**COMMON COUNCIL**

Special Meeting as Committee of the Whole

Saturday, February 28, 2015, 8:00 a.m.

Creekside Place, 102 Maple Street, Evansville, WI

**MINUTES**

1. **Call to order.** The meeting was called to order at 8:00 a.m. by Mayor Sandy Decker.
2. **Roll call.** Present: Mayor Sandy Decker, Alderpersons Jim Brooks, Rick Cole, Cheryl Fuchs, Barb Jacobson, Ben Ladick, Gene Lewis, Josh Manring (arrived at 8:05 a.m.), and James Montgomery. Also present: City Administrator/Finance Director Ian Rigg, City Clerk/Treasurer Judy Walton, City Attorney Mark Kopp, Chief of Police Scott McElroy, Community Development Director Jason Sergeant, Planning Intern Brad Sippel, Library Director Megan Kloeckner, Water & Light Foreman Todd Sperry, Department of Public Works Foreman Al Reynolds, EMS Assistant Chief Zach Beaver, and City Engineer Brian Berquist.
3. **Approval of agenda.**  Brooks made a motion, seconded by Fuchs to approve the agenda. Motion approved 7-0.
4. **Deferral of minutes.**  Fuchs made a motion, seconded by Cole to defer the reading of the minutes of the February 10, 2015 regular meeting to the next regular meeting. Motion approved 7-0.
5. **Civility reminder.** Recognition of the commitment to civility and decorum at city meetings
6. **Citizen appearances.**  None
7. **Basics.** Decker covered the practical matters including restrooms, time keeper, breaks, the A-ha sheet, and parking lot.
8. **Opening round.** Attendees were asked to name a city accomplishment in the last year.

* Completion of employee handbook
* Combining of the Department of Public Works and Water & Light
* Undertaking the Smart Growth Plan update
* Getting a good response on the city survey
* Going through a budget
* Cannon restoration/installation at city hall
* Planning for AMI
* Doubling Westside Park through the Windmill Ridge/Westfield Meadows developments
* Committees coming together
* Continuing Committee of the Whole meetings and working well together for the city
* Getting hired
* Completing RP3 and improving score by 7 points
* Purchasing the Bauer Haus property
* Recognizing employees by giving them a considerable raise
* Working through the animal ordinance
* Purchasing Lucas devices
* Police Accreditation
* Records Management
* Finality with the SWAG project
* Getting city hall fully staffed
* EMS basement remodeling
* Employee Recognition Program
* Extending electric lines
* Columbarium
* Community Survey
* Increased advocacy
* Court Clerk working at city hall
* New walking tour guide

1. **Review.** 
   1. Items from May 3, 2014 parking lot.
      1. City Hall hours of service - have not been discussed recently.
      2. Court clerk hours of service – office at city hall is completed.
      3. Social media – will most probably be in the 2016 budget.
      4. Website – also will most probably be in the 2016 budget.
   2. Decker provided a brief summary and review of prior Committee of the Whole meetings.
2. **Smart Growth Comprehensive Plan Update.** Sergeant and Sippel presented information on the process of the update, starting with review at the committee level, public participation, Plan Commission review and final adoption by the Common Council.
   1. Plan update progress report. Public participation through the use of community, business, and visual preference surveys.
   2. Visual preference survey overview. Images of open spaces, Lake Leota Park, and landscaping were preferred.
   3. Community survey and visual preference survey common findings.
   4. Affordable and diverse housing needs.
   5. Transportation and traffic discussion included the need for sidewalks on both sides of the street, greenbelts, and better access from the west side to the east side of the city.
   6. Historic and architectural character for new construction.
   7. Criteria and enforceability of a property maintenance ordinance.
   8. Large format buildings and their impact. What happens to the building if the business fails?
   9. Discussion of significant impacts of potential construction of new middle school. How to re-purpose the existing building and who pays for that?
3. **Break.** A 10 minute break was taken.
4. **Smart Growth Comprehensive Plan-Continued.**
   1. Gift policy/naming rights for significant contributions.
   2. Expansion by example. City switching to LED lights and making buildings more energy efficient.
   3. Identifying future facility needs.
      1. Youth Center, which should be near the middle school.
      2. Public works facilities, dependent on needs.
      3. Post Office relocation at the end of 2017.
      4. Library expansion, timeline starts in July.
5. **Opportunities with Long-Term Community Impact.**
   1. Cadman property, with 18 acres along Lake Leota.
   2. Burnham property, with 8 acres south of the Public Works facility.
6. **Budget and financial information discussion.**  Rigg presented these upcoming changes:
   1. Budget – Cash basis management, to show true expenses and revenues for a calendar year.
   2. Budget – Continuous Department Head review using MiView Point program to review current expenses and revenues and accumulated compensation time and occasional attendance at Finance & Labor Relations meetings for review.
   3. Budget – Clarifying/Cleaning up for 2016 by separating the water and electric funds and adding more detail to existing accounts.
   4. Budget – Benefit of using MiExcel to aid in budget discussions, reduce data entry time, and allow for longer term budget tracking and analysis.
   5. Financial Planning.
      1. Treasurer’s report/balance sheet to track monthly levels of cash to determine investment opportunities.
      2. Fleet tracking by using a variation of our current software to track major expenses and inventory of large motorized vehicles for future planning.
      3. Debt service forecasting and the impact of debt service on the levy/utilities.
      4. Capital Planning through a long term capital plan and sustainable operations plan.
      5. 5 year operational budget using consumer price index.
      6. Department 10 year view based on information from the Smart Growth Plan to determine staff size and services expected.
   6. Keeping communication open.
   7. Continue with the Internship Program.
   8. Review the fee schedule to ensure the charge fits the need.
7. **Check-out.**
   1. Property maintenance and large format buildings were placed in the parking lot for future discussion.
   2. A-ha sheet, insights to share.

* Affordable housing
* Status of the middle school
  1. Closing round. Attendees were asked to identify one thing that would make their job more personally rewarding.
* Having an assistant
* Improving on GIS
* Finishing the Smart Growth Plan
* To see what changes take place due to the Smart Growth Plan
* To have more people financially able to purchase a home
* Having people not think we are sticking it to them
* Happy to be working as a public servant versus retail
* Seeing nice changes happening
* More use of technology
* Having caller ID on the telephone
* Recognition for good things done
* Seeing positive outcomes from decision made by the Council
* Finding decent affordable housing within the city
* Continuing with better communications
* Hiring an I.T. person
* Having the city as a client
* Continue to complete projects
* Having people understand the amount of work done above and beyond what is expected

1. **Closed session.** Brooks made a motion, seconded by Manring to go into closed session pursuant to section 19.85 (1) (c) of the Wisconsin statutes to consider and discuss the performance evaluation data of a public employee upon which the committee exercises responsibility over, which discussion may include job performance and whether to initiate any corrective actions. The committee will not reconvene in open session and will take no action. Motion approved 8-0 on a roll call vote at 12:04 p.m.

There was no action taken in closed session.

1. **Adjournment.**  The meeting adjourned at 12:28 p.m.

Judy Walton, City Clerk/Treasurer