**COMMON COUNCIL**

Special Meeting of the Committee of the Whole

Saturday, October 01, 2016, 8:00 a.m.

Public Works Shop, 535 S. Madison St

**MINUTES**

1. Call to order. The meeting was called to order at 8:05 am by Mayor Bill Hurtley.
2. Roll Call. Members present: Mayor Bill Hurtley, Alderpersons Jim Brooks (left at 11:38 am), Matt Brown, Rick Cole (arrived 8:15 am), Ben Ladick, Gene Lewis, Josh Manring (left at 11:15 am), and James Montgomery. Alderperson Erika Stuart was absent. Others present: City Administrator/Finance Director Ian Rigg, Deputy Clerk/Treasurer Samantha Jozefowicz, City Attorney Mark Kopp, Town and Country Engineer Brian Berquist, Library Director Megan Kloeckner, Community Development Director Jason Sergeant, Police Chief Scott McElroy, EMS Chief Jamie Kessenich, Municipal Services Superintendent Mark Sendelbach, Water and Light Foreman Todd Sperry, and Public Works Foreman Allen Reynolds.
3. Approval of Agenda. Brooks made a motion, seconded by Brown to approve the agenda. Motion approved 6-0.
4. Approval of Minutes. Brooks made a motion, seconded by Manring to defer the reading of the minutes of the September 13, 2016, regular meeting to the next regular meeting. Motion approved 6-0.
5. Civility reminder. Recognition of the commitment to civility and decorum at city meetings.
6. Citizen appearances. None
7. Basics. Rigg covered the practical matters including restrooms, time keeper (Ben Ladick), break, the A-ha sheet, and parking lot.
8. **Opening round.** Each attendee introduced themselves and shared something they learned in the past year that has helped them in their position.
* The amount of time to be on Council is more than previously thought.
* Being patient because government does not work fast for a reason.
* As people change we need to let go and not let things become personal in our decisions.
* We have done many good things over the years.
* There are different management styles and micro management is not productive.
* The work environment helps staff develop and work with each other.
* Getting familiar with the age and type of infrastructure the City has is important.
* Consistency when dealing with clients and applicants is important.
* Need a full staff at City Hall. Without it, it becomes a trying time and thankfully the City and residents have been patient with us.
* Respect what the volunteers have done over the years and give them credit for what they have done.
* Benefit of utilizing our own resources. There is more help between departments.
* Budget process is time consuming.
* The storm in July showed how great our crews work together. Next time call mutual aid sooner.
* Don’t take things for granted, we have had a great amount of turnover in the office and we have still pulled through even though it is rough.
* Learning how interconnected the departments are and who to call when they need something.
* The need to continually challenge and learn new things, do not assume you know the answer anymore.
* Importance of long term strategic planning.
* Importance of relationships beyond the borders of Evansville.
* The level of cooperation that is required for long range planning. There is always something new to learn.
1. **Code Enforcement discussion.**
	1. **Property Maintenance.** Sergeant discussed the current status on the City’s Municipal Code, Chapter 46, which provides limited protections for property maintenance, focusing on accumulation of junk automobiles or uncovered auto parts and grass growing to a height in excess of 8 inches. No other parts of the code provide clear guidance for baseline expectations of a property owner’s maintenance of the property. City staff have fielded dozens of complaints. A proposed ordinance was attached and was discussed at Plan Commission. The proposed ordinance would allow the City to take different actions on items that are more clearly defined.
	2. **Zoning Enforcement.** Sergeant presented the need to have staff and ordinances that will allow for the enforcement of property maintenance, zoning, and more. Sergeant said currently all zoning enforcement is complaint driven and gets divided up between police, DPW and his office depending on the incident. These violations can be simple corrections, others can be more complex and needing constant attention which is difficult under the current organization. Good enforcement starts with communication and documentation. When the person does not want to comply, then the amount of time and costs increase greatly. Ordinance needs more review of contradictions and compliance with Smart Growth plan. Additionally he feels that enforcement should have some separation from planning and zoning approval staff.Discussion about needing a full-time inspector for code enforcement was discussed. Rigg said it is a sum-zero with the permit fees if the City were to hire a full-time inspector.
	3. **Chicken Ordinance.** Sergeant presented the recommended ordinance from the Plan Commission on allowing backyard chickens. The main question was do we make it as simple as an animal license, complex with notices like a Conditional Use Permit or something in between like a Special Use Permit. The Committee of the Whole seemed more inclined to make the process less complex and expensive. Avoid the need for special hearings and notices. Rigg clarified that Chapter 14 was created with the idea that Chickens would not be part of the licensing process like a pet. Brooks felt the Conditional Permit was too much but a Special Use permit may be better. The perception of chickens has changed over the years. Sergeant said it should be some level of staff review and public notice. Manring felt if we allow chickens, then the neighbors should not be allowed to stop it.
2. **Discussion of Previous Parking lot Items.** Rigg stated that the parking lot items from previous sessions are Property Ordinances for historical buildings, general maintenance and rentals. Two of the three have been passed or are being considered at this moment. Rental code was left to stay in the parking lot for a later discussion. Other items were the large format building ordinance. Currently there are rules pertaining to retail space but not manufacturing or other buildings including government buildings. This item will need review in the near future. Lastly the idea of creating a joint Fire/EMS district and/or a full-time EMS crew. As the service grows, changes will be necessary. These items were placed back into the parking lot for future discussion.
3. **Tour of the Public Works facility.**  The facility is rusting out and springs new leaks routinely. The facility does not stay above 40 degrees Fahrenheit on most winter days even when the wood burner is running. Some areas like the repair bay can get warmer because it is sealed off from the rest of the building. Water ponds in the wash bay area and does not flow into the floor drains. Overall, the shop is in poor shape.
4. **Break.**
5. **City Budget – Department summary of budget plus discussion on the department’s future**
