

These are the minutes of the Regular Session of the City of Adams, WI held on November 17, 2014 in the City Municipal Building.

The Pledge of Allegiance was recited.

Meeting was called to order by President Marti while retaining his voting privileges. On roll call were Alderpersons Hilson, Jensen, LaQueue, Kierstyn, Roseberry, Marti, Street Superintendent Mead and Chief Anderson. Mayor Baumgartner was excused.

Consent Agenda:

1. Approval of Council Meeting Minutes:
 - a. October 20, 2014 Regular Session
2. Committee/Commission/Authority/Advisory Minutes:
 - a. October 23, 2014 Policy & Procedure Committee
 - b. November 5, 2014 Cable Advisory
 - c. October 28 and November 11, 2014 Finance Committee
 - d. November 12, 2014 Public Works Committee
 - e. November 13, 2014 Fire District
3. Operator License(s)
 - a. October 20, 2014 – November 17, 2014 - *Cynthia Craddock, Haley Melby and Dennis Grosskreutz*

Motion by Roseberry, second by Kierstyn to approve the Consent Agenda as presented. Roll call vote, all voted aye.

Consent Agenda: Committee/Commission/Authority/Advisory Minutes

Policy & Procedure Committee:

Petitions & Communications: None.

Discussion Relating to Village of Friendship – ATV Ordinance. Clerk Winters stated that they had not heard any update from Kirk Russell who is working with other Townships on the trails.

Recommendation Relating to Implementation of Municipal Court Ordinance. Chief, Rose and Attorney Richards-Bria had met with the Chief and Clerk of Court for the Town of Rome. They are still working on the division of the Court costs with the software program.

Discussion Relating to Utility Rate Ordinance. Mayor Baumgartner stated that the ordinances pertaining to the Utility Increase will need to be amended.

Discussion/Recommendation Relating to Personnel Administrative Policies Handbook - FMLA. Clerk Winters distributed a copy from the Police Departments Policy Handbook for review. Mayor Baumgartner will get copies of the FMLA form and Adams County Policy for review next month.

Discussion Relating to the Code of Ordinance and Codification Updates. Clerk Winters distributed a summary of all ordinance codifications received that the Committee had reviewed. She listed changes, omitted (unless in forthcoming Titles), and newly proposed ordinances that the committee will need to consider for adoption.

Cable Advisory:

Petitions & Communications: Mayor Baumgartner updated the committee regarding the discussion with Joan Ballweg and representatives from Ron Kind's office about the lack of broadband to all areas in Central Wisconsin. Chuck Pheiffer offered to be a resource for Channel 4 regarding public domain.

Discussion relating to meeting with AF Area School District about Channel 4: Rick Waski reported that pending School Board approval they have finally hired a new business education teacher. He shared the job description for new extra-curricular position Channel 4/ Technician (see attachment). Committee

members shared ideas with school officials about possibilities of Channel 4. Tanya Kotlowski expected Channel 4 to be updated within the month.

Discussion relating to possible letter from City Attorney to Charter about updating cable to digital. Committee feels that a letter would not produce any results.

Finance Committee – October 28:

Petitions and Communications: Mayor Baumgartner stated that we received a statement from the Town of Adams for \$124.67. This is the City's portion for Attorney Dan Wood who assisted the Towns, Village and the City with the ambulance service transfer from Curtis to ACES. We have another invoice from Attorney Riffle for the final review and filing of the title. Marti stated that Irene Stephen had spoken with him regarding the sale of the Flea Market.

Pending Projects and Project Status: Mayor Baumgartner stated that nothing is pending.

Discussion Relating to Utility Rate Increase – PSC: Mayor Baumgartner stated that she has been in contact with the PSC and working on the rate increase. This increase will be done through the online Simple Rate Increase for a 3% for water & sewer. Due to the timeline of ordinance changes and publication, this would go into effect with the 2015 second quarter billing and annually thereafter. The PSC is very excited with the collaboration with Friendship in combining services so there is not extra maintenance. The 3% increments were questioned. Mayor Baumgartner stated we will have to have it on the calendar to do annually until we can make ends meet.

