

**CITY OF MUSKEGO
FINANCE COMMITTEE MINUTES**

Approved 6/8/2010

**Tuesday, May 25, 2010
Muskego City Hall, Aldermen's Room**

Mayor Johnson called the meeting to order at 6:00 p.m. Committee Members Ald. Snead and Fiedler were present. Committee Member Ald. Werner was absent. Also present: Ald. Harenda, Borgman, Soltysiak and Schaumberg, Finance Director Mueller, Deputy Clerk Blenski. Those present recited the Pledge of Allegiance. The Deputy stated that the meeting was noticed in accordance with the Open Meeting Law.

APPROVAL OF MINUTES

Ald. Snead moved for approval of the April 13, April 27 and May 11, 2010 minutes. Ald. Fiedler seconded; motion carried.

LICENSE APPROVALS

Ald. Snead moved to recommend approval of a regular Operator's License for Therese Blight, Daniel Bott, Sharon Bott, Jerry Coubal, Richard Doede, Jessica Duchac, Trevor Hunt, Marilyn Ireland, Jerome Krupa, Jan Kuzmic, Thomas Pajot, Joy Reeves, Laura Sneesby and Michael Williams subject to the licensing requirements being completed prior to issuance. Ald. Fiedler seconded; motion carried.

Mr. Alan Jankowski was present as the agent for A J's Business Corporation, S90 W13970 Boxhorn Drive. He is requesting an amendment to the licensed premise to include the outside area designated on the map submitted with his application. He is also requesting an Outside Dance Hall Permit. It will be the second anniversary party for A J's Bar & Grill. The event will be held on June 19, 2010 from 3:00 p.m. until 10:30 p.m. and will benefit Children's Hospital. **Ald. Fiedler moved to recommend approval. Ald. Snead seconded; motion carried.**

Ms. Donna Kuri Marg was present as the agent for JDDS Investments. The corporation submitted an application for a "Class B" liquor license for what is currently The Karaoke Inn, W191 S6409 Hillendale Drive. The current license holder, Pam Pulver, was also present. She is in the process of selling the property to JDDS Investments. Mayor Johnson noted that the license could be granted contingent on the sale of the property. **Ald. Fiedler moved to recommend approval contingent on the sale of the property being finalized. Ald. Snead seconded; motion carried.**

Mr. Jeffrey Rockteacher was present as the new agent for Walgreens Store #11636 located at S70 W15775 Janesville Road. Mr. Rockteacher stated that the former agent was transferred to another location. He currently holds an Operator's License. **Ald. Fiedler moved to recommend approval. Ald. Snead seconded; motion carried.**

Mr. Leonard Pilak was present as the new agent for the Class "B" Beer License held by Schultz Resort Rod & Gun Club. **Ald. Fiedler moved to recommend approval of Leonard Pilak as the agent for the 2010 - 2011 license year. Ald. Snead seconded; motion carried.**

Mayor Johnson stated that Mr. Pilak was also requested to be present because the Police Department has expressed some safety concerns regarding the shooting range. Chief Geiszler was present and stated that Officer Mrotek questioned the height and width of some of the berms. They both visited the site yesterday. The Chief submitted various photographs that he took while at the site. He has the following concerns:

- the baffles are not low enough or the people are shooting too close to them
- the pistol range berms are too low
- the berms are not adequate

Mr. Pilak responded that dirt had been added to the berms a few years ago. The gun club intends to add more dirt in the near future. In addition, the bays are not to be used by any members of the club; they are only used during sanctioned shoots. Sanctioned shooters are chaperoned because of possible errant rounds. Chief Geiszler stated that once the round is fired, it's too late.

Mayor Johnson stated that the shooting range environment for the Police Department is very structured. There is always the possibility of errant rounds. The berms at most ranges are significantly higher; ten feet is not even close to adequate. The problem with this range is that there is considerable development to the north. Mr. Pilak stated that plans are in process to make significant changes, including a new building. The Mayor stated that preventative measures need to be taken so something does not happen.

Mr. Pilak stated he would discuss the issues with the membership. A security gate is currently in place. Fencing will be going up on the north side that will cover the entire length of the property. There are four cameras with a two-month digital backup. Mr. Pilak stated he would come back to the committee in the near future with an update.

NEW BUSINESS

Recommendation to Amend Chapter 12 Regarding Taxicabs

Chief Geiszler brought forward a proposed change to Section 12 regarding the inspection required for taxicabs. The existing language states that the Chief of Police shall determine whether the vehicle is in compliance. The Chief proposes language that would require that the vehicle be inspected by a reputable automobile repair facility. He also removed the words, "public hack" in section 3. d. Ald. Fiedler suggested that the word "reputable" be removed because the facility has to be approved by the Police Department. **Ald. Fiedler moved to recommend the ordinance as proposed with removal of the word, "reputable." Ald. Snead seconded; motion carried.**

Recommendation Regarding Military Leave Request

Chief Geiszler stated that Detective Fandre has enlisted in the Wisconsin Army National Guard. Det. Fandre has submitted a request that the City pay the difference in his salary and continue his health insurance and retirement contributions while he attends basic training from August 24 to November 4. In addition, he has requested that the City allow his sick and vacation time to accrue while he is gone.

Chief Geiszler stated that he has never had an officer voluntarily enlist in the military. The City is required to allow the employee the time off. The difference between the City vs. Military pay with all benefits for the period of time that Det. Fandre would be gone is

\$14,088.33. The department did have an officer who was in the Guard (prior to being employed by the City) and called for active duty. The Council did adopt a resolution to pay any difference in salary and continue all the employee's benefits. The Chief noted that the situation was different as the employee was involuntarily called to duty. The Mayor noted that when the decision was made at that time, the Council stated it would review future requests on a case-by-case basis.

Chief Geiszler stated that he is not taking a position regarding the matter. The Mayor stated he supports the individual's commitment. He believes the City needs to be careful regarding setting a policy especially for voluntary leaves. The Mayor suggested that the City consider a compromise and provide the employee with continued health and life insurance.

Ald. Snead stated that the City would probably incur additional expenses while the employee is gone, such as the payment of overtime. She supports continuation of the health insurance, but has an issue with the salary especially since this is a voluntary situation. Ms. Mueller stated that the health and life insurance for that time period would be approximately \$4,000.

Ald. Borgman stated that the City should review each request on a case-by-case basis, but supports paying the employee for the 10-week period.

The Mayor stated that the committee could pass the matter on to the Council without a recommendation.

Ald. Snead moved to recommend that the City continue to pay health and life insurance for Det. Fandre for the period from August 24 to November 4. Ald. Fiedler seconded; motion carried.

Recommendation Regarding Job Description and Salary Range and Establishing Starting Salary for the Director of Department of Finance and Administration

Mayor Johnson stated the proposal to create the new Department of Finance and Administration and appoint Sharon Mueller, as the director, is moving forward. A pay grade of M68 is being proposed for the new position. Ms. Mueller would receive a 6% increase in accordance with the *Permanent Promotion Policy*. Her salary would be just under 101% of the range midpoint. **Ald. Fiedler moved to recommend approval of the job description and salary range for the Director of Finance and Administration and to recommend approval of a bi-weekly starting salary of \$3,548. Ald. Snead seconded; motion carried.**

Recommendation Regarding Job Description and Salary Range for Deputy Clerk

Ms. Mueller stated that if the Council proceeds to approve the new Department of Finance and Administration, it is anticipated that the Deputy Clerk would assume more of a lead role regarding the Clerk functions and election process. The current spread between the Clerk-Treasurer and Deputy positions is 48.5%. Typically, the salary range spread between a Department Head and assistant is 28% or less. Ms. Mueller requests that the Committee consider changing the salary range for the deputy clerk position from 45 to 51 to reflect the recommended spread of 28%. The employee would not receive a salary adjustment as her current salary exceeds 100% of the midpoint for the new range. However, Ms. Mueller requested that the Committee consider some type of

salary adjustment to compensate the employee for the additional duties she will have to undertake as a result of the reorganization.

Ms. Mueller stated that represented staff position descriptions that could change as a result of the reorganization would be determined in the future. Any changes to those positions would be discussed during the collective bargaining process.

Ald. Fiedler moved to recommend approval of the job description and salary range for the Deputy Clerk position and to recommend approval of \$2,000 salary increase. Ald. Snead seconded; motion carried.

Recommendation Regarding Job Description and Salary Range for Accountant Position and Authorization to Fill the Position

Ms. Mueller stated that a few modifications were made to the job description for the Accountant position. Funding will be taken from the vacant Clerk-Treasurer position. She is requesting that the Committee make a recommendation to approve the job description and to authorize filling the position because it was not budgeted for. **Ald. Fiedler moved to recommend approval of the job description and salary range for the Accountant position and to authorize that the position be filled. Ald. Snead seconded; motion carried.**

Recommendation to Authorize the Use of CDBG Funds for Request from Muskego Senior Taxi Service

Mayor Johnson stated that the senior taxi service has been successful. The Board would like to purchase a newer vehicle to replace an old one that has over 100,000 miles on it. The Muskego Senior Taxi Service will receive \$10,000 from the Community Development Block Grant (CDBG) Program to purchase a new vehicle. The Mayor received a request for a \$5,000 contribution from the City to put toward the purchase of the new car. The City does have existing funds from the CDBG Program that have been used for the Janesville Road Building Grant and Loan Program. The existing funds have to be used by November and it is anticipated that all the money will not be utilized. The Mayor is requesting that the Committee recommend authorizing \$5,000 of CDBG money for the Muskego Senior Taxi Service. **Ald. Fiedler moved to recommend approval. Ald. Snead seconded; motion carried.** Mayor Johnson noted that \$5,000 was included in the City's CDBG submittal for the next funding cycle, which could be given to the senior taxi service.

Recommendation Regarding Redemption of General Obligation Promissory Notes, Series 2001B and General Obligation Promissory Notes, Series 2002

Finance Director Mueller stated she is proposing to prepay the outstanding principal amounts on some existing general obligation notes, which will result in a savings of \$71,250 in interest. **Ald. Snead moved to recommend approval. Ald. Fiedler seconded; motion carried.**

Recommendation Regarding the Designation of Public Depositories and Authorizing Withdrawal of City Monies

The Mayor stated the Committee needs to make a recommendation authorizing Sharon Mueller to withdraw City funds as the Clerk-Treasurer. The Common Council must take final action regarding the appointment of Ms. Mueller. If she is not appointed, the

resolution would be removed at Council. **Ald. Fiedler moved to recommend approval. Ald. Snead seconded; motion carried.**

Recommendation Regarding Request to Purchase a Used Vehicle for the Community Development Department

Director Jeff Muenkel was present regarding the request. He anticipated requesting a replacement vehicle in 2011. However, one of the department's vehicles can no longer be maintained without considerable expense. He requests that the Committee recommend approval of up to \$12,000 for the purchase of a used vehicle for the Community Development Department. **Ald. Snead moved to recommend approval. Ald. Fiedler seconded; motion carried.**

Recommendation to Apply for DATCP's PACE Program for the Borst Property

Conservation Coordinator Tom Zagar was present. He is requesting that the Committee recommend an application for Wisconsin DATCP Purchase of Agricultural Conservation Easements (PACE) for the Borst property. The entire property consists of 136 acres. The portion that would be subject to this program is 50 acres. The property contains high priority conservation lands and headwaters to a spring-fed stream that is a tributary to Little Muskego Lake. Application to the PACE program does not commit the City in any way at this time. **Ald. Fiedler moved to recommend approval of the application. Ald. Snead seconded; motion carried.** Mayor Johnson noted that the City Attorney expressed concern about the proposal.

VOUCHER APPROVAL

Ald. Snead moved to recommend approval of Utility Vouchers in the amount \$330,984.20. Ald. Fiedler seconded; motion carried.

Ald. Snead moved to recommend approval of General Vouchers in the amount of \$103,908.17. Ald. Fiedler seconded; motion carried.

Ald. Snead moved to recommend approval of Wire Transfers for Debt Service in the amount \$1,493,725. Ald. Fiedler seconded; motion carried.

ADJOURNMENT

Ald. Snead moved to adjourn the meeting at 7:22 p.m. Seconded by Ald. Fiedler seconded; motion carried.

Jill Blenski, CMC
Deputy Clerk