

November 5, 2013 **November Council**

The Budget Hearing for the 2014 Budget was called to order by Mayor Schmidt at 6:00 P.M. The Clerk explained that the limit from the Department of Revenue to qualify for the 2015 Expenditure Restraint Program is 2% and our current budget is an increase of 3.5%, which computes to \$17,000. The clerk suggested pulling all capital outlay expenses out of the general fund budget (\$13,000) and moving it to the capital outlay budget. Also, if the 7th officer position is cut from the budget, that would allow for \$7,000 to be re-categorized and \$4,000 could be left out of the budget to get to the total of \$17,000. Motion was made by Hederer, seconded by Schraufnagel to adjourn the budget hearing at 6:35 P.M. Motion carried with a voice vote.

The regular meeting of the Colby Common Council was called to order at 6:35 P.M. by Mayor James Schmidt. On roll call: Henaman, O'Brien, T Schmidt, Thieme, Schraufnagel, Oestreich, Hederer and Kaiser. Also present were Mayor James Schmidt, Clerk Connie Gurtner, DPW Harland Higley Jr, Chief Ron Gosse, Mike Voss from MSA and citizens.

Agenda was posted by the clerk. The agenda will stand as the order of the meeting.

Minutes of the October 1, 2013 council meeting were pre-read and reviewed.

Motion was made by T Schmidt, seconded by O'Brien to approve the minutes as presented. Motion carried with a voice vote.

Financial Statement and Bills were discussed. Motion was made by Henaman, seconded by Hederer to approve the bills. The amounts approved are as follows: General Fund \$678,581.13; Water Department \$34,474.54; Sewer Department \$35,924.01; TIF Fund \$2,563.99; Net payroll \$17,977.90. Motion carried with a voice vote.

Public Comment: Ted Lester, member of the Clark County Master Gardener's Group informed the council of a program in Clark County promoting gardening in the county. He asked the council to consider starting or promoting a community garden.

Parks/Rec/Recycling Committee met on October 7th.

Final Construction/Purchases for Shelter at the South 6th Street Park: The committee discussed all of the items left to finish the South 6th Street Shelter. They would like to finish it with a commercial refrigerator \$3,000; cabinets \$1,000; counter tops \$1,200. Also the committee would like to construct a basketball court in the park. DPW Higley is looking at how much the blacktop would cost. The hoops are \$2,000. The committee also discussed the possibility of some lighting in the park.

2013 Projects/Budget Status: The committee is looking at a back board for the tennis courts. The estimate is about \$8,000, which is more than the committee expected.

2014 Budget: The committee discussed many projects for 2014. Items discussed were back board for tennis court, new basketball court, trees, electric/scoreboard at ballpark, Christmas decorations and banners. Total estimate on these projects is \$40,000.

Finance Committee met on October 10th.

2014 Budget: The committee discussed the 1st Street Project. The option to construct ½ of the street from Spence Street to Clark Street or the entire street from Spence Street to Broadway.

The committee discussed the budget for 2014 equipment purchases. It was decided to possibly purchase a tractor this year, designate the remaining 2013 budget for future purchases and budget \$30,000 for 2014.

Kaiser said that the Parks Committee would like to budget \$40,000 for Park capital improvements. He went through the breakdown with the committee.

Chief Gosse explained to the committee the need for an additional officer. This officer would cover some of the overtime hours that are being paid now. So the additional budget amount includes the new officer wage but also decreases the overtime in the budget. Motion was made by Hederer, seconded by Henaman to maintain 6 officers for the 2014 budget year and look at the option of an additional officer in 2015. The committee voted to cut Economic Development from \$4,000 to zero and ask Colby Economic Development to pay for the funding of the Chamber staff and also the membership to Clark County Economic Development and to cut Health Insurance from \$60,000 to \$57,000 in order to fund the \$7,000 for the additional officer at mid-year.

The committee approved the construction of South First Street from Spence Street to Broadway and Clark Street from 1st Street to 2nd Street. The total cost to be paid by the TIF Fund.

The committee approved pay request #2 for Switlick & Sons in the amount of \$208,177.77.

Personnel/Labor Relations Committee met on October 10th.

