

**CITY OF AMERY  
FINANCE & PERSONNEL COMMITTEE PROCEEDINGS  
October 29, 2019**

The Finance Committee of the City of Amery met on October 29, 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 Clerk-Treasurer, Patty Bjorklund; Management Analyst/Deputy City Clerk, Benjamin Jansen; Fire Chief, Dale Koehler; Police Chief, Tom Marson; and Wastewater Treatment Plant Supervisor, Jeff Mahoney.

Staff Absent: None.

Others Present: Mayor, Paul Isakson; Alderperson, Julie Riemenschneider; Alderperson, Chad Leonard; Jonathan Sherwood – MSA; Fire Chief, Dale Koehler; Supervisor – Town of Lincoln, Alan Carlson; Erik Henningsgard – SEH; Woody McBride; Jim Leadholm – Amery Cemetery; and Members of Amery Cemetery Board.

**Woody McBride – Amery Theatre & Summer Concert Series:**

Mr. McBride detailed his desire to hold a Summer Concert Series held every Wednesday From: June – August in 2020 at Michael Park Pavilion. He is asking for \$15,000 towards this venture. The cleanup will be taken care of for the Public Works Crew. There will also be barricades set up for the event. No beer licenses at this time. The committee discussed and will defer the conversation to the Wednesday – October 30, 2019 Finance Committee for further discussion.

**S.E.H. Industrial Park Road Project:**

Erik Henningsgard of S.E.H. was present to discuss Scope, Schedule and Fee Estimate for Engineering Services to the design of approximately 650' industrial road to the South Industrial Park located off of Highway 45, south of Cornwall Avenue. The project will include the extension of water and sewer mains south along Highway 46 approximately 1,000' to the road entrance and the extension of the utilities to the end of the proposed road. The project will also include the installation of storm water and the construction of a stormwater management facility. The project will consist of Legal Surveying, Topographic Survey, Geotechnical Investigation, Environmental Assessment, Engineering Design, Permitting, and Bidding Documents. The compensation for completion of the scope will be hourly including expenses and equipment. The estimated fee for services provided by S.E.H. is \$52,550. The estimated fee for services provided by Northland Surveying is \$6,150. Total estimate is \$58,700. Work will be done through the winter 2019 – 2020 and finish in the spring of 2020. Approximately 3 month's completion for the project.

***Motion by Member, Flanum and seconded by Vice-Chairperson, Van Blaricom to recommend to the full council approval of \$58,700 for Scope, Schedule and Fee Estimate for Engineering Services for South Industrial Park.***

**Ayes – 3**

**Nays – 0**

**Motion Carried**

**Amery Golf Club:**

Mayor, Isakson presented Amery Golf Club 2019 Vital Statistics. The information was for information purposes only.

**Stan Heintz remove the old Amoco Bulk Plant:**

Mayor, Isakson noted that Mr. Heintz wants to remove the old Amoco Bulk Plant, but felt the fee to do so was too high.

***Motion by Vice-Chairperson, Van Blaricom and seconded by Member, Flanum to recommend to the full council to waive the fee for removal of the old Amoco Bulk Plant. Also, examine the Schedule of Fees for the City of Amery at the next Finance Committee Meeting.***

**Ayes – 3**

**Nays – 0**

**Motion Carried**

**Pay for Performance:**

City Clerk-Treasurer, Bjorklund presented a copy of the most recent spreadsheet for evaluations of employees. This discussion will be considered for implementation after Job Descriptions are in place.

**Justin Hosking asking for Forgiveness for Whispering Waters Road Surface:**

City Clerk-Treasurer, Bjorklund had provided a copy of the Master Developer’s Agreement between the City of Amery and Justin Hosking. Mr. Hosking wanted to be forgiven the costs of resurfacing the road that was installed in Whispering Waters Development. The committee will table this discussion until such time Mr. Hosking will attend to ask for that request and anything else related to that request at a future Finance Committee Meeting.

**Amery PD Part Time Officer:**

Police Chief, Tom Marson would like to see Damon DeRosier who is currently the part-time officer be named as a Temporary Full-Time Employee. His Full-Time Officer, Crystal Zacarias is out on military deployment until late 2020. The contract could be terminated by either party. A stipend for clothing similar to full-time police officers and PTO of 50 hours is also being asked for.

