

**CITY OF RHINELANDER COMMON COUNCIL**  
**MONDAY, MAY 16, 2011 - 5:00-5:45 P.M.**

City Hall Council Chambers  
135 S. Stevens St., Rhineland, WI

CALL TO ORDER

The special meeting of the Common Council of the City of Rhineland was called to order by Mayor Johns at 5:00 p.m. Proper notification was given to the press and the public.

ROLL CALL

The following Alderpersons were present: Belliveau, Freudenberg, Gleason, Kelly, Pelletier, Salzer and Young.

Ald. Sonny Paszak was absent.

Others present: Mayor Dick Johns, Golf Course Superintendent Joe Andersen, City Administrator Bill Bell, Ryan Berghammer, Laurie Goscha of Bailey Edward, Mary Hardtke of Headwaters Regional Achievement Center, Public Works Director Randy Knuth, Finance Director Julie Ostrander, Parks, Buildings & Grounds Director Gunder Paulsen, Kyle Rogers of the Northwoods River News, and Fire Chief Terry Williams.

NEW BUSINESS

Relocation Order for Lincoln Street Sidewalks

MOTION BY ALD. PELLETIER, SECOND BY ALD. BELLIVEAU, TO ADOPT RESOLUTION NO. 2011-10, APPROVING RELOCATION ORDER FOR LINCOLN STREET SIDEWALK PROJECT. ROLL CALL: 7 AYE, 0 NAY, 1 ABSENT (PASZAK); MOTION CARRIED.

(A) City Hall Remodeling Project

MOTION BY ALD. BELLIVEAU, SECOND BY ALD. FREUDENBERG, TO REJECT ALL BIDS FOR THE CITY HALL REMODELING PROJECT. 7 AYE, 0 NAY, 1 ABSENT (PASZAK); MOTION CARRIED.

(B) Vacancy at Rhineland Fire Department

MOTION BY ALD. YOUNG, SECOND BY ALD. GLEASON, TO APPROVE FILLING VACANCY AT THE RHINELANDER FIRE DEPT. ROLL CALL: 7 AYE, 0 NAY, 1 ABSENT (PASZAK); MOTION CARRIED.

(C) Cost Savings Measures Pertaining to the 2012 City Budget

MOTION BY ALD. FREUDENBERG, SECOND BY ALD. YOUNG, TO APPROVE THE REQUEST FOR PROPOSALS FOR GENERAL FLEET MAINTENANCE. 7 AYE, 0 NAY, 1 ABSENT (PASZAK); MOTION CARRIED.

MOTION BY YOUNG, SECOND BY BELLIVEAU, TO APPROVE OFFICIAL PAYMENTS FOR CREDIT CARD PROCESSING. 7 AYE, 0 NAY, 1 ABSENT (PASZAK); MOTION CARRIED.

MISCELLANEOUS BUSINESS AND FUTURE AGENDA REQUESTS – None.

ADJOURNMENT

MOTION BY ALD. KELLY, SECOND BY ALD. YOUNG, TO ADJOURN THE COMMON COUNCIL MEETING OF MAY 16, 2011 AT 5:45 PM. 7 AYE, 0 NAY, 1 ABSENT (PASZAK); MOTION CARRIED.

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Approved by

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Received by

## (A) CITY HALL REMODELING PROJECT

Laurie Goscha explained that Bailey Edward prepared the documents and put the project out for bids. An initial bid meeting was held; there was very poor attendance. Bailey Edward called 100 different contractors to generate more interest in the project. The plans and specifications were posted on the Wausau Builders Exchange, the Fox Valley Builders Exchange, and with Reed Construction Data. Only 4 bids were received, with 3 coming in within 5% of each other. Norcon Corporation was the low bidder at \$1,011,200, which was \$325,000.00 over estimate. The next lowest bidder was Teschendorf & Schrock.

Bailey Edward had a series of discussions with Norcon and Teschendorf to try to understand the discrepancy between the estimates and the bids. Both contractors commented on the few bids received from subcontractors, and explained that the subs they contacted declined to bid, as they are already busy with work due to the Merrill tornado. Laurie noted that contractors were also concerned about the complexity of the project, as we specified a very energy efficient ventilation system that locals may not be comfortable with. She noted that the masonry work is basic, but City Hall is a large building.

Laurie's recommendation is to reject all bids in their entirety, as it's not in the City's best interests to award a contract we can't pay for. She stated that at their own expense, Bailey Edward will revise the specifications and bid documents to focus on the electrical work and the masonry restoration, along with the interior remodeling needed to improve efficiency. We will look at these three components as a first phase, and will revisit the HVAC system as a possible second phase.

Mayor Johns asked if the windows will get caulked and repaired to improve operation. Laurie stated that this will be part of the contract for the exterior masonry work.

Bill Bell noted that he conferred with the City Attorney, who agreed that the bids should be rejected.

MOTION BY ALD. BELLIVEAU, SECOND BY ALD. FREUDENBERG, TO REJECT ALL BIDS FOR THE CITY HALL REMODELING PROJECT. 7 AYE, 0 NAY, 1 ABSENT (PASZAK); MOTION CARRIED.

## (B) FILLING VACANCY AT RHINELANDER FIRE DEPT

Terry Williams stated that late last Friday, an employee notified him that he is taking a job in Janesville. As he recently completed the paramedic training, he will reimburse the City for his books and tuition costs as set out in the contract.

Joe Salzer noted that it may be premature to fill this vacancy until we know whether or not we might need staffing reductions due to the budget situation. Mark Pelletier stated that we need to fill the position, as we can't be one paramedic short. Bill Freudenberg agreed. Sherrie Belliveau asked if Terry would be hiring someone who's already a paramedic; Terry confirmed that this is the current hiring requirement, so that the City doesn't bear the expense of training. Terry explained that with one gone, we're left with 5 on a crew; if someone takes vacation or sick leave, we're down to 4, and under NFPA standards we need at least 5 on scene to do any type of interior attack. With vacation season beginning, Terry feels this is a big safety factor. He also noted that being one short could result in some significant overtime costs.

MOTION BY ALD. YOUNG, SECOND BY ALD. GLEASON, TO APPROVE FILLING VACANCY AT THE RHINELANDER FIRE DEPT. ROLL CALL: 7 AYE, 0 NAY, 1 ABSENT (PASZAK); MOTION CARRIED.

## (C) COST SAVINGS MEASURES PERTAINING TO THE 2012 CITY BUDGET

Bill Bell reviewed his draft RFP for general fleet maintenance, which excludes fire trucks, ambulances and heavy duty Public Works equipment. Routine oil and filter changes are not included; we will do all of that in-house.

Mike Steffes asked if warranty work is also excluded; Bill stated that it is. Mike noted that most of the places they use now will pick up and drop off the squad cars. Bill stated that he will add that to the RFPs; he is also asking all other Department Heads to advise him of any other special requests. Gunder Paulsen noted that he recently took a truck in for oil and filter changes, and it cost only \$17. Sherrie Belliveau questioned whether it pays to have DPW doing that work. Bill noted that the employees are already being paid, and can do this as part of the regular work day.

MOTION BY ALD. FREUDENBERG, SECOND BY ALD. YOUNG, TO APPROVE THE REQUEST FOR PROPOSALS FOR GENERAL FLEET MAINTENANCE. 7 AYE, 0 NAY, 1 ABSENT (PASZAK); MOTION CARRIED.

Mary Richardson stated that she is recommending Official Payments for credit card processing. Official Payments works mostly with governments and utilities. This is a web-based program, so people will be able to make credit card payments from home; if they're paying at City Hall, staff will process the payment through the Official Payments website. No new equipment is necessary, but USB card readers can be purchased for around \$100 each. Mary recommends this to reduce the amount of information that needs to be typed in when processing a payment.

The convenience fees are charged to the customer. We can adopt either flat fees or percentage fees for MasterCard, American Express and Discover transactions for non-tax payments; tax payments are percentage fee only. Visa is different, with flat fee only for non-tax payments, which can be made only online, as Visa does not accept non-tax payments over the counter. As with the other companies, Visa also charges a percentage fee for tax payments, which can be made either online or at the counter. E-check is also available, which carries a flat fee for all payment types.

MOTION BY YOUNG, SECOND BY BELLIVEAU, TO APPROVE OFFICIAL PAYMENTS FOR CREDIT CARD PROCESSING. 7 AYE, 0 NAY, 1 ABSENT (PASZAK); MOTION CARRIED.

Bill noted that he and Alex met over lunch to discuss the employee recognition and rewards program; this will be brought back to a future meeting.

Joe Salzer asked about the RFP for IT services. He noted that we previously discussed the possibility of piggy-backing with the County, but their system isn't big enough to serve our needs. Joe stated that with our recent server upgrade, it seems we had to buy more than what we really need, so he's wondering if we might be able to work it the other way around. He suggested we talk to some of the towns to see if their modest needs might work into our system, where we could possibly add users onto our system and generate some revenue. Bill stated that he will send a letter out to all the town chairs and treasurers.

Mark Pelletier noted that our shared revenue is supposed to be down \$82,000 this year; he also learned today that we're looking at an \$80,000 decrease in DOT funds. On the other hand, we are getting \$22,000 back in recycling funds. Bill noted that at this time, we're looking at a shortage of \$300,000 - \$400,000. Mayor Johns stated there's no way we can set anything in stone at this time, as there are so many unknowns.

Bill advised that he has been working on the issue of janitorial services, and is waiting for a proposal from Victory Janitorial.

Mark stated that he would like to bring central purchasing forward. Oneida County is under contract with Staples, which we currently use for City Hall supplies. We can save even more money by partnering with the County under their contract.

Bill advised that creation of a stormwater utility is in progress at the Planning Commission level.

Mark noted that garbage came up for discussion at the last Public Works meeting. Tom Gleason stated that he's already heard some grumbling from commercial property owners, as they already have problems with people from outside the

City putting garbage in their dumpsters, and they feel the problem would be even worse if the City stops handling garbage collection.

Sherrie asked about the RFPs for internet and cell phone services. Bill advised that we've done nothing on that yet.