

**PLATTEVILLE COMMON COUNCIL PROCEEDINGS  
OCTOBER 6, 2014**

The special meeting of the Common Council of the City of Platteville was called to order by President Nickels at 5:00 p.m. in the Council Chambers of the Municipal Building.

**ROLL CALL**

Present: Barbara Daus, Dick Bonin, Mike Denn, Ken Kilian, President Eileen Nickels, Amy Seeboth-Wilson, and Barbara Stockhausen. Absent: None.

**WORK SESSION**

*2015 Proposed Executive Budget* – The Council met to discuss the proposed budget that the City Manager Larry Bierke distributed at the September 23 Council Meeting and to provide an opportunity for Department Heads with concerns to address the Council. Bierke provided an overview of the packet of information that was provided to the Council which included memos from the following departments: Police; Administrative Services, Community Planning & Development; Library, Museum, and EMS, and a memo addressing budget questions for Barb Daus, City and Water/Sewer yearly debt service payment summary for Amy Seeboth-Wilson, a handout addressing work force information (2014 vs. 2010) for Mike Denn, and wage/benefit information for city employees. Noted that the Staff is still working on providing 5 year revenue/expense trend information requested from Seeboth-Wilson. Eight departments were present to address the Council.

**EMS** – EMS Administrator Brian Allen noted that a 1.5% wage increase was proposed for employees who work more than half-time in the 2015 budget and requested that the EMT's be given a raise as well. EMT's are on duty 24/7/365 and have not seen an increase in wages for 2 years. Allen noted that a wage increase of 1.5% would be approximately \$2,369 including benefits. This wage increase could be offset by the increase in revenue due to the increase in EMS calls. Allen also explained that EMT's do not receive anything extra from working holidays. Since there is no incentive to work holidays, it is getting increasingly difficult to get anyone to work. He requested that the EMT's working a holiday (such as Easter, Thanksgiving, Christmas Eve, Christmas Day, and Christmas night) receive a small bonus or time and a half like other city employees when they are working on a holiday. Discussion was held about offering holiday pay and bonus pay for being on call. *For the next meeting, the Council requested the cost if the EMT's were paid a bonus for working/being on call for five holidays.*

**Senior Center** – Senior Center Director Connie Steinhoff distributed a memo that supported the City Manager's request for a second part-time assistant at the Senior Center. Steinhoff explained that the Senior Center business hours total 38 hours per week and a staff person is required in the building during business hours. The current staff consists of a 25 hours per week director and a 25 hours per week assistant. All of the assistant's hours are staffing hours. The director staffs 2 days per week (a total of 14 hours), leaving only 11 hours per week for administrative, planning, outreach, etc. Having only 2 p/t employees makes it difficult to plan vacation time or respond to sick time needs without interruption of service to the seniors (they have had to close several times this year). The cost for an additional p/t (20 hrs) assistant is \$10,115 including benefits. Daus requested membership numbers – City of Platteville residents vs. non-residents. She noted that the Senior Center is entirely supported by City tax dollars and would like to see other budgets from cities who have senior centers. Nickels noted that Platteville is the only Senior Center in Grant County, and when she looks at what the City already does and with no revenue instream, she has a hard time supporting the request. Denn stated that a large portion of the people using it are Platteville citizens and paying taxes. Discussion was also held regarding the van, delivering meals, and the Senior Center bus. *The Council requested the number of residents using the facility for the next meeting.*

**Museum Department** – Museum Director Steve Kleefisch explained that the proposed budget only provided funding for the Museum Director through May due his retirement and included payout of his accumulated sick leave. The Museum Board had no direction from the Council that the position would not be filled after the director’s retirement and asked that the Council consider funding the Museum Director position for the entire year so that funding is available if the position is re-filled. Nickels and Stockhausen reported that the Museum Working Group has been meeting over the past month and one of their recommendations is to fund the position for a full year in 2015. *The Council requested the Finance Dept to provide the additional cost to fund the Museum Director position for the full year in 2015 for the next meeting.*

