

**CITY OF AMERY**  
**FINANCE & PERSONNEL COMMITTEE PROCEEDINGS**  
**September 24, 2019**

The Finance Committee of the City of Amery met on September 24, 2019 at City Hall in the Committee Meeting Room. Chairperson, Tim Strobusch called the meeting to order at 5:00 p.m.

City Clerk-Treasurer, Patty Bjorklund conducted Roll Call.

Present: Chairperson, Tim Strobusch; Vice-Chairperson, Rick Van Blaricom and Member, Sara Flanum.

Absent: None.

Staff Present: City Administrator, Kim Moore, City Clerk-Treasurer, Patty Bjorklund; Management Analyst/Deputy City Clerk, Benjamin Jansen and Public Works Director, Alan McCarty.

Staff Absent: None.

Others Present: Mayor, Paul Isakson; Alderperson, Julie Riemenschneider, Alderperson, Chad Leonard; Nicole Gullickson, EMS Manager – Amery Area EMS (arrived at 6:20 p.m.).

**Discussion of Assessor Appraisal Proposals 2020 – 2022:**

The following Assessor Appraisals were reviewed for 2020 – 2022:

- Chimney Rock Appraisal – Annual Assessment Maintenance \$17,000, Full Revaluation \$64,000; Market Update Price \$40,000 = TOTAL: \$121,000. It was noted that Chimney Rock’s Appraisal period would be from 2020 – 2029. *The committee is not interested in this proposal as the term is 10 years, not 3 as requested in the RFP.*
- Appraisal Services and Data Processing Systems, Inc. – Annual Review/Maintenance \$25,500; Full Exterior Revaluation \$56,000; Annual Review/Maintenance \$27,000 = TOTAL: \$108,500. *The committee is not interested in this proposal as there were many items in the RFP that were crossed out and not complied with.*
- Bowmar Appraisal, Inc. – Exterior Evaluation - \$20,000; Annual Review/Maintenance \$20,000; Exterior Revaluation - \$38,400 = TOTAL: \$78,400. *The committee noted that this was the most desirable proposal which satisfied appraisal period of 2020 – 2022. City Clerk-Treasurer, Bjorklund has worked with them in the past and was satisfied with their scope of work.*

Motion by Member, Flanum to recommend that the City Council obtain the services of Bowmar Appraisal, Inc. for the assessment years 2020 – 2022. Seconded by Chairperson, Strobusch.

Ayes – 3

Nays – 0

Motion Carried

**Discussion of Environmental Improvement Fund Submittal:**

The committee viewed the Environmental Improvement Fund (EIF) Online Submittal Authorization Certificate. The certificate was for submittal into the Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP). This authorizes MSA to submit the online Intent to Apply (ITA) and Priority Evaluation Ranking Form (PERF). The form needs to be submitted by October 31, 2019.

Motion by Vice-Chairperson, Van Blaricom to recommend the City Council allow MSA to submit the (ITA) and Ranking Form (PERF) for submittal into the Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP) by October 31, 2019. Seconded by Member, Flanum.

Ayes – 3

Nays – 0

Motion Carried

**Fire Truck from Fire Dept. to Public Works Department Allocation:**

City Clerk-Treasurer, Bjorklund noted that a few months ago, the Public Works Department obtained a used fire truck from the Fire Department for their use. There was never any paperwork done on the transfer, and she is requesting that an amount be allocated from the Fire Department transfer to the Public Works Department. Chief, Dale Koehler wished to identify the transfer from the Fire Department to the Public Works Department in the amount of \$2,500. Public Works Director, McCarty agreed to that transfer amount.

Motion by Vice-Chairperson, Van Blaricom to recommend to the City Council to agree to the transfer of the used fire truck from the Fire Department to the Public Works Department in an amount of \$2,500 which will be allocated to the Fire Department. Seconded by Member, Flanum.