	1. Opening Statements by City Administrator – Rigg spoke on the process of the budget and the inclusion of the staff with the focus on need and vision first, then determine the revenue levels. Rigg spoke on the current balances of the major funds. Rigg spoke on what will make 2017 different from 2018. Rigg also spoke on where Evansville stands along similar communities in taxes and spending.
	2. Court and General Government- Rigg presented a budget to reduce the expenses of the Mayor, Court and insurance. Rigg spoke on the vision to go more paperless and reduce costs/time in packet delivery. Also the importance of trying to find a way to process court payments easier up front.
	3. Police – McElroy spoke on the increases in Part-time officer costs and also the transfer of legal fees to the Police Department directly instead of through the Finance budget. McElroy also spoke on the capital equipment needs of the police department like a new squad car, body armor and body cameras. Brooks asked about the increase in the department. McElroy spoke on the future of the department needing a Full-time investigator or officer compared to other communities.
	4. EMS – Kessenich presented her budget for EMS. The removal of rent paid to City Hall for the EMS building was discussed. Also discussed was the need to replace MDT computers as they will no longer be supported by Rock County 911. Also discussed was the purchase of a new ambulance in the near future.
	5. Library – Kloeckner discussed the need for an increase in health care costs. Also some items such as software costs for Arrowhead Library Systems and utilities are going up. Additional money for repairs and maintenance and programing were installed into the budget. The library would like to see an increase in hours of operation and programing in the future as well.
	6. Parks – Rigg spoke on the increase of maintenance money for park repairs. Additionally Rigg spoke on the future of the parks being more inclusive for ADA needs and Westside Park being developed. The fact that the City does not know the costs for a soccer field or baseball field and what additions are put in place, it is hard to plan or fundraise for the development. The study is important for these reasons as costs, engineering, utility placement and stormwater detention/grading will need to be considered.
	7. Pool – Rigg spoke about the need to increase maintenance so the pool does not fall into further disrepair. The need for a consultant to review the site is necessary to determine costs and future course of action. Manring asked why should we pay for somebody to tell us what we already know. Rigg said the extent of how soon, how much and can a new facility work in that location will be explored as part of the study.
	8. Youth Center – Rigg explained the recent cut in United Way funding and the need to keep the funding for the field trips is important for the students. New building will need to be constructed at the time of the School District’s decision about the middle school.
	9. Finance Department – Rigg explained the need for a treasurer position and what it will mean to the department. Manring stated that one of his concerns when the City combined the Finance and Administrator position that the duties would not be full absorbed to all the staff.
	10. Fire and Building Inspection – Rigg explained that the hire of a full-time inspector would provide a benefit to the City and the items discussed about code enforcement. Brooks asked if building inspector is the right title. Manring stated that the position should be covered by fees only. Brown said he would like to see a more responsive and available inspector. Rigg used 2016 budget numbers for fire as he did not have Fire Department numbers at that time.
	11. Economic/Community Development and Tourism – Sergeant explained the concept behind joining the Chamber on specific tasks as well as working on having shovel ready sites for development. Brooks asked about the tourism funding going towards tourism. Rigg explained it all goes to tourism, the categories in the entire group of “Fund 11” are not great labels and are subtotals of the breakdown below.
	12. Cemetery – Rigg presented the idea of cataloging all the plots and graves in the cemetery in a program similar to a GIS program that would track sales, available lots, allow people virtual tours of the cemetery and more.
	13. Public Works: Roads, Recycling and Fleet – Sendelbach presented his budget. DPW would like to see an increase in clothing allowance, road maintenance, and building maintenance. Rigg said that the costs to maintain the roads marked in fair condition is about $100,000 annually if done on a 7 year cycle. Other future projects include a new building with a study in 2017 to determine space needs and cost. Additional staff and better cross training will be needed in the future.
	14. Sewer: WWTP and Sanitary Sewer –Sendelbach presented the budget for sewer. The large item of the new screw press has been discussed thoroughly. Increase in sewer line repair is necessary to reduce inflow and infiltration issues. This is the next large process the sewer plant will need after the screw press, reducing the water from the ground and sump-pumps into the sewer system.
	15. Stormwater – Rigg presented the budget for stormwater. Mainly the creek walls will need to continue to be replaced. Salary has been increased due to staff and engineers dealing with stormwater compliance, wetland and detention issues.
	16. Electric – Sendelbach presented the electric utility budget. Major projects include the electric line rebuild.
	17. Water – Sendelbach presented the budget for water. Water will have many capital improvements finished with the well and tower work done in 2015 and 2016. The focus will continue to be 4 inch main replacement.
	18. TID 5-8 and Debt Service – Rigg spoke on the need to have TID 8 donate to TID 5. Rigg presented the shortfalls that will continue until such time that the donation can be allowed and refinancing is complete in 2017.
	19. Revenues – Rigg spoke on the available revenues now and in the future if the Council is willing to make use of those revenues. Overall the City is short about $140,000 from the allowed levy for operations, if the City excluded the use of debt levy. With the use of Debt levy the City has enough revenue to cover all costs and it would raise the mill rate to $7.10 per $1,000.
6. **Check out.**
	1. The idea of using LEAN Sigma Six approach to review our services and steps within the City was added to the parking lot for future discussion.
	2. A-ha sheets are insights to share. Hurtley said that he gets many compliments about what City staff do and it does not always get out there. Montgomery said his A-ha moment was realizing how the City cannot keep lowering taxes by cutting funding for maintenance. We need to rely on input of employees and put more into maintenance. Lewis said that the idea of going with the cheapest option is not always the best.
7. **Adjournment.**  Meeting adjourned at 12:00 pm.

Ian Rigg, City Administrator/Finance Director