***Motion by Vice-Chairperson, Van Blaricom and seconded by Member, Flanum to recommend to the full council to pay Damon DeRosier (part-time police officer) \$24/Hr. and create a contract naming him as Temporary Full-Time Employee Effective 11/1/19 – 11/1/20. Either party can terminate the agreement. A stipend for clothing similar to full-time police officers and PTO of 50 hours will also be included.***

**Ayes – 3**

**Nays – 0**

**Motion Carried**

**Patty Bjorklund, Interim City Administrator:**

Mayor, Isakson would like to see Patty Bjorklund, City Clerk-Treasurer named Interim City Administrator after the position was vacated by the previous Administrator.

***Motion by Member, Flanum and seconded by Vice-Chairperson, Van Blaricom to recommend to the full council appointment of Patty Bjorklund, City Clerk-Treasurer to be named as Interim City Administrator until such time a new City Administrator is hired. Wage for her time will discussed at a future meeting.***

**Ayes – 3**

**Nays – 0**

**Motion Carried**

**2020 Budget:**

Jonathan Sherwood, Auditor – CliftonLarsonAllen presented the 2020 Budget for the Finance Committee to review.

**Motion to go into Closed Session – Wis. Stat. § 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stat. § 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:**

City Clerk-Treasurer, Bjorklund conducted Roll Call.

Strohbusch, Van Blaricom, Flanum

***Motion by Vice-Chairperson, Van Blaricom to go into Closed Session at 7:50 p.m. Seconded by Member, Flanum.***

***Ayes – 3                                      Nays – 0                                      Motion carried.***

City Clerk-Treasurer, Bjorklund and Management Analyst, Jansen were excused from the proceedings at 8:15 p.m.

***Motion by Member, Flanum to come out of Closed Session and come into Open Session at 8:40 p.m. Seconded by Vice-Chairperson, Van Blaricom.***

***Ayes – 3                                      Nays – 0                                      Motion carried.***

***Motion by Vice-Chairperson, Van Blaricom and seconded by Member, Flanum to recommend to the full council the following wages:***

***The following city employees 3% increase: Clerk-Treasurer, Bjorklund; Water-Sewer/Office Staff – Linda Kuhn; Human Resources/Office Staff – Deb Trandum. Management Analyst/Deputy Clerk, Jansen - \$21.77/Hr. Police Secretaries: Heather Hegarty and Barbara Auge – 3% increase. The following Public Works Employees: John Rodke - \$28.97; Jeremy Wood - \$27.27; Nick Waterman - \$27.17; Josh Anderson - \$27.57; Ross Fleischauer - \$26.78; and Duane Riley - \$19.00. Fire Chief Increase of \$1,000 yearly. Police Union Employees: 2.5%; Non-Union Employees: 3.0%; Part-Time Officers: .50 per hour. Police Chief: 1%; Assistant Police Chief: 1%. All employees, specifically Public Works and Public Safety should have updated job descriptions and Performance Metrix as part of their increase in pay. Also, a significant decrease in overtime is expected. Public Safety and Public Works Chairpersons to meet with Department Heads regarding said Metrix and Evaluation Standards.***

***Ayes – 3                                      Nays – 0                                      Motion carried.***

Other considerations: Increase Street Maintenance Budget. It is currently \$150,000. Possibly move up to \$170,000. Increase of \$82,000 per year from the current \$69,900 Debt for the Fire Department. This would help retire the debt sooner. Possible money set aside for Music in the Park proposal. Woody McBride is seeking \$15,000 from the City of Amery for funding of this venture. Future Cemetery Association will look into doing a levy on the taxpayers to help support the cemetery.

***Motion by Member, Flanum to adjourn at 8:55 p.m. Seconded by Vice-Chairperson, Van Blaricom.***

***Ayes – 3                                      Nays – 0                                      Motion carried.***

Respectfully Submitted,

Patty Bjorklund, WCMC, CMC, CMTW  
City Clerk-Treasurer  
October 29, 2019