Ayes – 3

Nays – 0

Motion Carried

**Polk County Housing Study:**

City Administrator, Moore discussed that she recently attended a kick-off meeting with Management Analyst/Deputy-Clerk, Jansen. The project scope/timeline and initial housing data was presented. Housing forums will be discussed. Each municipality was left with an assignment to assist the planners to identify key persons to interview, existing housing programs, etc. The meeting was held with the West Central Wisconsin Regional Planning Commission (WCWRPC). There is no action needed as the information is informational for the committee.

**Library Fund Budget Amendment for 2019 Budget:**

City Clerk-Treasurer, Bjorklund noted that there were parts of line items in the Library Budget that were not the same as what the Library Board presented for final approval of their 2019 Budget. They were as follows:

Library Salaries: (City - \$186,875) (Library - \$187,654)  
Library Employee Benefit FICA: (City - \$11,586) (Library - \$11,635)  
Library Employee Benefit Medicare: (City - \$2,710) (Library - \$2,721)  
Library Employee Benefit Retirement: (City - \$10,580) (Library - \$10,078)  
Operating Supplies and Expenses: (City - \$68,243) (Library - \$68,893)

Total Differences: (\$987.00)

Motion by Vice-Chairman, Van Blaricom to recommend to the City Council to allow City Clerk-Treasurer, Bjorklund to make the line item amendments to the Library Fund for 2019 Budget Year which gives the Library Fund an additional \$987.00. Seconded by Member, Flanum.

Ayes – 3

Nays – 0

Motion Carried

**Employee Evaluation and Pay for Performance:**

City Administrator, Moore detailed the Pay for Performance models that she has presented to Department Heads in her weekly staff meetings. She discussed the goals for the Pay for Performance System. She also presented a Merit System form from the City of Reedsburg and a Performance Evaluation from the Village of Kimberly.

She noted that the Reedsburg form is more detailed and would work better for the employees. Chairperson, Strobusch would like to see detailed Job Descriptions presented and have each Department head educated with labor laws and how to properly evaluate employees before moving forward. He would like to see this discussion tabled until next month's Finance Committee/Personnel Meeting. The overtime needs to be looked at as well as the Benefit Package.

**Establish Funding for Ambulance (Amery Area EMS):**

City Clerk-Treasurer, Bjorklund presented everyone with a letter from Nicole Gullickson, EMS Manager – Amery Area EMS, as well as a financing letter from Tony Meyer, Finance Officer of Bremer Bank. In Ms. Gullickson's letter, it was noted that at their August 22, 2019 Ambulance Board Meeting, the Ambulance Board of Directors voted to purchase a used 2015 Ambulance from Everest Emergency Vehicles. She noted that municipalities have been taking turns securing funding over the years and asked that she reached out to the City of Amery for this purchase. They are asking the City of Amery to secure funding for the purchase of a 2015 Road Rescue ambulance. The current plan combines the current ambulance loan with the new purchase. The amount of funding they are asking for is \$212,000 for a term of 7 years. She noted that in the past, municipalities have set the loan up so the invoices are sent directly to the ambulance service each month. The ambulance that they agreed to purchase is in the process of being upgraded to meet Wisconsin State Standards, they are installing a power load cot system and putting Amery Area EMS' decals on it. The expected delivery date will be sometime during the week of October 7, 2019. Vice-Chairman, Van Blaricom phoned Ms. Gullickson and asked her to attend this meeting. She arrived and detailed the request. The ambulance was purchased from Hennepin County Medical Center (HCMC) for just over \$30,000 and with the upgrades and power load cot the cost is just over \$92,000. A total of \$120,000 is still owed on the 2016 ambulance that was purchased new. The used 2015 ambulance has 125,000 miles. It is a Road Rescue Ford gas model. The new-used ambulance will be used as their 2<sup>nd</sup> transfer ambulance. The 2008 is not as reliable for transfer as it has over 200,000 miles. The 2008 and 2013 ambulances currently in service are paid for. Bremer Bank's financing would be structured at a rate of 2.69% through the life of the 84 month loan. The loan will not be subject to prepayment. The loan will be subject to the cost of attorney fees. The loan will be set up on autopay from an Amery Area EMS account. Ms. Gullickson will provide City Clerk-Treasurer with minutes from their meeting as well as more detailed specifications to present to the City Council at their Wednesday – October 2, 2019 City Council Meeting.

