

**CALL TO ORDER:**

Mayor Rundborg called the Regular City Council Meeting to order at 7:00 p.m. He led the Pledge of Allegiance.

**ROLL CALL:**

Council Members Present: Sue Erickson, Dave Hunsaker, Tim Kangas, Sheryl Strouse, Tony Stoker, and Jim Lancaster  
Council Members Excused: None

**STAFF:**

Lisa Grysen, Police Chief Larry Jerue, and Dan Matson

**AUDIENCE:**

Gale Arent, Diane Mosier, Paul Perpich, Wayne Summers, Jennifer Balcom, Emily Fenneuff, Bill Fullmer, and Phil Lange

**APPROVAL OF AGENDA:**

Motion by Erickson, seconded by Strouse and carried by unanimous vote of the Council that **the agenda be approved with the addition of NB #4 Update on School Projects.**

**SPECIAL AGENDA ITEMS:**

**1. District Library Update:**

Jennifer Balcom, DeWitt District Library Director and the Library Board Members were present to report on the highlights/lowlights for 2010. Some of the highlights/lowlights are as follows:

- Average 7,000 people per month
- 12,000 ½ hour computer sessions
- E-books coming soon
- Closed the satellite location in October
- Reduced staffing hours by 20 hours per week
- Reduced library operating hours by 4

The Library Board also had a discussion regarding future plans for relocating the library and asking the voters for additional funds to do this. City Council was also given a copy of the library's annual audit.

**APPROVAL OF MINUTES:**

Motion by Hunsaker, seconded by Lancaster and carried by unanimous vote of the Council to **approve the minutes from the January 4, 2011 Regular City Council Meeting as presented.**

Motion by Hunsaker, seconded by Lancaster and carried by unanimous vote of the Council to **approve the minutes from the January 10, 2011 Special City Council Meeting as presented.**

Motion by Hunsaker, seconded by Lancaster and carried by unanimous vote of the Council to **approve the minutes from the January 11, 2011 Special City Council Meeting as presented.**

**PUBLIC COMMENTS:**

Phil Lange introduced himself to the City Council and stated that he moved to DeWitt approximately five years ago and is involved with the National Arbor Foundation. The Mayor is proposing that Mr. Lange be appointed to the Tree Commission.

Councilmember Lancaster suggested that the City contact the attorney used previously to look into the IRS liens that are/were attached to the Farmer property.

**CITY ADMINISTRATORS REPORT:**

**UNION NEGOTIATIONS:**

Some good progress was made at the last negotiations session. If the union provides written documentation I will update you at the meeting. As of packet prep time I had not received anything from them. We have another negotiation session scheduled for January 25.

**NOTTAGE BUILDING:**

I have asked Dan Skorich to look into the lack of progress on the Nottage building. I will be sending him copies of anything we have regarding the permit that has been issued.

**FARMER BUILDING:**

I have been in contact with Representative Paul Opsommer's office, and Senator Judy Emmon's office regarding the upcoming deadlines for purchasing the building at tax sale. I have received some answers from Treasury (e-mail to you the other day) but nothing regarding the IRS liens. I will keep pestering them.

**FARMER'S MARKET:**

I received a call from a resident/parent asking if it would be possible for us to have a "Kids Day" at a couple of farmers markets. This would include kids as well as our regular vendors. I have passed this information on to Kellie Warner.

**JANUARY/FEBRUARY DATES TO REMEMBER:**

January 17 – City Hall closed for MLK Day  
January 20 – DAESA  
January 27– Planning Commission  
February 1 – City Council and DDA Meeting  
February 9 – Parks and Recreation  
February 15 – Council Meeting  
February 17 – DAESA  
February 21 – City Hall Closed for Presidents Day  
February 22 – City Council Meeting (5Year Budget Model)  
February 24 – Planning Commission

**OLD BUSINESS:**

**1. Professional and Technical Planning Services-Contract Renewal (LSL):**

The Professional and Technical Planning Services Extension Agreement between the City and LSL Planning, Inc. expired December 31, 2010. The City has extended this contract on an annual basis since the original contract expired in June of 2004. LSL Planning has assisted the City with development, zoning and planning matters throughout the year.

LSL has provided the City with a letter expressing their willingness to extend the contract through December 31, 2011 at no increase in hourly rates.

Nearly all of the time billed by LSL to the City is for work performed by Steven VanSteenhuysen, who is a Senior Planner.

The revised contract has all of the recommended language changes incorporated.

Motion by Hunsaker, seconded by Erickson and carried by unanimous vote of the Council to **accept the contract extension with LSL Planning, Inc. to cover the period of January 1, 2011 through December 31, 2011 and authorize the Mayor and City Clerk to sign the agreement on behalf of the City.**

2. Audit Proposal for Fiscal Years ending June 30, 2011, 2012, and 2013:

Aaron Stevens of Abraham & Gaffney, P.C. has provided the City of DeWitt with a letter asking the City to extend our contract with them for auditing services for an additional 3 years. The City has had this firm perform our annual audit for the past 6 years. I have been very satisfied with the work performed and with the employees they have had conduct the audit. Aaron is proposing a 0% increase for 2011 and a 3% increase (or \$300) each year for 2012 and 2013. This firm also conducts the annual audit for the DeWitt Area Emergency Services Authority and the Downtown Development Authority.

The revised contract has all of the recommended language changes incorporated.

Motion by Lancaster, seconded by Strouse and carried by unanimous vote of the Council to **approve contract extension for auditing services with Abraham & Gaffney, P.C. for the fiscal years ending June 30, 2011, 2012 and 2013 and authorize the Mayor and Clerk to sign the contract on behalf of the City.**

3. Appoint Daniel J. Coss as City Administrator:

After the conclusion of the interviews for the City Administrator position, The Mayor and City Attorney have negotiated an agreeable contract with Mr. Coss and the Mayor would like to appoint Daniel Coss as the City Administrator.

Motion by Lancaster, seconded by Hunsaker and carried by unanimous vote of the Council to **approve the Mayor's Appointment of Daniel J. Coss as City Administrator and authorize the Mayor and City Clerk to sign the contract on behalf of the City.**

**NEW BUSINESS:**

1. Fiscal Year 2010-2011 Mid-Year Budget Amendments:

The City Administration has reviewed the budget and has proposed the necessary budget amendments in order to reflect changed conditions affecting revenues and expenses. On a per-fund basis, we would like to inform you of the following:

**General Fund** – Details for the general fund are found on pages 1-5 of the attachment. There are anticipated increases in collection fees, penalties and sewer inspections totaling \$1,060.

The net anticipated change for general fund revenues is a positive \$1,060, which brings revenues up to \$2,720,860.

On the expense side of the general fund, there have been increased expenses to respond to opportunities and conditions that have occurred since budget approval in May 2009.

The general fund departments not requiring adjustment at this time are: City Council, Administrator, Assessor, Clerk/Treasurer, Retiree Benefits, Cable TV, Tree Commission, Safety/Training, Police, Planning, Parks Facilities, Recreation and Fire.

The first department where budget amendments are proposed is in City Hall/Grounds (department 265). Professional Services is projected to be \$9,100 higher than originally budgeted due to the contracting with Hiring Solutions, LLC for the City Administrator Search. Repair and Maintenance is projected to be \$32,000 with the reconstruction of the City Hall parking lot. The total increase to department 265 \$41,100

In Public Services (department 4541) there is a minor increase of \$155 for the allocation of property/liability insurance to this area.

Provided that these projections hold to the end of the fiscal year, the net effect of the budget amendments at this point anticipate that the general fund will see a \$40,275 deficit. The overall proposed budget amendments will reduce the anticipated fund balance from \$922,498 to \$882,223, which is 31.95% of the net operating expenses. This is still higher than our normal parameters of maintaining a 25% minimum fund balance at fiscal year end.

**Motor Pool** – This is found on page 6 of the attachment. No additional miscellaneous revenues are anticipated, but cost increases beyond what is budgeted are estimated to be \$30,000 at this time. This could change by the end of the fiscal year, depending upon repairs that are necessary for the vehicle fleet in the next 6 months. The motor pool fund balance is healthy and you can see that a surplus of 13,000 is anticipated.

**Major Streets** – Please refer to page 7 of the attached for details. There are no changes in revenue projections at this time, but Administration will continue to closely watch this fund over the next 6 months. Act 51 revenue collections are down state-wide, so it is reasonable to anticipate a reduction in the second half of the fiscal year.

On the expense side, there is one slight increase in Major Street expenses for routine maintenance of \$1,000.

Overall, a \$1,000 increase in Major Street expenses, which increases the overall planned deficit to \$43,000.

**Local Streets** – This is found on page 8 of the attachment. No additional miscellaneous revenue is anticipated, but cost increases beyond what is budgeted are estimated to be \$113,000 at this time. Professional services have increased by \$3,000 and routine maintenance costs are up by \$110,000. Both of these increases are related to the street project.

**Water/Sewer** – This is found on page 9 of the attachment. Anticipated revenues will be increased by \$22,715 due to new connections and capital benefit charges. Expenses are expected to remain the same at this point in time.

**Special Donations** – This is found on page 10 of the attachment. No additional miscellaneous revenues are anticipated, but cost increases beyond what is budgeted are estimated at \$1,410 at this time. Miscellaneous Police increased by \$390 for the purchase of DARE teaching materials and Miscellaneous All-Kids Playground has increased by \$1,020.

**Public Improvements/Public Building** – This is found on page 11 of the attachment. No additional miscellaneous revenues are anticipated, but cost increases beyond what is budgeted are estimated at \$4,630 at this time. This is for sidewalk repairs.

There are no amendments proposed at this time for the Drug Law Enforcement and Cemetery Perpetual Care funds found on page 12 and 13 of the attachment.

**Building Department** – This is found on page 14 of the attachment. Revenues have increased by \$8,400 and expenses have increased by \$8,000 from the original budgets of \$20,000 for both revenues and expenses. This represents an upswing in activity that has occurred this fiscal year in home construction and overall repairs and improvements.

Motion by Stoker, seconded by Hunsaker and carried by unanimous vote of the Council to **approve the 2010-2011 Mid-Year Budget Amendments as presented.**

2. Committee Vacancies – Citizen Appointments:

The following citizens are being recommended to fill the respective committee or commission assignment for the specified term:

<u>Board of Review</u>		<u>Term Expires</u>
Joel Gorch	1316 W. Geneva	01/15/14
<u>Building Authority</u>		
Bob Walter	123 Windyrush Lane	01/15/13
John Braska	610 DeWitt Drive	01/15/13
Chris Wright	819 E Webb	01/15/13
Annette Wright	819 E Webb	01/15/13
Lisa Grysen	512 E. Main	01/15/13
<u>Cable</u>		
Madeline Trimby	123 Windyrush	01/15/15
Sandy Billingsley	406 Creeping Brook	01/15/15
Bonnie Ward	203 N. Scott	01/15/15
<u>Citizen of the Year</u>		
Pam Ward	300 S Scott	01/15/14
Beverly Hixson	310 E Madison	01/15/14
Kim Stoken	302 Country Lane	01/15/14
Norma Ferguson	211 Jefferson	01/15/14

Construction Board of Appeals

Al Smith	403 Brunswick	01/15/16
David Swanson	608 W. Geneva	01/15/16
Mike Mull	116 W. Jefferson	01/15/16
Dave Hunsaker	713 Larchmont	01/15/16

Local Officers Compensation Commission

Teresa Patterson	303 W. Geneva	01/15/16
Bonnie Ward	203 N. Scott	01/15/16

DDA

Paul Hartlieb	103-B S. Bridge	01/15/15
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Parks, Recreation, Cemetery

Rick Paulson	119 Rivergate	01/15/14
John McCarty	1307 Waxwing	01/15/14

Planning Commission

Bill Sullivan	307 Windyrush	01/15/14
Mike Lee	117 Rivergate	01/15/14

Tree

Phil Lange	502 E. Geneva	01/15/14
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Motion by Kangas, seconded by Hunsaker and carried by unanimous vote of the Council **to approve the committee assignments, as recommended by Mayor Rundborg.**

3. Committee Assignments – Councilmembers:

The Mayor is recommending that the following Councilmembers serve on the committees listed below:

Planning Commission	Sue Erickson
DDA (Council Liaison)	Jim Lancaster
Cable Commission	Jim Lancaster
Parks, Recreation and Cemetery	Dave Hunsaker
DARA (Council Rep.)	Dave Hunsaker
DARA (Citizen Rep.)	Tim Kangas
DAESA	Sheryl Strouse
DAESA	Tony Stoker
Economic Development (Chair)	Jim Lancaster
Economic Development	Tony Stoker

Motion by Lancaster, seconded by Strouse and carried by unanimous vote of the Council **to approve the committee assignments as recommended by Mayor Rundborg.**

4. Update on DeWitt Public Schools Athletic Complex:

Kevin Feuka presented the City Council with the following 3 possible options for the water system at the proposed Athletic Complex:

Option #1 proposes that the entire water project consist of 8" mains and that the City would be liable for the cost of installation at \$236,250.

Option #2 proposes installation of an 8" main from point A to point B. The School would be responsible for the cost of a 4" service (\$55,000) and the City would be responsible for the difference between the price of a 4" service and the 8" main (\$27,500). This option also proposes a cost of \$153,750 in the year 2014 to finish the loop. This option has a total estimated cost of \$181,250 to the City.

Option #3 proposes the installation of and 4" service from point A to point B. The Schools would be responsible for the cost (\$55,000). Installation of an 8" main from point A to point C. The City would be responsible for the cost (\$10,000). In 2014, an 8" main would be installed from point E to point F at a cost of \$14,000 (paid by the City). In 2017, an 8" main is proposed from point C to point D at a cost of \$75,000. This option has a total estimated cost to the City of \$99,000.

Option #4 proposes a 4" service from point A to point B with a cost to the School of \$55,000 and no cost to this City. In 2014, an 8" main is proposed from point E to point F with a cost to the City of \$14,000. In 2017, an 8" main is proposed from point C to point D and point C to point A with a cost to the City of \$105,000. This option has a total estimated cost to the City of \$119,000.

Kevin Feuka, C2AE, will draft the approval letters needed for the project to begin. This watermain decision does not need to be made right now and the School's plans are not contingent on the watermain decision.

Discussion only

#### **COUNCIL/STAFF REPORTS:**

Chief Larry Jerue will be meeting with the School regarding the bus signage. Chief Jerue is also working with Dan Matson on removing the City ordinance prohibiting open carry.

There will be a prescription drop off at St. Jude Catholic Church on February 12, 2011 from 10 am to 2 pm.

#### **ADJOURNMENT:**

Motion by Stoker, seconded by Erickson and carried by unanimous vote of the Council that **this meeting be adjourned at 8:51 p.m.**

Respectfully submitted,

Lisa M. Grysen  
City Clerk-Treasurer

James Rundborg  
Mayor