

FINANCE COMMITTEE MEETING MINUTES

January 23, 2018- 6:00 p.m.

Council Chambers, Public Safety Building

Present:

Chairperson Pat O'Connor, Tom Majewski, Lisa Reeves, Tim Swadley and Mayor Olson

Others Present:

Finance Director LaBorde, Clerk Licht, HR Director Gillingham, Parks and Recreation Director Glynn, Director of Planning and Development Scheel, Police Chief Leck, Alder Johnson, Alder Hirsch, Alder Bartlett Alder Boersma, Bob Mc Geever and Phil Caravello

Absent and Excused:

None

Call to Order:

Chairperson O'Connor called the meeting to order at 6:00 p.m.

Communications:

None

Reports:

None

Discussion and possible action regarding McFarland State Bank proposal to donate property, located at 207 Forrest Street, to the City:

Swadley suggested that city leadership reference the last space needs study to see if there is a need for additional space for city offices and to evaluate changes that have been made since the last study. He also said that it would be necessary to know how much work would need to be completed on the current building to make it feasible. Director Scheel noted that the last space needs study was completed in the 1990s and it probably was not accurate. Majewski agreed that a space needs study was necessary and said that this would be an opportunity for expansion without having to construct new building. Reeves added that she thought the space study was necessary and that the city would need to find out what condition the building is currently in. She added that the building could also be used for additional meeting spaces for the community.

Motion by O'Connor, second by Reeves to direct city leadership to review the old space needs study and request a maintenance and costs history of the current McFarland State Bank building. Motion carried 5-0.

Approval of the January 9, 2018 Finance Committee Minutes:

Motion by Majewski, second by Reeves, to approve the January 9, 2018 Finance Committee minutes. Motion carried 5-0.

Discussion and action to designate signers for EMS Checking Account:

Finance Director LaBorde explained that during the annual audit, it was found that the

authorized signers on the EMS Checking account were not up-to-date. She noted that the authorized signers should be Tammy A. LaBorde, Finance Director; Lisa A. Schimelpfenig, EMS Director; and Robert J. Baldauf, Operations Specialist.

Motion by Swadley, second by O'Connor to approve the designation of Tammy A. LaBorde, Lisa A. Schimelpfenig, and Robert J. Baldauf as signers for the EMS Checking Account. Motion carried 5-0.

Discussion and possible action to amend the 2018 CIP to include the Proposal for Planning Services for the Yahara River Whitewater Park at Mandt Park and Authorizing and Directing the proper City official(s) to Award the Recreation Engineering and Planning Proposal for Planning Services for the Yahara River Whitewater Park at Mandt Park:

Parks and Recreation Director Glynn presented the proposed Whitewater Park project. He explained that he had met with WI DNR and they had no issues with the project and it would not affect water navigability. He added that he spoke with a grants specialist at DNR and they had informed him that he could apply for a Stewardship grant that would cover half the price of the project. A planning proposal is required as part of the grant application process. Glynn spoke with Recreation Engineering and Planning and it was determined that a planning proposal would take 8-10 weeks to complete. The proposal by Recreation Engineering and Planning would cost \$23,100 and would be funded by an amendment to the 2018 CIP.

Majewski said that this process shouldn't be rushed when there is no master plan for Mandt Park. Glynn replied saying that if the City were to wait, there would be a possibility the grant money would not be available. O'Connor stated that it was a great project and fit well with proposed future development of the area. Mayor Olson agreed and added that it would be the only Whitewater Park in the area. Glynn said he estimated that the park would bring 500-1000 visitors a day in the summer. Alder Johnson said that a soil study needed to happen to ensure the sediment was safe. Alder Boersma said that he was concerned about the timing of the project and thought it should happen in conjunction with the development of the rest of the area.

Motion by O'Connor, second by Swadley to approve the amendment to 2018 CIP to include the Proposal for Planning Services for the Yahara River Whitewater Park at Mandt Park and authorizing the proper City official(s) to award the Recreation Engineering and Planning Proposal for Planning Services for the Yahara River Whitewater Park at Mandt Park in the amount of \$23,100 with funds from capital outlay fund. Motion carried 4-1 with Majewski voting 'no'.

Discussion and possible action to increase the Park Shelter Fee over a two-year period beginning in 2018:

Parks and Recreation Director Glynn explained that there would be a \$20 increase over a two year period to generate more revenue and make Stoughton park shelter fees more consistent with other communities in Dane County.

Motion by Swadley, second by Reeves, to approve the park shelter fee increase over a two year period beginning in 2018. Motion carried 5-0.

Discussion and Possible action to authorize and direct the proper city officials to approve the hiring of the City of Stoughton Police Department Civilian Service Employee at an hourly wage of \$20.00 per hour and at <599 hours per year:

Chief Leck and HR Director Gillingham explained that the Civilian Service Employee would be a part time position that would not be part of the bargaining unit. The funds for the position are available and were included in the 2018 budget. Chief Leck added that this position would cut down on overtime for sworn police officers and ensure that routine police department service duties would be carried out more routinely and efficiently.

Motion by Reeves, second by O'Connor to authorize and direct the proper city officials to approve the hiring of the City of Stoughton Police Department Civilian Service Employee at an hour wage of \$20.00 per hour and at <599 hours per year. Motion carried 5-0.

*** *The Finance Committee may meet in closed session per State Statute 19.85 (1)(c) and 19.85(1)(e) considering the compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically regarding wage adjustments for specific employees not included in 2018 budget. The Finance Committee may reconvene in open session to take action on matters discussed in closed session.*

****Discussion and possible action regarding wage adjustments for specific employees not included in the 2018 budget:**

Motion by Majewski, second by Reeves to convene in closed session. Motion carried 5-0. The Finance Committee convened in closed session at 6:50 p.m.

Motion by Swadley, second by Majewski to reconvene in open session. Motion carried 5-0. The Finance Committee reconvened in open session at 7:00 p.m.

Adjournment

Motion by Majewski, second by O'Connor, to adjourn the January 23, 2018 meeting of the Finance Committee at 7:00 p.m. Motion carried 5-0.