

**FINANCE COMMITTEE
COUNCIL ROOM
OCTOBER 3, 2017
5:30 P.M.**

The Finance Committee met in the Council Room of City Hall, Mayor Mabie presiding. On roll call: all members present.

The minutes of the previous meeting were declared approved.

Director of Public Works Flynn presented the following proposed 2018 budget:

<u>Account No.</u>	<u>Account Title</u>	<u>2017 Budget</u>	<u>2018 Proposed</u>
<u>GENERAL GOVERNMENT - 51000:</u>			
51550	Maps & Plats	\$ 1,000	\$ 1,000
<u>PUBLIC SAFETY - 52000:</u>			
52400	Inspections - Buildings, etc.	3,000	3,000
<u>PUBLIC WORKS - 53000:</u>			
53100	Street Department Administration	35,935	37,003
53110	Vacation & Sick Leave	24,448	24,065
53120	Safety & Continuing Education	4,200	4,700
53240	Machinery & Equipment Operations	66,750	67,250
53270	Buildings & Grounds	7,700	7,700
53300	Street Maintenance	73,915	74,915
53310	Traffic Control - Signs & Markings	10,905	10,905
53320	Bridges & Culverts	2,600	2,600
53330	Curbs & Gutters	2,015	2,515
53340	Street Cleaning	5,208	5,208
53350	Snow & Ice Removal	42,500	43,988
53360	Street Oiling	-0-	-0-
53370	Tree & Brush Control	38,281	31,781
53420	Street Lighting	60,900	60,900
53430	Sidewalks & Crosswalks	6,685	6,685
53440	Storm Sewers	7,414	7,914
53450	Parking Lots & Meters	-0-	-0-
53510	Airport	25,248	26,595
53520	Taxi Service	202,234	202,592
53610	Sanitary Sewers	-0-	-0-
53611	Televising Sewers	-0-	-0-
53620	Refuse & Garbage Collection	103,750	106,750
53630	Solid Waste & Disposal	19,737	20,750
53640	Weed Control	2,100	2,100

CULTURE, RECREATION AND EDUCATION - 55000:

55340	Celebrations	11,050	11,550
55360	Christmas Decorations	5,550	6,050

CONSERVATION AND DEVELOPMENT - 56000:

56300	Planning	6,300	6,300
56400	Zoning	800	800
56600	Urban Development	4,238	4,238

CAPITAL OUTLAY - 57000:

57140	Public Buildings	3,000	43,000
57320	Machinery & Equipment	26,500	49,000
57330	Street Construction	51,478	53,850
57331	Signs & Markings	500	500
57332	Bridges & Culverts	1,500	1,500
57333	Curbs & Gutters	1,000	33,657
57343	Sidewalks & Crosswalks	-0-	-0-
57344	Storm Sewers	7,910	1,000
57350	Airport	5,000	5,000
57410	Sanitary Sewers	-0-	-0-
57620	Parks	-0-	-0-
57710	Industrial Park	-0-	-0-

Totals \$ 871,351 \$ 967,361

Director of Public Works Flynn stated that his budget proposal is bare bones with little change, when you are looking for money, please get it from some other department. If we don't spend our transportation money on street projects, we will lose it - currently our highway aids are about \$145,000.

Flynn stated that his salary and payroll lines have been adjusted per the Personnel Committee recommendations.

Flynn stated that non-payroll changes are increasing in: Street Department Administration - Expenses for a new computer (\$600); Airport - Management Services (\$147); Airport - Repairs & Maintenance (\$1,000); Airport - Grounds Care (\$200); Refuse and Garbage Collection - Garbage & Recycling (\$3,000); Solid Waste Disposal - Landfill Monitoring (\$13); Public Building Outlay - Cemetery Shop (\$40,000); Machinery & Equipment - Sweeper (\$22,500); Street Construction Outlay (\$2,372); Curbs & Gutters Outlay (\$32,657).

Flynn stated that non-payroll changes are decreasing in: Tree & Brush Control - Contracted Services (\$7,000) and Storm Sewer Outlay (\$6,910).

Flynn stated that he uses the State Pavement Rating Evaluation System to determine which streets to do.

Proposed projects are:

Prospect Street - W. 14 th Street to W. 15 th Street	
Asphalt 220' x 28' x 1.5" = 55 ton @ \$75 =	<u>\$ 4,125</u>
Prospect Street - W. 15 th Street to W. 18 th Street	
Asphalt 525' x 28' x 1.5" = 146 ton @ \$75 =	\$ 10,950
Curb 779' @ \$13 =	<u>10,127</u>
Subtotal	<u>\$21,077</u>
E. Sixth Street - Center Street to Willow Street	
Asphalt 390' x 28' x 1.5" = 93 ton @ \$75 =	\$ 6,975
Curb 660' @ \$13 =	<u>8,580</u>
Subtotal	<u>\$15,555</u>
Total to complete projects in progress	<u>\$40,757</u>
Willow Street - E. 6 th Street to E. 8 th Street	
Base, sand, gravel, etc.	\$19,000
Asphalt 600' x 28' x 1.5" = 144 ton @ \$75 =	10,800
Curb 1,150' @ \$13 =	14,950
Survey	<u>2,000</u>
Total	<u>\$46,750</u>
Total Budgeted	<u>\$87,507</u>

Not budgeted projects are:

E. Eighth Street - end to end	
Base, sand, gravel, etc.	\$19,000
Asphalt 500' x 28' x 3" = 150 ton @ \$75 =	18,750
Asphalt 500' x 28' x 1.5" = 75 ton @ \$75 =	9,375
Curb 1,000' @ \$13 =	13,000
Driveway 8 each @ 3 yds = 24 yds @ \$105.00 =	2,520
Survey	<u>1,000</u>
Total	<u>\$ 63,645</u>

Upgrade Cemetery Roads:

Pine Street - Cherry Street to Spruce Street	
Asphalt 240' x 14' = 42 ton @ \$75 =	\$ 3,150
Pine Street - Spruce Street to Birch Street	
Asphalt 226' x 14' = 40 ton @ \$75 =	\$ 3,000
Maple Street - Cherry Street to Spruce Street	
Asphalt 240' x 14' = 42 ton @ \$75 =	\$ 3,150

Maple Street - Spruce Street to Birch Street	
Base prep fill/gravel	\$ 8,000
Asphalt	<u>10,300</u>
	Total <u>\$18,300</u>

Discussion followed on street projects and equipment.

Flynn presented the Airport operating and capital budgets:

Account No. 53510 - Airport:
 2017 Budget - \$25,248; 2018 Proposed - \$26,595
Account No. 57350 - Airport Outlay:
 2017 Budget - \$5,000; 2018 Proposed - \$5,000

Increases for Management Services (\$147); Repairs & Maintenance (\$1,000); and Grounds Care (\$200).

Discussion followed on hanger lot leases and airport land rental fees.

Cemetery Sexton Barth presented the proposed 2018 Cemetery budget:

<u>Budget Line</u>	<u>2017 Budget</u>	<u>2018 Proposed</u>
1) Sexton Salary (2/3)	\$ 29,120	\$ 29,564
2) Extra Help	15,538	15,538
3) Utilities	2,600	2,600
4) Telephone	1,250	1,250
5) Conferences & Travel	1,000	1,000
6) Repairs & Maintenance	7,800	9,950
7) Seeds, Plants & Trees	1,000	1,000
8) Landscaping	1,000	1,000
9) Gas, Oil & Grease	3,800	3,800
10) Street Maintenance	500	500
11) Care Fund	4,000	4,000
12) Equipment (Skid Steer)	1,250	-0-
13) Decorations (flags)	-0-	-0-
14) Vehicles	-0-	7,250
15) Lawnmowers	<u>3,200</u>	<u>3,200</u>
	Totals <u>\$ 72,058</u>	<u>\$ 80,652</u>

Barth stated that Extra Help will be running over budget due to all the mowing and weed whacking, with all the rain it never quit this year.