**Library** – Interim Library Director Erin Isabell introduced newly hired Library Director Jesse Lee-Jones to the Council. Isabell informed the Council that the new Library Director will not be seeking health benefits – a savings of \$15,000-\$17,000. She then addressed the cut of \$5,000 in the building and grounds line item, stating that the reduction would be detrimental to the upkeep of the current building. Last year this same line item was cut by \$7,000, even though the average spent over the past five years was \$16,000. They ended up using some of their County funds to help cover the deficit. In 2015 County funding will be lowered by almost \$20,000 (as a result of electronic downloads not being allowed to be counted as circulation by the federal government). Discussion was held about the status of the Library Block Project with City Manager Bierke stating that at this time there were no signed agreements. *It was the consensus of the Council to reduce the health benefit budget accounts accordingly for the new Library Director and add \$5,000 to the Library Building & Grounds line item.*

**Finance Department** – Director of Administration Duane Borgen requested a wage increase for the Deputy Treasurer (\$.49/hr) and Benefit Specialist/Accounting Assistant (\$.81/hr) due to additional responsibilities resulting from the eliminated Water & Sewer Office Manager position in 2012. The additional cost was \$2,911 including benefits.

**Police Department** – Chief Doug McKinley addressed the following concerns:

1. Pay Differential between Police Sergeants and Police Officers – The 2014 budget accounted for a 10% wage differential and with the recent increases for the unionized police officers, he feels it is vital to maintain this 10% differential in the 2015 budget. The increased cost was not provided.
2. Sergeant Shift Pay – Recommended an additional \$.05/hr for shift differential pay (hrs worked between 7 PM & 7 AM) for Police Sergeants. The cost was \$200-\$250.
3. Police Secretary Wages – The 2014 budget accounted for an additional \$1.41/hr wage increase for the two secretaries (1 f/t and 1 p/t). When he made this request, he asked that the amount be increased for a total of three years to bring them up the same level as their peers in City Hall. The cost was \$4,400.
4. Lieutenants Pay Disparity –The two lieutenants are very much equals in terms of rank and their duties frequently overlap. One lieutenant has been with the City longer and when the City took away the longevity pay benefit, their wages were based on the base amount plus longevity. The cost was \$3,900.
5. Dispatchers – Recommend that they return to a 40 hour week. They are a 24/7 agency and he believes there is no cost savings to the 37 hour work week. They have had instances where they had p/t staff putting in 80 hours and f/t staff putting in 74 hours in a pay period. The cost was approximately \$14,000.
6. IT Office Manager – Proposed to add back in \$3,000 of the \$6,000+ that was budgeted in 2014 and removed in the 2015 for computer support/IT budget to the Police Office Manager position. CompuNet doesn’t have a physical presence and the Office Manager will continue to assist CompuNet and provide daily onsite computer support to PD staff.

*The Council requested salary and benefits for each individual employee in the police department for the next meeting.*

Discussion was held about the DARE program which is no longer available and the intent of the PD to research and possibly apply for a (COPs) grant that could possibly result in assigning an officer to School Resource Officer position to serve as a liaison with the School District and the students. They will reach out to the school district and explore their interest and potential cost sharing options in the position. No costs are included in the 2015 budget.

**Community Planning & Development Department** – Director Joe Carroll addressed two areas of concern in the building inspection budget. First was a request for \$1,200 for a car allowance for the building inspector that wasn't included in the proposed budget. The building inspector currently uses his own vehicle for inspections. There is a city vehicle that he could use (currently used by the Parks Dept), but it's a very small, lightweight, rear-wheel drive pickup that doesn't do well at muddy or snowy sites. Carroll noted that the \$1,200 is less than the amount budgeted last year for gas/oil/repairs for the city vehicle. After discussion, *it was the consensus of the Council to include \$1,200 for a car allowance for the building inspector.* Daus suggested that a magnetic sign or something of the nature with the "City of Platteville" be used on the building inspector's vehicle when he is out on City business. The second issue Carroll addressed was his request of \$4,000 for overtime, which was reduced to \$1,000 in the proposed budget. This would allow the inspector to spend more time on inspection duties, including construction related activities and property maintenance issues. Due to the interest by the City Manager and Council in providing more enforcement of property maintenance codes, Carroll offered to have this enforcement done through a combined effort of the building inspector and himself. He had already started to do this in the summer and plans to continue, primarily on Fridays when City Hall is closed. With his time and the additional time provided to the building inspector, he thought it would address the property maintenance issues in the City. Carroll noted that he wasn't involved in the proposal to hire an additional building inspector, so he couldn't comment on it. Kilian and Denn were against adding overtime for the building inspector. *It was the consensus of the Council to not hire an additional building inspector and delete from the budget.*

