

**CITY OF PRESCOTT
MEETING NOTICE
PUBLIC WORKS COMMITTEE
MONDAY, SEPTEMBER 26, 2016
AT 5:30 P.M.
PRESCOTT MUNICIPAL BUILDING
800 BORNER ST.
PRESCOTT, WI 54021
Website: prescottwi.org**

1. Call to Order
2. Roll Call
3. Approve minutes for August 15, 2016
4. Resident disputes bill from Public Works for call out of employees
5. Compost Site fees for Township of Oak Grove & Clifton
6. Update on public works personnel
7. Discuss and review 2016 – 2017 capital equipment and projects
 - a. Public Works Shop Addition
 - b. Truck/Salt Spreader
 - c. GPS Receiver
 - d. Broad Street sidewalk
 - e. HVAC for Municipal building
 - f. Hampshire/Henry/James Street
 - g. Lake Street
 - h. Fix Network for meter reading
8. Adding requirement to include Pierce County GPS coordinates on all new surveys
9. Other Business
10. Adjourn

NOTICE
**ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS
AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT
ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY
HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.**

CITY OF PRESCOTT, WISCONSIN

AUGUST 15, 2016 PUBLIC WORKS COMMITTEE

Pursuant to due call and notice thereof, a meeting of the Public Works Committee was held Monday, August 15, 2016, 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Chairman Robert Daugherty called the meeting to order at 5:30 p.m. Members present were Robert Daugherty, Bill Dravis and Joshua Gergen. Public Works Director Hank Zwart, Finance Director Vanessa Norby and City Administration Jayne Brand represented staff. Also present Mayor David Hovel

Gergen/Daugherty motion to approve the minutes for July 25, 2016 passed without a negative voice vote.

Representative from Trane, All-Energy Solar and Eutectics presented financial information in regards to the Energy Savings Performance Contract. Information was presented on a 15 and 20 year pay back. The information also looked at doing all of the projects or removal of the fire department roof and HVAC for the city. **Dravis/Gergen motion to recommend to council looking at a 15 year pay back including HVAC and fire department roof passed without a negative voice vote.**

The committee discussed water and sewer taps to mains. The ordinance for sewer states the property owners pays for the entire sewer being hooked to the main. The water is regulated by the Public Service Commission and currently we can only charge \$450 for a water hookup even if the cost is more than the \$450. It was suggested the city use the owner's excavator to dig the water line and the Public Works employees will tap the water line. It was suggested at budget time to discuss doing a full rate case with the Public Service Commission for water.

Other Business: Paving of alleys was discussed. It was determined that alleys can be special assessed. The city should determine where the alley is platted. If there are structures in the platted alley the alley should be paved up to the structure and a document should be filed to put a restriction on if the structure is removed or the property transferred the structure can not be placed back in the same area.

No parking on either side of Dexter Street from the south water tower entrance to Highway 10. It will be hard to have parking on Dexter Street with buses for the school and trucks for the businesses. Staff will be working on getting signs and getting them placed.

Gergen/Dravis motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator

City of Prescott

800 Borner St. N.
Prescott, WI 54021
715-262-5544

INVOICE

INVOICE #	DATE
201629	9/6/2016

BILL TO

Todd Langenfeld
W12561 State Rd 35
Prescott, WI 54021

DESCRIPTION	AMOUNT
After hours call out on 09/02/2016 at 4:15PM to inspect reported partial loss of water flow at 1015 Hampshire #2. There was no loss of flow or pressure at the building's main valve or other units in the building. Any loss of flow or pressure is due to piping inside the building and is the responsibility of the property owner.	
2 hours of labor for 2 Public Works Employees	\$ 245.32
Administration Fee	\$ 75.00
<i>Thank you for your prompt payment!</i>	TOTAL \$ 320.32

2016 Public Works Hourly Rate Benefit Breakdown

Regular Hourly

Early	\$ 49.76
Eaton	\$ 42.72
Ecker	\$ 38.94
Huppert	\$ 29.60
Kinneman	\$ 46.08
Nelson	\$ 42.20
Nielsen	\$ 38.92

Time and Half

Early	\$ 63.29
Eaton	\$ 55.76
Ecker	\$ 51.73
Huppert	\$ 39.63
Kinneman	\$ 59.37
Nelson	\$ 54.98
Nielsen	\$ 51.71

Double

Early	\$ 76.83
Eaton	\$ 68.79
Ecker	\$ 64.51
Huppert	\$ 49.66
Kinneman	\$ 72.65
Nelson	\$ 67.77
Nielsen	\$ 64.49

2016 Benefit Wage Break Down

Hank Zwart

Current Rate \$ 34.10 (All benefits are figured by month amount times 12 months divi)