Barth stated that his wages are 2/3 Cemetery and 1/3 Parks; payroll lines have been adjusted per the Personnel Committee recommendations; Repairs & Maintenance is increased (\$2,150) for converting our Cemetery mapping and custom reports from CIMS Desktop to CIMS Cloud. CIMS would assign a latitude and longitude to the Cemetery spaces and align the data with an aerial photo. This will make latitude/longitude coordinating and the GPS functionality available; Bobcat has discontinued it's skid steer loader revolving program so Equipment is decreased (\$1,250); Vehicles has been increased (\$7,250) for ½ of a new UTV. The old Kubota has 1,800 hours on it and is 7 years old and starting to cost us money.

Discussion followed on UTV proposals from Kubota and John Deere.

Council Member Counsell asked Barth to check into available financing.

Parks Director Barth presented the proposed 2018 Parks budget:

<u>Budget Line</u>	<u>2017 Budget</u>	<u>2018 Proposed</u>
1) Payroll	\$ 21,502	\$ 21,502
2) Director's Salary (1/3)	14,560	14,782
3) Utilities	8,850	8,850
4) Telephone	240	240
5) Repairs & Maintenance	10,300	10,300
6) Gas, Oil & Grease	3,800	3,800
7) Equipment	3,200	11,700
Totals	<u>\$ 62,452</u>	<u>\$ 71,174</u>

Barth stated that Extra Help will be running over just like the Cemetery Extra Help; payroll lines have been adjusted per Personnel Committee recommendations; Equipment has been increased for ½ of a new UTV and includes ½ of the lawnmower lease payment and ½ of the skid steer loader revolving program that has been discontinued.

Barth presented the Cemetery Capital Outlay budget request (\$40,000) for a new shed/office building, which will be needed in the next three to five years - estimated cost \$118,300 for a 40 foot by 100 foot building.

Mayor Mabie stated that the City receives a lot of compliments on how the Cemetery is in good shape and well maintained.

Council Member Counsell presented the Beautification Committee proposed 2018 budget;

Account No. 55340 Celebrations - Decorations:
2017 Budget - \$1,700; 2018 Proposed - \$1,700

The budget was left the same as last year.

Discussion followed on moving the dog park to the land on Grand Avenue by O'Neill Creek once FEMA removes the houses, doing some plantings and design, Flynn is checking on whether FEMA will allow a fence.

Council Member Neville presented the Heritage Days Committee proposed 2018 budget:

Account No. 55340 Celebrations - Heritage Days:
2017 Budget - \$1,500; 2018 Proposed - \$1,500

The budget was left the same as last year.

Council Member Counsell presented the Historic Preservation Commission proposed 2018 budget:

Account No. 56300 Planning - Historic Preservation:
2017 Budget - \$1,900; 2018 Proposed - \$1,900

The budget was left the same as last year.

Discussion followed on reprinting the tour booklets, doing a calendar again, grant funds available through the City and Regional Planning and the Historical Register process for placement and grants.

City Clerk Roehl presented the Neillsville Taxi Service calculation workpapers for:

Expenses - Account No. 53520 - Taxi Service	Increased	\$ 358
Revenues - Account No. 43533 Transit Aids - State & Federal	Increased	\$ 1,110
Account No. 46350 Taxi Revenues	Decreased	<u>\$ 1,384</u>
Levy Increase		<u>\$ 732</u>

Net Taxi Service placed on City Tax Levy \$ 70,132

Roehl stated that these numbers are based on 2017 rates as the new contract bids have not been processed yet. Due to Neillsville's population (2010 census 2,463) dropping below 2,500, the City is no longer eligible for state funding on its own. The City will be co-oping with Clark County for next year's service. Agency fares will remain the same for 2018.

Discussion followed on decreasing tax base, deteriorating properties, tax exempt properties and levy limit freeze.

Motion Neville, second Counsell, to adjourn. All Aye.

Steven J. Mabie, Mayor

Rex R. Roehl, Clerk