2015 Budget Review: Mayor Baumgartner stated that we are waiting on a few numbers that are crucial. She has a really good base set and feeling pretty confident about the water & sewer fund and the general fund. She has talked to Dave and Chief about what we will be looking at over the winter because what you get hit hard with is salaries and overtime. We are not going to make any great impacts on the budget unless we would hire new people with less wages or let people go and we have no intention of laying anyone off. With the part-timers over winter months, if someone calls in sick on night coverage we can go to the County for coverage. The Public Works Department will continue what they did last year with monitoring storms and go home early in the day and come in at night. Just cutting back on those is where we get socked at the end of the year. Roseberry questioned if she is going to factor more as with the cold winter we had and are we going to meet to approve this before November 10th. Mayor stated absolutely, everything is laid out and as soon as she has all the numbers in, she will call a special meeting and we will have to meet before the end of the month. Winters stated that the proposed budget publication will need to be published on November 12th and will need to be in at the paper by 10:00 a.m. November 10th. Roseberry asked if we should meet on the 6th or 7th and if it's on an excel spreadsheet. Mayor Baumgartner stated the TIF's are on a spreadsheet and the budget is all projected out. Overall it looks good and she will have Janet email copies to the members. Marti questioned the water and sewer budgets being over budget. Mayor Baumgartner stated that there are allocations that are not in there yet.

Recommendations were made to Approve Payment of Bills.

Finance Committee – November 11:

Petitions and Communications: Roseberry questioned the budget publication timeline and when will Council approve the budget. Mayor Baumgartner stated that the publication will be in tomorrow's paper and is a draft. The budget will go to Council on December 1st following the Public Hearing at 5:30 p.m. We are still waiting for the County's Levy and their budget should be approved next Tuesday at the Board meeting and we hope to receive it on Wednesday for our meeting that night.

Discussion Relating to Utility Rate Increase – PSC: Mayor Baumgartner stated that she has been in contact with another employee at the PSC and working on the rate increase that we will have to do annually. This increase will be done through the online Simple Rate Increase for a 3% for water & sewer. The PSC is very excited with the collaboration with Friendship in combining services so there is not extra maintenance.

Review 2014 Budget Revenues & Expenditures: Reviewed and discussed. We received the final payment from the COPS Grant.

2015 Budget Review: Mayor Baumgartner presented and reviewed the draft 2015 budget. She stated that after the committee members have looked it over, questions can be asked at next Wednesdays meeting or to call her prior to and if she doesn't know, she will have time to look into it. She reviewed the proposed budgets.

General Fund - City Levy is \$300,000; our larger Intergovernmental revenues are State Shared Revenue \$606,852, Transportation Aid \$119,277, recycling \$6,150 and the Exempt Computer Aid \$6,000. She explained the \$65,600 of Intergovernmental Charges/Services from TIF#3 Economic Development Share to the General Fund. This is a one-time payment that will pay for part of the legal services. The C.I.P. accounts are Capital Equipment for replacement or refurbishing and can be moved around for upgrades. She explained that the Municipal Administration decreased due to there would be a couple of months in the new year that we would not have anyone. Changes will need to be made in the clerk's professional development, Operator Licenses both revenue and expenditures for background checks, election supplies/equipment, assessor contract, fire contract and the ambulance contract. The Clerk/Treasurer department and Municipal Administration are also allocated to water, sewer and both TIF's. For Solid Waste/Recycling the auditor suggested placing garbage on the water & sewer bills or partial, as we did with the fire protection. We need to start being more creative with the budget and that was one suggestion. We are limited to raise the Levy, we can't raise taxes it would have to go to referendum because of the levy, formulas and how they implement the amount. For Net New Construction we have nothing and need to look at other creative ways to not raise the levy limit. The Contingency Fund is money set aside in case we need it. In the Debt Service the \$116,763 needs to be deleted as well as in the Summary of Expenditures.

TIF #2 - This is the last year for Special Assessment revenues. Expenditures for Administration, we will need to slowly decrease that as this TIF ends in 2020 and we cannot do anymore projects with it.