The meeting was held in closed session to review job descriptions. Motion was made by Schraufnagel, seconded by

Hederer to approve job descriptions for the water operator, wastewater operator and general laborer/equipment operators. Motion carried with a voice vote.

Colby-Abbotsford Police Commission met on October 14th.

The commission approved minutes and expenditures.

15 mile residency limit for employees: Chief Gosse stated that it's important for emergency vehicles and on call employees to live closer to the Department. The Chief would like the committee to adopt the 15 mile residency limit. Chief Gosse stated that there has never been a set mileage amount in the past. Werner asked if it would need to be placed into each City's Ordinance and Chief Gosse explained that it would not need to be. Officer Rennie questioned if the current officers would be grandfathered in and Chief Gosse explained that they would not be. Motion was made by Schmidt, seconded by O'Brien to implement a 15 mile residency limit for employees. Motion carried with a voice vote.

Under Chief's report:

Vehicle Maintenance Report: Officer Rennie's car is being released tomorrow and they are going to get estimates on repairs for the damages done during the chase. At this time it is unsure how much damage was done. It's believed that only one bullet hit the car.

In Colby over the weekend someone had called into the Police Department for assistance because they had locked themselves out of their car. This person was upset because there were no officers on duty at that time. Chief Gosse explained that there are not enough officers to cover all shifts all the time. There are gaps in coverage for periods of time, which is covered by an officer who is on-call. For instance on most Saturdays the day officer is scheduled to work from 6:00 a.m. to 6:00 p.m. During that 12 hour period of time he has to work 8 1/2 hours and is on call the other 3 1/2 hours. Schraufnagel asked if the Department hires a new officer, if that will solve that problem and create less on-call hours. The Chief stated it would solve the problem most of the time. Werner had a complaint over the weekend about hiring a new officer. He was asked why the day time officers can't share and work the nights and weekends as well. Chief Gosse helped the committee understand the officer's schedule. Each officer only receives weekends off three times a year; therefore, they are reluctant to work overtime on their weekends off. Schmidt asked if there are hours of the day that have less complaints that could be used as the on-call hours. Chief Gosse explained that it varies. There is no formula to know when a crime will happen. Bob Gosse asked how much time an officer needs for each complaint. Chief Gosse noted that each complaint is different and the officers take as much time as they need to finish the investigation of the complaint. Schmidt asked that the Department look into how other Police Departments schedule for coverage. Chief Gosse explained that no matter how you divide the hours, you will still have gaps.

Public Works Committee met on October 29th.

Sewer Bill Forgiveness for Chad & Chris Podevels: Chad and Chris Podevels approached the committee and are asking for forgiveness on a part of their water bill, the sewer portion. The hose outside of their house ran into the yard and resulted in a higher than normal water bill.

Motion was made by Schmidt, seconded by Oestreich to forgive a part of the sewer portion of Podevels' water bill in the amount of \$100.65. Motion carried with a voice vote. Henaman voted no.

Engineering Bids for South 1st Street Project: We received two bids for engineering on South 1st Street, one from Ayres and one from MSA. MSA's bid came in at \$90,200 and Ayres' bid came in at \$114,400. DPW Higley broke down the numbers and differences in the two bids.

Ayres MSA

Design and Bidding Phase Services \$50,000 (lump sum) \$39,500 (lump sum)

Construction administration, staking and post construction services

\$20,400 (lump sum)

\$16,500 (lump sum)

Construction Observation

(650 hours)

\$44,000 (hourly not to exceed) \$30,675*

\$34,200 (hourly fee)

TOTALS \$114,400 \$90,200**

*Cost based on alternate engineering technician for construction observation

**Total reflects higher cost of observation

Tractor Bids: The ford tractor needs to be replaced and will be sold outright. DPW Higley got two different quotes. Niemeth implement gave a quote on a bobcat tractor. The cost for the tractor is \$21,999.00 with a loader. If the city chooses not to have a loader they give you a \$2,000 credit. With the addition of a cab it would be \$28,199.00. The other quote came from TractorCentral on a John Deere tractor. The cost of the tractor with a cab and loader is \$35,200. They also quoted another tractor without a cab and a different horsepower and the price of that was \$25,375. They discussed the differences between the two tractors. The committee decided the John Deere would be a better purchase, so DPW Higley would like to go back to other John Deere dealers and get more bids for a tractor with a loader and cab and make sure the city is getting the best price.