Chargeable Hourly \$ 44.01

Chargeable Hourly \$ 44.01

Disability	0.153865385	26.67
Health & H.SA	4.823759615	10033.42
Life	0.14625	25.35
WRS	\$ 2.251	\$ 2.251
Clothing Allowance	0	0
FICA	2.60865	\$ 2.6087

9.983125

Tom Early

Current Rate \$ 27.07

Chargeable Hourly Rate \$ 40.61

Chargeable Hourly Rate \$ 63.29

DBL Rate \$ 54.14

Chargeable Hourly \$ 76.83

Disability	0.217096154	37.63
Health & H.SA	11.7816875	24505.91
Life	0.169615385	30.38
WRS	\$ 1.787	\$ 1.787
Clothing Allowance	0.105769231	220
FICA	2.070855	2.070855
Supervisor wage	\$ 6.56	

22.68675479

Ray Nelson

Current Rate \$ 25.57

Chargeable Hourly Rate \$ 42.20

Chargeable Hourly Rate \$ 54.98

DBL Rate \$ 51.14

Chargeable Hourly \$ 67.77

Disability	0.203769231	35.32
Health & H.SA	5.943423077	12362.32
Life	0.175269231	30.38
WRS	\$ 1.688	\$ 1.688
Clothing Allowance	0.105769231	220
FICA	1.956105	1.956105
Supervisor wage	\$ 6.56	

16.62706729

Mike Kinneman

Current Rate \$ 26.57

Chargeable Hourly Rate \$ 46.08

Chargeable Hourly Rate \$ 59.37

DBL Rate \$ 53.14

Chargeable Hourly \$ 72.65

Disability	0.212711538	36.87
Health & H.SA	8.841725962	18390.79
Life	0.077423077	13.42
WRS	\$ 1.75	\$ 1.754
Clothing Allowance	0.105769231	220

FICA 2.032605 \$2,032.6
 Supervisor wage 6.49

19.51385481

John Ecker

Current Rate \$25.57 DBL Rate \$51.14
 Chargeable Hourly Rate \$38.36 Chargeable Hourly Rate \$51.73
\$38.94 **\$64.51**

Disability 0.203769231 35.32
 Health & H.SA 2.910370192 6053.57
 Life 0.020769231 3.6
 WRS \$1,688 \$1,688
 Clothing Allowance 0.105769231 220
 FICA 1.956105 1,956.105
 Supervisor wage 6.49

13.37440288

Dennis Eaton

Current Rate \$26.07 DBL Rate \$52.14
 Chargeable Hourly Rate \$42.72 Chargeable Hourly Rate \$55.76
\$42.72 **\$68.79**

Disability 0.208269231 36.1
 Health & H.SA 5.993451923 12466.38
 Life 0.1395 \$24.18
 WRS \$1,721 \$1,721
 Clothing Allowance 0.105769231 220
 FICA 1.994355 1,994.355
 Supervisor wage 6.49

16.65196538

Bill Huppert (Part - Time Employee)

Current Rate \$20.06 DBL Rate \$40.12
 Chargeable Hourly Rate \$29.60 Chargeable Hourly Rate \$39.63
\$29.60 **\$49.66**

LIFE 0.0855 14.82
 WRS \$1,324 \$1,324
 Clothing Allowance 0.105769231 220* .725=159.50/1508
 FICA 1.53459 1,534.59
 Supervisor wage 6.49
 9.539819231

Greg Nielsen

Current Rate \$25.57 DBL Rate \$51.14
 Chargeable Hourly Rate \$38.36 Chargeable Hourly Rate \$51.71
\$38.92 **\$64.49**

Disability 0.194192308 23.66
 Health & H.SA 2.884615385 500
 Life \$0.04 \$6.24

WRS	\$1.69	\$1.69
Clothing Allowance	0.105769231	220
FICA	1.956105	1.956105
Supervisor wage	6.49	
	13.35430192	

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include Invoice Number, Description, Invoice Date, Remittance Name, Merchant Vendor Number, Merchant Vendor Name, and Invoice Created By Comments
- Page and Total by FUND
- All Segments Tested for Total Breaks
- Account.Account Number = 10046760000

