

MINUTES OF THE CITY COUNCIL MEETING

CITY OF JANESVILLE, WASECA COUNTY, MINNESOTA

JUNE 08, 2015 CITY HALL 7:00 PM

I. CALL TO ORDER

The Janesville City Council met in regular session pursuant to due call and notice thereof; Mayor Mike Santo called the meeting to order at 7:00 pm.

Council present: Mike Santo, Mayor
Cliff Blaisdell, Council Member
Jeff Bartelt, Council Member
Kari Grisim, Council Member
John Sprengeler, Council Member

Council Absent: None

Staff Present: Clinton Rogers, City Administrator
Andrea Preston, Deputy Clerk
Brandon McCabe, City Planner
Dillon Petrowitz, Intern
Jason Femrite, City Engineer
Tom Olinger, City Auditor

II. PLEDGE OF ALLEGIANCE

City Council and everyone present stood and recited the pledge of allegiance.

III. APPROVAL OF AGENDA

Motion by Sprengeler, seconded by Blaisdell to approve the agenda as reflected in these minutes. Voting in favor: Bartelt, Grisim, Blaisdell, Sprengeler, and Santo; voting against: none; absent: none. Motion carried.

IV. OLD HWY 14 TURNBACK – 2016 UTILITY IMPROVEMENTS

No one present to address council. Rogers stated Ron Wynkoop who was unable to attend owns property at the East end of 1st St. He would like extension of water and sewer for future development. Council asked Femrite what that would entail. Femrite explained water estimate is around \$27,000 and would be higher in the future. For Sewer it will be higher because need a lift station put in which estimates over \$100,000. Femrite and Rogers will visit with Wynkoop to get an understanding of exactly he would like done.

V. CONSENT AGENDA

1. Minutes of last Regular Meeting on May 26, 2015
2. Accept Accounts Receivable
3. Audit City Bills for Payment

Motion by Blaisdell, seconded by Bartelt to approve the agenda. Voting in favor: Bartelt, Grisim, Blaisdell, Sprengeler, and Santo; voting against: none; absent: none. Motion carried.

VI. PUBLIC FORUM

Resident Ron Bruegger stated he has been reading the articles in the paper recently and have never felt retaliated against. Second, he questioned the golf cart lease. Council stated golf carts are on a lease to own contract and have been that way for a few years now.

VII. NOTICES AND COMMUNICATIONS

1. 2014 Annual Police Department Report

Chief Ulmen was present to give an update for council. Blaisdell mentioned the third full-time police officer and wondering what the budget would look like. Ulmen stated part-time hours will decrease; but overall, will have more definite numbers once we start to look at the budget in July.

VIII. COUNCIL REPORTS

IX. ADMINISTRATOR REPORTS

Rogers gave his report.

- First half tax settlement received this month
- Patch work on 1st St. should be done by Hay Daze
- Joint Fire Board meeting sometime in July

X. OLD BUSINESS

1. Presentation of 2014 City Audit

Tom Olinger was present to discuss the 2014 audit. Here are a few highlights:

- Segregation of Duties is always difficult with smaller office but have implemented a POS software system to help track daily receipts.
- Material audit adjustments included FEMA money received, record debt, capital expenditures, and land sale.
- General Fund revenues and expenditures were both over the budgeted amounts.

- Both Sewer and Water revenues increased; however capital reserve gap is higher for water than sewer.
- Light & Power currently have no debt and revenues increased while operating expenses decreased
- Golf Course cash flow position decreased. Not generating enough revenues to cover operating expenses. The bond was paid off last year so need to look at how to improve positive position.

2. Update on 600 West 2nd St.

Brandon McCabe was present to give the council an update. He stated the items have been addressed for the most part besides a few items on the side of the house and the dumpster is still there. If not removed they will be abated and assessed to the property.

XI. NEW BUSINESS

1. Golf Course Discussion

Rogers stated Santo would like to bring this discussion to the table. Santo explained that a few interested parties approached him on purchasing the Golf Course. He would like feedback from the council on whether we should research and consider the idea or to tell those parties it is not for sale. Sprengeler expressed he would like to look at our options and Blaisdell agreed. Bartelt said we have to get it appraised and go from there. Preston stated she can give council an update on expenditure vs. revenue next meeting.

Motion by Blaisdell, seconded by Sprengeler to research the possibility of the sale. Voting in favor: Bartelt, Grisim, Blaisdell, Sprengeler, and Santo; voting against: none; absent: none. Motion carried.

XII. CLOSED SESSION – CITY ADMINISTRATOR PERFORMANCE REVIEW

The closed session began at 7:45 pm. Present were the Mayor, City Council Members, and City Administrator. Rogers stated the packet included a job description, pay scale and goal sheet for this year. One goal is the First Street project. This will be a major time commitment over the upcoming months. Another goal is to finalize the Market Express and Janesville Business Addition project. We are waiting for signed documents. Last year's goal of records storage improvements have been worked on. Staff will continue to get a better system in place for records retention. Rogers asked if we should consider a Pavement Management Plan in 2016 or 2017 budget. We should also develop a capital equipment list for all departments. We have a new system in place for information technology / PCs in each building. This program will help us track technology needs for each department. Rogers also stated that we are required to develop a Wellhead Protection Plan this year. He will work with state officials and the water department on this. Another goal Rogers has pertains to golf course financing. We need to look for more revenue. We will also research the feasibility of the sale of the course

with City Attorney Mike Kennedy. A rate study with utilities is taking place right now with MRES at no cost to the City. Rogers pointed out the good results in the 2014 utilities audit is due to recent rate increases. Council agreed, saying we need to use this rate study as a guide for future rates and finance policies.

It was stated that Rogers' guard goes up with golf course items, which can sometimes make discussions difficult on some issues. Rogers stated he will work on that.

Rogers asked if agendas and information at Council meetings need anything else. The Council agreed that the material is adequate. Santo also pointed out that, if there are any questions with the agenda, Council members can discuss with staff prior to the meeting.

It was pointed out that Rogers is at the high end of the pay scale, so no motion is required for any pay increase.

XIII. RE-OPEN MEETING AND ADJOURNMENT

The meeting re-opened. Bartelt made motion to adjourn, seconded by Blaisdell at 8:06 pm. Voting in favor: Bartelt, Grisim, Blaisdell, and Santo; voting against: none; absent: Sprengeler. Motion carried.

Respectively signed by

_____ Date _____

Andrea Preston
Deputy Clerk
City of Janesville

_____ Date _____

Clinton Rogers
City Administrator
City of Janesville