

Minutes of the Finance Committee – November 5th 2015

A meeting of the City of Prairie du Chien Finance Committee was held on Thursday November 5th 2015 at 7:15 PM in City Hall. Chairman Nate Gilberts called the meeting to order.

GENERAL ITEMS TO BE ACTED UPON:

1. Call to order/Roll Call – Nate Gilberts (Chairperson), Ron Leys, Karen Solomon, Jean Tittbach CITY STAFF ALSO PRESENT- City Administrator Aaron Kramer, Mayor Dave Hemmer, Fire Chief Harry Remz, Police Chief Chad Abram

2. Certification of the open meeting law agenda requirements and approval of the agenda – MOTION: Solomon SECOND: Gilberts VOTE: 4-0

3. APPROVAL – Minutes of the November 3rd 2015 meeting – Minutes of the meeting had not been provided to members prior to the meeting, so the approval will be moved to the November 17th Finance Committee meeting.

ACTION ITEMS

4. DISCUSSION AND ACTION – Proposed 2016 Budget – Kramer provided a review of where the budget stood at the start of the meeting, with \$151,198 in unallocated funds and \$1,031,087 in unfunded requests. The initial discussion was on the proposed replacement of the 1972 Pumper (Engine 42) for the Fire Department, which was projected as a \$450,000 budget item. Chief Remz said the truck has failed its most recent pump inspection and was inefficient to continue making repairs on a 43-year old truck. Kramer said he has had preliminary discussions with a local bank on how to finance the purchase of a replacement. Committee members had several questions on the current condition of the pumper, and the costs of a replacement. Remz said he was fairly confident he could find a new pumper in the neighborhood of \$400,000, but it may take up to a year to have it delivered.

ACTION: To recommend the Council approve a budget of \$425,000, to be borrowed, for the purchase of a new or used pumper engine and direct the Fire Chief to explore the best option available, but withhold any purchase of said engine until after January 1st 2016 MOTION: Gilberts SECOND: Solomon VOTE: 4-0

Discussion was then held on the Mass Transit portion of the fund, where requests totaled \$180,827 (Cab - \$107,514 and SMRT Bus - \$73,313). Committee members debated the contribution levels from other governmental groups to the bus, the request for more service hours for the cab and the Safe Ride program for the cab.

ACTION: To recommend the Council hold a Public Hearing to consider the elimination of the Safe Ride program for the cab MOTION: Solomon SECOND: Gilberts VOTE: 4-0

ACTION: To purchase one (1) cab in 2016, and move the purchase of a second new cab to the 2017 budget MOTION: Lays SECOND: Gilberts VOTE: 4-0

ACTION: To remove the funding for the additional 442 hours in cab service for 2016 MOTION: Solomon SECOND: Gilberts VOTE: 4-0

ACTION: To reduce the budgeted amount for the SMRT bus from the requested \$73,313 to \$55,000 MOTION: Solomon SECOND: Gilberts VOTE: 3-1 (Leys opposed)

The funding for the Mass Transit portion of the budget was set at \$141,914 (Cab - \$86,914 and SMRT Bus - \$55,000). At this point, Kramer informed the Committee that the budget had \$9,284 in unallocated funds and \$400,260 in unfunded requests. He then proposed a plan to utilize a portion of the unspent 2014-2016 Capital Account (\$132,734) toward a portion of the unfunded requests. \$51,600 would come from current unallocated funds, and the remainder from unspent and completed projects: Old Rock School (\$10,000), Aquatic Park Building – New Rook (\$25,880), St. Feriole Island Electrical Upgrade (\$160), Marquette Road 2014 – Design Work (\$14,147) and North Main Street – Mill and Overlay (\$30,947). Tittbach said she would like to see the funds for the Old Rock School remain in the Capital Account for possible repairs in 2016.

ACTION: To amend the 2014-2016 Capital Account and release \$122,734 for reallocation MOTION: Gilberts SECOND: Solomon VOTE: 4-0

Discussion was then held on the top three (3) priorities on the proposed Capital list for the 2016 budget:

- 1) Repairing the Haydn Street storm sewer which has collapsed, and re-direct the storm water to Marquette Road instead of having to go under the BNSF rail corridor, which would benefit the adjacent True Value development and other neighboring properties (\$35,000)
- 2) The computer servers at City Hall, with the intent to purchase one in 2016 and a second server in 2017 (\$11,000)
- 3) The Outdoor Pool Water Steps, which are 25 years old and need to be upgraded or the City will face state-imposed financial penalties (\$2,000).

Discussion was held on funding these three (3) projects through the Capital Budget. An additional set of proposed projects were discussed, which were not considered as critical as the previous three. These were:

- 1) Police Department – Three (3) In-Car Camera Systems (\$14,060)
- 2) Public Works – Skid Steer, to replace the 2005 New Holland unit (\$40,000)
- 3) Park and Rec – Resurfacing portions of the Hoffman Hall North Wall. Because of water leakage from the roof portions of wall, it needs a JetCrete resurfacing to seal up the wall and seams. This would resolve the problem but the long-range needs include a complete redo of the 52-year old wall (\$10,000)

Chief Abram discussed the request for the in-car cameras for the Police Department. Discussion was also held on removing the requested funds for the skid steer to leave enough funds in the Capital Account to fund the initial work on determining what needs to be done to insure the future use of the river wall on St. Feriole Island, with requests for proposals due November 9th.