Painting of Two Pick-Up Trucks: The water and sewer department trucks need to be repainted and have the rust fixed.

DPW Higley received a quote from Kulas Body Shop to do the repairs for a total \$3195.28 for both trucks. Motion was made by Schmidt, seconded by Oestreich to get the two pickup trucks painted and repaired through Kulas Body Shop in the amount of \$3,195.28. Motion carried with a voice vote.

Test Wells: DPW Higley reported on the progress of the two new test wells we drilled in the city. It will be early November until we find out the water quality on the two test wells. The committee discussed developing the wells further which depends upon the water quality and purchasing the property in which the wells were drilled on.

Logging City Property: The land behind the sewer plant could be cut and deeded up. DPW Higley got some rough cost estimates of what the city would be paid for someone to come in to log the property. The money received would go into the general fund. The committee thought it would be a good idea to designate the funds received towards the city parks.

Mayor Schmidt: Mayor Schmidt reported on the meeting of the Clark County Economic Development Corp.

DPW Harland Higley: The following building permits were issued: VFW, 104 S Division Street, concrete sidewalk on East and South side; Terry Morrow, 104 N 3rd St, driveway; Al Meyer, 404 N 5th St, roof; Diane Feiten, 101 N 7th St, roof; Dennis Frome, 306 W Spence St, blacktop driveway; Don Steger, 703 N 7th St, roof house; Doug Blunt, 906 N Division St, 6' fence in rear; Gail Landwehr, 507 N 3rd St, blacktop driveway; Terry Kroening, 406 N 3rd St, driveway and retaining wall; Smith Bros Meats, 822 S Division St, repair blacktop; Craig Lieders, 508 E Terrace St, roof garage.

DPW Higley reported on the precipitation and flows for October 2013 at the STP. He also reported on the pumpage of water for October 2013.

Engineer Mike Voss: Engineer Voss reported that they had submitted the phosphorus report to DNR.

2014 Budget: The budget was discussed in length during the budget hearing. Motion was made by Hederer, seconded by O'Brien to approve the City of Colby Proposed 2014 Budget as presented to the council from the hearing with a local levy of \$553,084.00. Roll Call Vote: Ayes – Henaman, O'Brien, T Schmidt, Thieme, Holtzhausen, Hederer, Kaiser. Noes – Schraufnagel. Motion carried.

Engineering Bids for South 1st Street Project: Motion was made by Schmidt, seconded by Henaman to accept the engineering bid from MSA in the amount of \$90,200 for the S 1st Street Project. Motion carried with a voice vote.

Resolution 4-2013 to Borrow \$300,000 for the N 3rd Street Project: The city had budgeted to borrow \$300,000 to fund the N 3rd Street Project. Motion was made by Hederer, seconded by Schraufnagel to approve the borrowing resolution with the following terms. The city is borrowing the sum of \$300,000 from Forward Financial Bank at a rate of 2.95% for a term of 5 years paid in 10 bi-annual payments. Motion carried with a voice vote.

Cross Connection Inspection Contract: Motion was made by Schmidt, seconded by Oestreich to approve a contract with HydroDesigns to do the cross connection inspections at a cost of \$275 per month totaling \$6,600 for a twenty-four month period. Motion carried with a voice vote.

Security Health Plan Renewal: We received renewal information from Security Health Plan for the 2014 premium renewal. The overall increase for the city's plan is 6.78% or a total premium of \$9,388.18/month. Motion was made by Schraufnagel, seconded by Hederer to approve the renewal for 2014 with Security Health Plan. Motion carried with a voice vote.

Committee meetings for November: Colby-Abbotsford Police Commission will meet on November 11, 2013 at 6:30 P.M. at the Police Department. Personnel/Labor Relations Committee will meet on November 18 & 19, 2013 at 6:15 P.M. Public Works will meet on December 2, 2013 at 6:00 P.M.

Adjourn: Motion was made by Schmidt, seconded by Hederer to adjourn at 7:41 P.M. Motion carried with a voice vote.

Approved _____
James W Schmidt, Mayor

Attest _____
Connie Gurtner, Clerk