Motion by Member, Flanum to recommend that the City Council secure funding for the used 2015 ambulance in the amount of \$212,000 for 7 years and 2.69% interest for the life of the loan with Bremer Bank. The loan will be set up on autopay from an Amery Area EMS account. Seconded by Vice-Chairperson, Rick Van Blaricom.

Ayes – 3

Nays – 0

Motion Carried

**Dick's Fresh Market apply for TIF Dollars for expansion of their Building:**

Douglas Rinehart, CEO of Dick's Fresh Market presented a letter to the Finance Committee for application for a TIF. They are doing an expansion to their building and he noted that they would like to be considered. TIF #8 recently had its boundaries amended and the store can be included Mayor, Isakson noted. City Clerk-Treasurer, Bjorklund would like to see the full council consider working with Mr. Rinehart in creating a Developer's Agreement for this request.

Motion by Vice-Chairman, Van Blaricom to recommend that the City Council approve Douglas Rinehart, CEO of Dick's Fresh Market request to be included in TIF #8 due to the expansion of their building, and also approve the creation of a Developer's Agreement. Seconded by Member, Flanum.

Ayes – 3

Nays – 0

Motion Carried

**Industrial Park Expansion:**

Discussion took place regarding Industrial Park Expansion. The consensus of the committee was to review at the 2020 Budget, the items that should be included and costs related to those budgeted items for Industrial Park Expansion.

**Bike and Pedestrian 5K and 2-Miler Trail:**

Mayor, Isakson noted that Engineer, Warren White is working on the proposed maps and other items to get the trail plans in place to go out for bids in February. Amery Hospital and Clinic are discussing possible options to help defray the cost. Mayor, Isakson will keep everyone apprised as to the progress.

**Safe Routes to School Commitment Letter:**

Management Analyst/Deputy Clerk, Benjamin Jansen has been working with West Central Wisconsin Regional Planning Commission (WCWRPC) on doing the Safe Routes to School Grant. He noted that the study in 2021 will be for anything within 2 miles of school commuting. The cost to implement the grant is \$4,000. Before the work can be done in 2021, they are asking for a commitment letter drafted from the City of Amery. Benjamin is asking that such a letter is drafted with the commitment of \$4,000 for the grant-writing of the project done by WCWRPC and included in the 2021 Budget.

Motion by Vice-Chairperson, Van Blaricom to recommend that the City Council approve \$4,000 be put in the 2021 Budget for WCWRPC to do the grant-writing of the Safe Routes to School Grant as well as have a commitment letter done. Seconded by Member, Flanum.

Ayes – 3                                      Nays – 0                                      Motion carried.

**Motion to go into Closed Session – Wis. Stat. 19.85 (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:**

City Clerk-Treasurer, Bjorklund conducted Roll Call.

Strohbusch, Van Blaricom, Flanum

Motion by Vice-Chairperson, Van Blaricom to go into Closed Session at 6:20 p.m. Seconded by Member, Flanum.

Ayes – 3                                      Nays – 0                                      Motion carried.

City Clerk-Treasurer, Bjorklund excused herself from the proceedings.

Motion by Vice-Chairperson, Van Blaricom to come out of Closed Session and come into Open Session at 6:45 p.m. Seconded by Member, Flanum.

Ayes – 3                                      Nays – 0                                      Motion carried.

City Clerk-Treasurer, Bjorklund came back into Open Session.

Motion by Member, Flanum to adjourn at 6:50 p.m. Seconded by Vice-Chairperson, Van Blaricom.

Ayes – 3                                      Nays – 0                                      Motion carried.

Respectfully Submitted,

Patty Bjorklund, WCMC, CMC, CMTW  
City Clerk-Treasurer  
September 24, 2019