ACTION: To amend the previous motion to permit allocation of projects from the proposed 2016 budget to the 2014-2106 Capital Account MOTION: Lays SECOND: Gilberts VOTE: 4-0

ACTION: To reassign the following items from the proposed 2016 budget to the 2014-16 Capital Account, totaling \$72,060 – 1) Haydn Street storm sewer (\$35,000), 2) City Hall – One (1) Computer Server (\$11,000), 3) Park and Rec - Outdoor Pool Water Steps (\$2,000), 4) Police Department – Three (3) In-Car Camera Systems (\$14,060), 5) Park and Rec – Resurfacing portions of the Hoffman Hall North Wall (\$10,000) MOTION: Gilberts SECOND: Leys VOTE: 4-0

At this point, Kramer informed the Committee there was an estimated \$50,674 in unallocated funds in the 2014-2016 Capital Account, with some of those funds to be used for the river wall (RFP), and \$328,200 in unfunded budget requests. Discussion was held on the remaining capital budget requests, totaling \$243,000.

- 1) Public Works – Skid Steer (\$40,000)
- 2) Public Works - Blackhawk Avenue Seal Coating, to preserve the road surface after crack filling in 2015. The asphalt surface was installed in 2008 as part of the streetscape project. Inclusive from the railroad tracks to Main Street. (\$70,000)
- 3) Park and Rec - Signage for St Feriole Island (\$20,000)
- 4) Park and Rec - Accessible Ramp/Pathway from Northwest of Blackhawk Bridge sidewalk to connect to exiting city ramp, which would include ramp and dock placement for the possible relocation of the boat docks on the west side of St. Feriole Island, which are being replaced by a privately-operated boat dock, to an area north of the Blackhawk Avenue bridge (\$50,000)
- 5) Park and Rec – Playground Equipment. Staff would like to add on to the existing playground unit at Lawler Park unit which is currently the only playground in the park and is heavily use. (\$4,000)
- 6) Park and Rec - Skate Board Park. Staff would like to assist with Phase 2 (and final portion) of this project. The Children’s Advisory Board currently has \$30,000 of an estimated \$50,000 total. These funds would be earmarked for concrete with a completion date in fall of 2016. (\$5,500)
- 7) Park and Rec - Outdoor Pool Playground Unit for Wading Pool to offer another amenity at the pool for young children. This would attach to exiting spray unit. (\$3,000)
- 8) Fire Department - Self-contained breathing apparatus. The goal is to replace five (5) units at \$7,500 each. (\$37,500)
- 9) Fire Department - Turnout Gear and Radios. The goal is to replace four (4) sets at \$3,250 each. (\$13,000)

The Committee agreed to delay these projects until the final audited results of the 2015 budget are completed, to determine if there were any surplus funds to use, and funds being moved to the General Fund with the closing of Tax Increment District #2 in 2016. Kramer said the unfunded budget requests that remained were the requests from the Community partners, totaling \$85,200, with \$9,284 in unallocated budget funds. Kramer presented ten (10) additional budget options for the Committee to consider. Considerable discussion was held on each.

ACTION: To reduce the library budget by \$14,000 by moving all capital campaign expenses (100-55-5100-210) to the Capital Campaign MOTION: Gilberts SECOND: Solomon VOTE: 4-0. This increased the unallocated fund balance to \$23,284.

ACTION: To shift $\frac{3}{4}$ of Mike Anthony's salary from Public Works (currently $\frac{1}{2}$) to the Wastewater Treatment Budget MOTION: Solomon SECOND: Gilberts VOTE: 4-0. This increased the unallocated fund balance to \$33,847.

ACTION: To eliminate \$1,000 from the Storm Sewer Account (100-53-3440) MOTION: Leys SECOND: Gilberts VOTE: 4-0. This increased the unallocated fund balance to \$34,847.

ACTION: To eliminate funding for the Insurance Deductibles Account (100-51-1937-000) and Unemployment Compensation Account (100-51-1939-000), with all payments to be paid out of contingency MOTION: Gilberts SECOND: Solomon VOTE: 4-0. This increased the unallocated fund balance to \$38,347.

Discussion was then held on the requests from the Community Partners.

ACTION: To allocate \$15,000 to the Prairie du Chien Area Chamber of Commerce, the amount requested MOTION: Gilberts SECOND: Leys VOTE: 3-1 (Titlbach opposed).

Discussion was held on the request of the Ft. Crawford Museum for \$25,000 for a future use and expansion feasibility study (\$25,000). The consensus of the Committee was to not fund the request now, but to reconsider the request if funds are available during the 2016 fiscal year.

ACTION: To allocate \$5,000 to the Ft. Crawford Museum, the amount requested for general operations MOTION: Gilberts SECOND: Solomon VOTE: 4-0

ACTION: To deny all funding for the St. Feriole Island Ballpark, which had requested \$15,200 MOTION: Solomon. The motion died for a lack of a second.

ACTION: To allocate \$3,500 to the St. Feriole Island Ballpark MOTION: Titlbach SECOND: Solomon VOTE: 4-0

ACTION: To allocated \$10,000 to the Prairie du Chien Economic Development Corporation, the amount requested MOTION: Gilberts SECOND: Leys VOTE: 4-0

No action was taken on the request of the Prairie du Chien Main Street organization (\$15,000). Kramer informed the Committee they had allocated a total of \$33,500 to the Community partners, leaving an unallocated budget balance of \$4,847.

5. ADJOURNMENT (9:39 PM) - MOTION: Gilberts SECOND: Leys VOTE: 4-0

Submitted by City Administrator Aaron Kramer