TIF #3 – the 2005 Elm Street G.O. has one more year left. We do have money for projects. We need to think ahead of projects such as curb & gutter, roads, parks or main street project; we will need to have everything planned out by 2019. We are working with Daric to possibly refinance the ACRIDC loan to be used for other development thru the Rural Development system. The interest would be the same or possibly less. The ACEC loan we could possibly pay back internally, and then pay ourselves back over the next seven years with interest. The 2000 G.O. was done this year. TIF #3 expires in 2025. She reviewed the Repayment Schedule for both TIF's. Over the years, there is still a lot the City can do.

We are uncertain as to how the revaluation will affect us next year. Our Mill Rate will probably go up but our taxes should remain the same.

Water & Sewer - She submitted for a 5% increase for 2015, which is conservative but we don't want a huge rate analysis due to the cost of it. We were approved for the simple rate increase of 3%. She will be sending the budgets to Rural Development for their review. With the collaboration with Friendship, we would need to get a consultant in to do a rate study. She needs to setup a meeting to get all the information but knows the City would maintain the system and billing. We need to work out issues such as who would be responsible for cost of repairs as we don't want to get stuck with a huge debt. We will need to pass the ordinances for the increases to water and sewer. She is looking at 3% for this last quarter and 5% next year. For 2016 we will need to look at the 2015 budgets. Winters questioned the 2014 increase and the timeline. She stated that its 45 days from the approval, but if there isn't enough time, we can put it in for the 2015 first quarter.

Recommendations were made to Approve Payment of Bills.

Public Works Committee:

Petitions and Communications: None

Approve Sewer Usage Credit – 251 E. May St.: Motions were made to Approve credit of \$85.26 for 251 E. May Street.

Approve Sewer Usage Credit – 230 N. College St.: Motions were made to Approve credit of \$334.40 for 230 N. College Street.

Report on Public Works Department Activity: Decorations are up and Leaf vac next week

Approve updating to Radio Telemetry at WWTP: Discussion was held regarding updating to Radio Telemetry at WWTP.

Discussion/Approve Repairs to John Deere track skidster: Discussion was held regarding the repairs made to the John Deere track skidster.

Fire District:

Chief's Report: There were 11 calls since the last report, 2nd Tanker in for repairs and All vehicles passed inspection.

White Creek Lions made a donation in the amount of \$400

Fire District requesting to use the industrial park for practice twice a year

Petitions and Communications

Alderperson Jensen stated that the Fire District would like to use the South Business Park for training twice a year. They are hoping to have training yet this month and another next spring. The Council did not foresee any issues with the Fire Department utilizing the Park unless there are any complaints.

Report of City Officers:

Chief's Report: Chief Anderson had nothing to report. Marti stated the Alternate Side Parking started November 15th.

Street Superintendent Mead stated the skid steer that we had repaired is back from Hillsboro.

New and Unfinished Business:

Motion by Kierstyn, second by Hilson to Authorize Issuance of Fermented Malt Beverage and Intoxicating Liquor License– Jose's Authentic Mexican Restaurant, formerly Main Street Station and to the General Store of Adams. Roll call vote, Hilson, Jensen, LaQuee, Kierstyn, Marti – aye, Roseberry – abstained.

Motion by Hilson, second by Roseberry to Authorize the Agent Transfer (from Kenneth Kaczmarowski to Maria McKay) of Fermented Malt Beverage and Intoxicating Liquor License for Shopko Hometown 619. Roll call vote, all voted aye.

Motion by Kierstyn, second by Roseberry to Authorize Issuance of Temporary Class "B" (Special - Picnic) License – Adams Community Theatre. Roll call vote, all voted aye.

Motion by Kierstyn, second by Jensen to Approve Payment of Bills. Roll call vote, all voted aye.

Motion by Roseberry, second by Hilson to Adjourn. Roll call vote, all voted aye.

Respectfully Submitted,

Janet L. Winters, CMTW, CMC, WCMC
Clerk/Treasurer