUTES ARE DRAFT AND SUBJECT TO COUNCIL APPROVAL

Administrator Ellisor stated that there are a few exceptions to the agreements and resolutions. What was proposed was a 3% wage increase which is offset in the employees required contribution to retirement and the 15% employee share to the health insurance. He prepared and distributed a calculation spreadsheet of the impact. It results in a net decrease in the employees salary. There is a decrease in the City's portion of wages and benefits in 2012 compared to 2011. In regards to the Building Inspector monthly stipend, what was proposed was a 5% increase with no benefits and there had not been any adjustment for some time. **All voted aye.** (\$566.50 per month to \$594.84, 5% increase)

Motion by Kierstyn, second by Jensen to Approve the City Administrator Salary and Benefits Agreement. Mayor Baumgartner stated there was discussion in the agreement that we were going to take to Personnel to change the third page, second paragraph (at will employee) and change unanimous to two-thirds (2/3) vote of the Council. **Motion by Marti, second by Scott to amend the City Administrator Salary and Benefits, third page, second paragraph (at will employee) to change unanimous vote to two-thirds (2/3) vote of the Council.** Attorney Pollex stated that you need to amend then you vote on the amendment then if the amendment passes you vote on the motion. **All voted aye.** Attorney Pollex stated any other discussion would be the next point of order, any other discussion on the underline motion to approve the agreement as presented. We are back to the parent motion, to discuss or vote on the agreement. Mayor Baumgartner asked for roll on the City Administrator agreement as amended. **All voted aye.**

Motion by Marti, second by Jensen to Approve the Street Superintendent Salary and Benefits Agreement as presented. All voted aye.

Motion by Scott, second by Kierstyn to Adopt Resolutions 2012-03R (See Appendix B of Minutes Book) **Relating to Public Works Employees and Benefits, Resolution 2012-04R** (See Appendix B of Minutes Book) **Relating to Part-Time Public Works Seasonal Salary and Benefits and Resolution 2012-05R** (See Appendix B of Minutes Book) **Relating to Part-Time Police Officer(s) Salary and Benefits. All voted aye.**

Motion by Marti, second by Kierstyn to Approve the Clerk/Treasurer Salary and Benefits Agreement as presented. All voted aye.

Motion by Suhr, second by Marti to Adopt Resolutions 2012-06R (See Appendix B of Minutes Book) **Relating to Clerk/Treasurer Confidential Assistant Salary and Benefits, Resolution 2012-07R** (See Appendix B of Minutes Book) **Relating to Clerk/Treasurer Confidential Assistant Salary and Benefits. All voted aye.**

Motion by Kierstyn, second by Jensen to Approve the Personnel Administrative Policies Handbook – Wages & Benefits as presented. All voted aye.

Motion by Scott, second by Kierstyn to Combine the Mid-Month Regular Session (April 16, 2012) with the Organizational Meeting on April 17, 2012. All voted aye.

Motion by Kierstyn, second by Jensen to Approve the Issuance of a Operator License to Sherry L. Kosabucki and Mark A. Grace contingent upon his successful completion of the Responsible Beverage Servers Course and. All voted aye.

Motion by Jensen, second by Kierstyn to pay the bills. All voted aye.

Motion by Marti, second by Kierstyn to adjourn. All voted aye.

Meeting adjourned at 6:34 P.M.

Respectfully Submitted,

Janet L. Winters, CMC, WCMC
Clerk/Treasurer