

**CITY OF RHINELANDER
FINANCE, WAGE & SALARY COMMITTEE MEETING
JANUARY 3, 2011 – 5:00-6:15 PM**

MEMBERS PRESENT: Chairman Mark Pelletier, Tom Gleason, Joe Salzer and Alex Young (arrived at 5:20).

MEMBERS ABSENT: Sherrie Belliveau.

OTHERS PRESENT: Golf Course Superintendent Joe Andersen, Ald. Bill Freudenberg, Mayor Richard Johns, Craig Mandli, Finance Director Julie Ostrander, Ald. Sonny Paszak and Clerk/Treasurer Mary Richardson.

Call to Order and Roll Call

The meeting was called to order by Chairman Mark Pelletier at 5:00 p.m. The media was notified, the agenda posted, and a quorum present to do business.

Review of Open Session Minutes from December 6, 2010

MOTION BY GLEASON, SECOND BY SALZER, TO APPROVE THE FINANCE, WAGE & SALARY COMMITTEE OPEN SESSION MINUTES OF DECEMBER 6, 2010. 3 AYE, 0 NAY, 2 ABSENT (BELLIVEAU, YOUNG); MOTION CARRIED.

Discuss/Approve Revision of Job Description for Water/Wastewater Utility Superintendent Position

Pelletier noted that neither Bill Bell nor John Zatopa were able to attend this meeting. Bell and Zatopa did meet to revise the job description; the changes are minimal, but the updated description accurately reflects what the new Superintendent's responsibilities will be. Paszak asked if Zatopa will be able to help train his replacement; Pelletier advised that he will, and we anticipate that being about a 6-month process.

Freudenberg noted that an engineering background was previously discussed as a requirement for this position; he feels this would be a plus to assist the new Superintendent in dealing with all the technology at the new plant. Pelletier felt that the education and experience requirements will cover that.

Salzer asked if we have a copy of the current job description; Pelletier stated we will have the old and new descriptions at Council. The Committee agreed to forward this to Council without a recommendation by this Committee.

Ald. Young arrived at 5:20 p.m.

Discuss/Approve Resolution No. 2011-01, Authorizing the Dissolution of Tax Incremental District No. 5 (Northern Advantage Job Center)

Ostrander stated that the final loan payment was made on December 30th and we have received the funds owed to us by the Oneida County Economic Development Corporation.

MOTION BY SALZER, SECOND BY GLEASON, TO APPROVE RESOLUTION NO. 2011-01, AUTHORIZING DISSOLUTION OF TIF #5. 4 AYE, 0 NAY, 1 ABSENT (BELLIVEAU); MOTION CARRIED.

Discuss/Approve 2010 Federal Section 5311 Amendment

As the proposed amendment was not available for review at this meeting, the Committee agreed to forward this matter to Council without recommendation.

Discuss/Approve 2009 Property Tax Refund to Troy Coates in the Amount of \$655.90 due to Assessor Error

Richardson explained that Mr. Coates built a home in the City that was not 100% complete as of 1/1/09, but was fully assessed for 2009. Mr. Coates met with the City Assessor last year; the Assessor acknowledged that the assessment was in error, and agreed to adjust the 2010 assessment by the amount necessary to provide Mr. Coates with a refund of the taxes he overpaid for 2009. However, when Mr. Coates received his tax bill this year, no adjustment had been made. The Committee agreed that Mr. Coates should receive a refund at this time, rather than wait another year for an adjustment to his assessment.

MOTION BY GLEASON, SECOND BY SALZER, TO APPROVE 2009 PROPERTY TAX REFUND TO TROY COATES IN THE AMOUNT OF \$655.90 DUE TO ASSESSOR ERROR. 4 AYE, 0 NAY, 1 ABSENT (BELLIVEAU); MOTION CARRIED.

Discuss/Approve Shared Ride Procurement

The City is required to put the shared ride taxi service out for bids once every 5 years, and this was done in 2010 for the 2011-2105 contract. Ostrander explained the new procedure set by the State of Wisconsin. We received two bids, which were scored independently by the Mayor, City Administrator, City Clerk/Treasurer and the Finance Chair; the bids were scored on several criteria and turned in to Ostrander, who added each bidder's proposed cost into the calculations. The City's current service provider, Rapid Cab, was the successful bidder.

MOTION BY PELLETIER, SECOND BY GLEASON, TO APPROVE A CONTRACT WITH RAPID CAB FOR SHARED RIDE TAXI SERVICE IN THE CITY OF RHINELANDER FOR 01/01/2011 - 12/31/2015. 4 AYE, 0 NAY, 1 ABSENT (BELLIVEAU); MOTION CARRIED.

Discuss/Approve Northwood Golf Course Software/Hardware System Upgrades

Andersen explained that the upgrades are necessary for the Golf Course's continued ability to accept credit cards in both the clubhouse and the restaurant, and to comply with new privacy regulations. In April, the Golf Course Committee approved a quote from ABC Computers in the amount of \$11,074.00. We subsequently learned from the software vendor that some additional hardware upgrades were necessary to avoid problems experienced at other courses. In November, after discussions with the software vendor, ABC Computers submitted a revised bid of \$14,550.00 to address those issues. The original quote for \$11,074.00 was to be covered by several 2010 Golf Course budget line items, which were underspent in the total amount of \$12,410.00. Andersen discussed this with Administrator Bell, who suggested taking the additional amount from the General Fund. Andersen noted that although they underspent in some individual accounts, the overall Golf Course budget was a loss for 2010.

MOTION BY PELLETIER, SECOND BY YOUNG, TO APPROVE THE ADDITIONAL \$2,140.00 NECESSARY FOR SOFTWARE/HARDWARE UPGRADES, TO BE BORROWED BY THE GOLF COURSE FROM THE CITY'S GENERAL FUND.

Freudenberg asked if we could include this in the City-wide borrowing instead of taking it from the General Fund. Ostrander stated that the borrowing is already done. Freudenberg stated he understands that, but the Council made a promise not to borrow from the General Fund anymore.

VOTE ON MOTION: 4 AYE, 0 NAY, 1 ABSENT (BELLIVEAU); MOTION CARRIED.

Discuss/Approve Resolution 2011-02 Revising City Fee Schedule (Animal Shelter fees and various inspection & permit fees)

Richardson noted that these fees were discussed at the time we revamped the entire City Code, but they somehow got missed when the recodification was finalized. The Mayor asked about the Cemetery fees. Richardson will review the City Code prior to Council, as some of the fees seem to be duplicated on the schedule.

MOTION BY GLEASON, SECOND BY SALZER, TO APPROVE RESOLUTION 2011-02 REVISING CITY FEE SCHEDULE. 4 AYE, 0 NAY, 1 ABSENT (BELLIVEAU); MOTION CARRIED.

Matters of Emergency/Informational Nature – None.

Approval of Bills and Claims

MOTION BY SALZER, SECOND BY GLEASON, TO APPROVE BILLS AND CLAIMS IN THE AMOUNT OF \$184,662.42. 4 AYE, 0 NAY, 1 ABSENT (BELLIVEAU); MOTION CARRIED.

Future Agenda Requests and Meeting Date

The next meeting is set for Monday, February 7, 2011 at 5:00 p.m.

Adjournment

MOTION BY GLEASON, SECOND BY YOUNG, TO ADJOURN THE JANUARY 3, 2011 FINANCE, WAGE AND SALARY COMMITTEE MEETING AT 6:15 PM. 4 AYE, 0 NAY, 1 ABSENT (BELLIVEAU); MOTION CARRIED.

Approved By _____ Received By _____

mlr