**Public Works** – Director of Public Works Howard Crofoot handed out a memo that requested the following:

1. Street Maintenance
  - a. Equipment Repairs – Proposed \$9,500 and only \$6,000 was included. Crofoot was concerned that in 2013 they spent \$8,900 in repairs, and as of the end of September 2014, they have already spent over \$6,000. Discussion was held that there was \$3,000 more in the materials and supplies account than requested that could be transferred to the equipment repairs account.
  - b. Salt – Proposed \$120,000 and only \$90,000 was included. In 2013 they spent over \$115,000 and have spent over \$37,000 this year with winter approaching. The State bid for salt is \$63.60 this year. The City purchased over \$101,000 this year. Questions were asked about the use of salt. Crofoot stated that they use a 50/50 mix, don't salt down to bare pavement, and don't pretreat. Daus asked him to look into pretreating. *It was the consensus of the Council to add \$15,000 for a total of \$105,000.*
  - c. Gas & Oil – Proposed 65,000 and only \$50,000 was included. In 2013 they spent over \$58,000 and as of 9/30 they have spent over \$45,000. *It was the consensus of the Council to add \$10,000 for a total of \$60,000.*
2. Storm Sewer Maintenance – Crofoot explained that due to the uncertainty of when the State will be imposing storm water regulations on the City, he had recommended a significant increase in the supplies, contractual, and professional services portions of the budget which did not make it into the proposed budget (\$65,000). He just wanted the Council to be aware that he may need to come back to request an increase or budget amendment to meet the new regulations once they are enforced.
3. 40 Hour Work Week – The City Manager proposed a 1.5% wage increase for all permanent staff (20 hrs+). Crofoot asked the Council to instead consider giving the equivalent dollar amount to increase working hours above the current 37 per week. He feels that morale has suffered since the imposition of furlough days and reduction of hours and thinks it's a better use of taxpayer dollars to get

additional work from the employees. To pay for this, he recommended a freeze in compensation until the hourly employees are back to 40 hours per week. If the City gets in a crunch again down the road, they could reduce hours again. Stockhausen, Kilian and Denn expressed favor. *The Council requested financial information regarding how many hours the 1.5% proposed increase would add to the 37 hour employees.*

This concluded concerns by the Department Heads.

*The City Manager will provide an Excel spreadsheet with all the changes made thus far to the budget prior to the next budget meeting.*

Daus requested an increase to the PAIDC budget in TIF#6 to provide a new computer, printer, cell phone, and IPAD (\$4,000) for the director recently hired. Bierke noted that the City doesn't have anything to do with the PAIDC budget, that the City just writes a check. Borgen pointed out that there is already an advance to TIF#6 from the General Fund in the amount of \$196,000. *It was the consensus of the Council to add \$4,000 to the PAIDC budget.*

Kilian pointed out that in the proposed budget, there were numerous places where the portions of the description boxes were cut off. Finance Director Valerie Martin stated that the full text boxes would be printed with the final budget.

Questions were asked why certain things such as the taxi service consolidation wasn't included in this budget and whether an updated budget would be provided for the next budget meeting. Bierke explained that the numbers included were as of mid-September and that like last year, a spreadsheet will be provided after each budget meeting prior to the next meeting that lists all the updates and changes by the Council made to date. There were other areas of the budget questioned by the Council and clarified in the proposed budget – CIP-Library Building Fund, trail maintenance, trail donations, City Hall, voting machines, auditorium.

Bierke concluded with an update of changes made since the printing of the proposed budget and a review of the changes to the budget made by the Council at this meeting. They will all be included in a spreadsheet for the next meeting.

The next budget meeting will be set up for later this month.

#### ADJOURNMENT

Motion by Seeboth-Wilson, second by Denn to adjourn. Motion carried on a roll call vote. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Jan Martin, City Clerk