Date	Journal	Ref Number	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
COMPOST SITE PERMITS			01/01/2016 (00/16) Balance	100-46-760-0-00			.00
06/30/2016	JE	23	Reclass Oak Grove compost site permits			169.00-	
			06/30/2016 (06/16) Period Totals and Balance		.00 *	169.00- *	169.00-
07/05/2016	CR	1008644	COMPOST SITE PERMIT - COMPOST PERMI			105.00-	
07/19/2016	CR	1008697	COMPOST PERMIT - COMPOST PERMITS			180.00-	
07/22/2016	CR	1008727	PERMITS - COMPOST PERMITS			90.00-	
07/22/2016	CR	1008736	PERMIT - COMPST			15.00-	
07/26/2016	CR	1008768	PERMITS - COMPOST			30.00-	
07/29/2016	CR	1008787	PERMITS - COMPOST			60.00-	
07/08/2016	CR	3000446	MISC CHECKS {1X payments} - Compost Perm Description: MISC CHECKS {1X payments} - Compost Permits			120.00-	
07/12/2016	CR	3000499	MISC CHECKS {1X payments} - Compost Site Description: MISC CHECKS {1X payments} - Compost Site Permits			90.00-	
			07/31/2016 (07/16) Period Totals and Balance		.00 *	690.00- *	859.00-
08/05/2016	CR	1008836	PERMIT - COMPOST PERMIT			15.00-	
08/17/2016	CR	1008895	PERMIT - COMPOST			60.00-	
08/23/2016	CR	1008914	PERMIT - COMPOST			15.00-	
08/31/2016	CR	1008939	PERMITS - COMPOST			60.00-	
			08/31/2016 (08/16) Period Totals and Balance		.00 *	150.00- *	1,009.00-
09/06/2016	CR	1008974	PERMITS - COMPOST			60.00-	
09/13/2016	CR	1009088	PERMITS - COMPOST			45.00-	
			09/30/2016 (09/16) Period Totals and Balance		.00 *	105.00- *	1,114.00-
			10/31/2016 (10/16) Period Totals and Balance		.00 *	.00 *	1,114.00-
YTD Encumbrance	.00	YTD Actual	-1,114.00	Total	-1,114.00	YTD Budget	.00
				Unearned	(1,114.00)		

Number of Transactions: 15 Number of Accounts: 1

Debit	Credit	Proof
.00	1,114.00-	1,114.00-

Total GENERAL FUND (100):

Number of Transactions: 15 Number of Accounts: 1

Grand Totals:

Debit	Credit	Proof
.00	1,114.00-	1,114.00-

CITY OF PRESCOTT, WISCONSIN

OCTOBER 28, 2015 FINANCE COMMITTEE MINUTES

Pursuant to due call and notice thereof, a meeting of the Finance Committee was held Wednesday, October 28, 2015, 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call:

Mayor Hovel called the meeting to order at 5:30 p.m. Members present were Bill Dravis, Rob Daugherty, Jack Hoschette, Joshua Gergen, Maureen Otwell and Galen Seipel. Finance Director Vanessa Norby and City Administrator Jayne Brand represented staff.

Finance Director Vanessa Norby presented the unrestricted estimated cash balances in the fund balances. The committee discussed options for possible options of using some of the fund balances for possible capital projects. The committee reviewed the proposed 2016 budgets. The committee decided to fund the capital projects as follows:

Levy & Reserves: **\$88,750** Public Works Equipment –

\$85,000 - Two-ton pickup with Polyhawk salt spreader

\$55,000 to come from levy

\$30,000 to come from reserves of unspent 2015 PW vehicle budget

\$3,750 – 25% of cost of GPS Receiver (\$15,000 total split with Water, Sewer & Storm) To come from levy

Levy: **\$35,000** – Police Vehicle – Replace Chevy Tahoe

Levy: **\$6,300** Civics Software – Year 2 of 3 year payment

Reserves & Transfer In: **\$330,000** City Hall Building –

\$300,000 – Estimated cost for City Hall HVAC project.

\$250,000 to come from Capital reserves

\$50,000 to be Transferred In from General Fund.

\$30,000 – City Hall lobby remodel – replace tile, paint, new rugs, possibly brighter lighting, Mayor wall.

To be transferred in from General Fund Reserves.

Levy & Reserves: **\$140,000** Public Works – Garage addition

\$85,600 to be levied

\$50,000 from reserved budgeted and unspent in 2013

\$4,400 from Capital Projects Reserves

The committee decided to fund the unfunded needs as follows:

Unfunded 1-Time Needs:

General Fund:

\$3,000 – Replacement of phones for City Hall (& Library) 100-51-430-340

\$4,500 – Court; Audio recording communication upgrades 100-51-210-311

\$7,500 Total General Fund unfunded needs request

Other Funds:

\$2,000 – Replacement of phones for Library 202-55-110-355

\$3,500 – Library purchase of books, periodicals & audio visual 202-55-110-321

\$6,000 – Freedom Park lighting reprogramming & energy improvements (Aurum Integration) 301-53-139-805

\$11,500 Total Other Funds unfunded needs requests

\$19,000 Total of All unfunded 1-Time needs requests

Unfunded Permanent Need Requests:

General Fund:

\$77,000 – Wages & Benefits for Police Department hiring additional full-time Police Officer

\$77,000 Total of all Permanent Need Requests

The total impact to tax levy is 4.95 %.

Gergen/Daugherty motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator