

**CITY OF RHINELANDER  
FINANCE, WAGE & SALARY COMMITTEE MEETING  
SEPTEMBER 8, 2011 – 5:00-7:00 PM**

**MEMBERS PRESENT:** Chairman Mark Pelletier, Sherrie Belliveau, Tom Gleason, Joe Salzer and Alex Young

**OTHERS PRESENT:** Mayor Dick Johns, Jim Bollman of MSA Associates, Finance Director Julie Ostrander, Parks, Buildings & Grounds Director Gunder Paulsen, Clerk/Treasurer Mary Richardson, Kyle Rogers of Northwoods River News, Police Chief Mike Steffes and Fire Chief Terry Williams.

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.

APPROVAL OF MINUTES

MOTION BY SALZER, SECOND BY GLEASON, TO APPROVE THE FINANCE, WAGE & SALARY COMMITTEE MEETING MINUTES OF 5/23/11, 6/6/11, 7/15/11 (CORRECTED TO REPLACE “CONFE” WITH “CONFER”) AND 8/1/11. ALL AYE; MOTION CARRIED.

UNFINISHED BUSINESS

Discuss 2012 City Budget Timeline

The Committee reviewed the revised 2012 budget timeline as presented by Julie Ostrander.

NEW BUSINESS

Discuss/Approve Budget Transfer in the amount of \$21,440.53 from the Finance Department to the Animal Shelter for Employee Wages and Benefits

Gunder Paulsen stated that Jacquelyn Morrill’s position was originally budgeted half-time in the Finance Director’s budget, and half-time at the Animal Shelter. The position recently changed to full-time at the Animal Shelter, so a transfer of the budgeted wages and benefits is necessary.

MOTION BY GLEASON, SECOND BY SALZER, TO APPROVE BUDGET TRANSFER IN THE AMOUNT OF \$21,440.53 FROM THE FINANCE DEPARTMENT TO THE ANIMAL SHELTER FOR EMPLOYEE WAGES AND BENEFITS. ALL AYE; MOTION CARRIED.

Discuss/Approve Borrowing \$150,000 from the State Trust Fund for TIF #6 Industrial Development Projects

Mary Richardson noted that the Council previously approved additional TIF #6 expenditures of \$147,301.50 for the ABX and SpeedDee Delivery projects; however, there are no funds available in TIF #6. Mary also learned recently that there are several years of delinquent payments for sidetrack rental and maintenance, in the total amount of \$3,149.32.

The Committee discussed other items for possible borrowing, including the Bobcat requested jointly by Public Works and Parks, Buildings & Grounds, the Lincoln Street Pathways Project, and Barnes Street. Julie and Blaine will be talking with Sean from Ehlers & Associates to review all of these issues. This will be placed on an agenda for one of our upcoming special meetings. The Committee agreed that the \$147,301.50 will be included in the borrowing, as OCEDC Executive Director Jim Kumbera had said they could wait several months to receive the funds. It was also agreed that the \$3,149.32 sidetrack expenses be paid from the General Fund at this time.

#### Discuss/Approve Bids for Aspirus Addition at Fire Department

Terry Williams reported that this project was estimated at \$195,000. The bids came in higher than anticipated; Altman Construction of Wisconsin Rapids was the low bidder, at \$206,500. Terry has discussed the bid details with MSA, and believes we won't need to touch the contingency amount included in the total bid. There are additional items that can be cut for potential total savings of \$13,000, resulting in a total project cost of \$193,000.

Terry stated that we also requested alternate bids for two other projects that will need to be done sooner or later – repairs to the existing shower room, and painting of the existing hose tower. He noted that we don't have to do either of these at this time, and could rebid them in the future. Sherrie asked if local subcontractors would be used. Terry advised that Musson Bros. is doing the asphalt, and Gaber Electric will do the electrical. He noted that under the new budget repair bill, you cannot require local contractors to be used. Sherrie noted that if did these two projects separately from this contract, the local contractors would have a shot. Terry advised that we did contact all local contractors regarding the opportunity to bid on this project. He noted that they requested the alternates just to see what they would cost. Terry stated that he's not suggesting we do this now, but he is telling the Committee that at some point in the future, we will be back in here discussing those two items. The Mayor felt that now was the time to do them.

The Mayor asked if there are any funds available in the Inspection budget for this. Terry advised that the contract costs with MSA for design, bidding documents and inspection is included in the Inspection budget; the cost of the addition will be covered by the monthly rent paid by Aspirus for the new space. Alex Young noted that we may want to include this project in the proposed City borrowing. He asked if Terry is confident the Ambulance Fund can cover these expenses in case the lease with Aspirus should fail. Terry stated that he is.

Alex noted that the question is really the alternates, as we have already committed to the base project. The Committee agreed that the shower room repairs should be done immediately, to address the mold and mildew problems, and also agreed to the hose tower painting to lock in the current price.

**MOTION BY YOUNG, SECOND BY GLEASON, TO AWARD CONTRACT FOR ASPIRUS ADDITION AT FIRE DEPARTMENT TO ALTMAN CONSTRUCTION OF WISCONSIN RAPIDS, INCLUDING ALTERNATE #1, AT A COST NOT TO EXCEED \$218,800.00. ALL AYE; MOTION CARRIED.**

### Executive Session

MOTION BY GLEASON, SECOND BY SALZER, TO ADJOURN INTO EXECUTIVE SESSION PURSUANT TO §19.85(1)(e) REGARDING UNSETTLED CLAIMS AGAINST THE CITY AND TO APPROVE EXECUTIVE SESSION MINUTES OF 7/15/11 AND 8/1/11. ALL AYE; MOTION CARRIED.

### Executive Session Minutes

MOTION BY BELLIVEAU, SECOND BY YOUNG, TO APPROVE THE FINANCE, WAGE & SALARY COMMITTEE EXECUTIVE SESSION MINUTES OF 7/15/11. ALL AYE; MOTION CARRIED.

The 8/1/11 executive session minutes were not available for review.

### Unsettled Claims

MOTION BY BELLIVEAU, SECOND BY YOUNG, TO DENY THE LIABILITY CLAIM OF ROBERT HULBERT IN THE AMOUNT OF \$287.06 FOR STORM DAMAGE CAUSED BY TREE IN CITY RIGHT-OF-WAY. ALL AYE; MOTION CARRIED.

MOTION BY BELLIVEAU, SECOND BY SALZER, TO ADJOURN FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. ALL AYE; MOTION CARRIED.

### Matters of Emergency/Informational Nature

Mary reported that we have the opportunity to purchase a used Eagle IIP ballot tabulator from the City of Sheboygan for \$250.00. This is the same voting equipment we currently use, and new units sell for thousands of dollars. Mary would like to have the additional unit for a spare, in case of an equipment failure on an election day. She noted that the 2011 elections budget is already in the red, due to the unanticipated recall elections in July and August. Mary is requesting that the Committee allow her to purchase the machine and find the necessary funds elsewhere within her budget. The Committee agreed that the machine should be purchased; this will be forwarded to Council for approval.

Terry Williams noted that our current ordinance on moving of buildings states that no moving can be done during the hours of darkness. He recently received an application for a moving permit for a house going into Timber Heights, which is very near the High School. The movers, as well as Terry and Police Chief Mike Steffes, would like the move to take place at 3:00 a.m., to prevent any safety issues related to vehicle and pedestrian school traffic. The Committee felt that from a safety standpoint, we would prefer all moving of buildings to be done during quieter hours. An ordinance amendment will be forwarded to Council.

Julie Ostrander reported that the Pioneer Park Historical Complex has not yet filed its annual report.

Approval of Bills and Claims

The Committee discussed an expense of \$12.00 to reimburse an Alderman for the Small Business Owners Luncheon. Alex noted that he attended, and paid for it out of his pocket. Sherrie stated that she received an invitation, but didn't attend, and stated that if she had attended, she would not have considered it a City expense. After considerable discussion, the Committee agreed that all travel and training requests by elected officials will come to the Committee for prior approval, and if approval is needed prior to the Committee meeting, the request but be pre-approved by the Committee Chair.

MOTION BY YOUNG, SECOND BY BELLIVEAU, TO APPROVE BILLS AND CLAIMS IN THE AMOUNT OF \$858,333.37. ALL AYE; MOTION CARRIED.

Future Agenda Requests and Meeting Date

Future Agenda Requests:

1. Borrowing for Various City Projects
2. Ambulance Update

The next meeting is set for Monday, October 3, 2011 at 5:00 p.m.

Adjournment

MOTION BY BELLIVEAU, SECOND BY YOUNG, TO ADJOURN THE SEPTEMBER 14, 2011 FINANCE, WAGE AND SALARY COMMITTEE MEETING AT 7:00 PM. ALL AYE; MOTION CARRIED.

Approved By \_\_\_\_\_  
Mark Pelletier, Chairman

Received By \_\_\_\_\_  
City Clerk/Treasurer's Office

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