

**WATERVILLE CITY COUNCIL  
SPECIAL MEETING / WORK SESSION  
August 22, 2023, 6:30 p.m.**

There was a special meeting / work session that the Waterville City Council held in the Council Chambers at 6:30 p.m. on August 22, 2023.

**Call to Order / Roll Call/Pledge of Allegiance**

**Present:** Mayor Bill Conlin, Council members: Dave Wollin, Tim Smith, Jennifer Grobe, Roy McIntyre, City  
**Also Present:** Administrator Teresa Hill, Emergency Management Director Doug Spicer, Parks Board Valerie Vail, Street and Parks Supervisor Alan Hiller, Water and Wastewater Supervisor Mark Krenik, Police Chief John Manning, Fire Chief Chris Meskan

**Absent: None**

Mayor Conlin called the meeting to order at 6:30 p.m. Announced present members of Council and Staff and then led the Pledge of Allegiance.

**Approval of Agenda**

**Motion by Smith, Seconded by McIntyre to approve the agenda. Motion Carried 5-0.**

**New Business**

**Budget Work Session. Administrator Hill** started the meeting with a recap to Council the process of the Budget Work session.

**Emergency Management Director Doug Spicer** approached the Council and stated that there was no Capital within his budget. **Administrator Hill** informed Spicer \$30,000.00 was included in the budget to install and monitor the Hydro Gauge.

**Parks Board Valerie Vail and Parks Supervisor Alan Hiller**

- Addressed Council on the treatment process for the Milfoil at the City Beach and Curly Leaf at the Lake. Mentioning the possibility of some funding with the DNR through a grant process. The City would have an estimated cost of \$13,000.00
- Requested the Pickleball Court in the amount of \$175,000.00. Stating that there was already funding of about \$42,000.00. There are plans to do a lot of fundraising, along with applying for any grant monies available.
- A request to put in an additional dock at Sakatah Bay to make water traffic more accessible downtown. This would possibly need a ramp as well. The estimated cost of \$25,000.00
- A request to update the Banners downtown, **Supervisor Hiller** relayed to the Council that the current banners are in rough shape and the City will be lucky if they make it through the winter. These would also need new brackets and stronger polls; this would expand the life of the banner with an estimated amount of \$5,000.00

**Street Supervisor Alan Hiller**

- North Shore Drive & the alley between Paquin and Hoosac Street will be on schedule for a new 4' mat with an approximate cost of \$125,000.00
- Noted that the current Seal Coating budget for the 2023 year has approximately \$10,000.00 left over. With an estimated cost of \$32,000.00 in 2024.
- Dust Coating in the alleys runs about \$3,000.00.
- Storm Sewer Cleaning Maintenance has been ongoing and would like to continue to see in 2024 at the approximate cost of \$10,000.00.
- Requesting to hold off on for a few more years purchasing a snow blower for the loader.
- Requested a floor cleaning machine for the City Shop with an approximate purchase cost of \$15,000.00.
- The final request from the Street Department was identification signs for the Public Works Building.

**Police Chief John Manning**

- Requested from Council to perform a wage study for Police Officers within our area. Chief Manning suggested this for a wage increase for all Police staff. Making note of this will help with Officer retention along with enticement for the extremely tight market for this profession.

- Stated that the current subscription for LETG will cost about \$6,121.00, but to stay aware that this may not be available or compatible with what the County may choose for the Radio system.
- LETG is in the current process of an upgrade, and with unsure of how this upgrade will be approached by LETG and if the County is going to be on board. This radio upgrade will need to take place no matter the upgrade outcome of LETG with a request to budget \$50,000.00 on this upgrade. Chief Manning noted that typically this type of upgrade is about hundreds of thousands of dollars.
- Requested an increase in the training budget with the minimum amount being \$750.00. This cost would reflect the mandatory training of Driving School from the Post Board due for the 2024 budget year.
- Requested to have a new squad car be budgeted for 2024 for \$65,000.00. Stating the current black squad car is been very costly and there are more repairs suggested by the Auto Shop to maintain proper use. Noting that there is roughly \$25,000.00 in that fund as of right now.
- The Final request was for \$12,000.00 for Bolo wraps, one for each full-time officer and one to share between the part-time officers. Chief Manning stated that this would help the officers along with the citizens to help the officers maintain control of any situation with low use of force.

#### **Water Supervisor Mark Krenik**

- Requested tuck pointing and painting be done on the Water building located at Oak Park with an estimated cost of \$30,000.00
- Stated that there are rusted-out heaters that have been barely heating that building in Oak Park and would like to see them replaced and needs proper exhaust. These would have an approximate cost of \$25,000.00

#### **Wastewater Supervisor Mark Krenik**

- Stated that within the City there are 20,000 feet of wastewater lines are made up of clay and some areas are starting to crack. The City could slip line the clay lines to reinforce them; making mention that he has had experience with this in the past and that it does what is needed. Suggesting this be put on a yearly schedule and completing 2,000 linear feet a year. This cost estimate is approximately \$50,000.00.
- Requested to continue with the Jetting schedule, and to go back to the starting spot of this maintenance and continue the Five-year cycle. Making mention the cost will go down over time due to the upkeep of the lines and has brought down costs within other spectrums as in the amount paid for the PFA within the year of wastewater processed. This will approximately cost \$20,000.00
- Requested that the parking lot of the Wastewater Plant needs seal coating, and would like to see a walkway between the buildings. Mentioning they have to walk between buildings daily and in the winter threw the snow or a makeshift shoveled walkway. The approximate cost for this is \$20,000.00.
- Stated the City was in need of Manhole rehab in multiple locations throughout the City. Also mentioned that he would like to see this on a five-year rotation of a maintenance plan similar to the Jetting and Televising schedule. The approximate cost of this type of project is \$30,000.00.

#### **Fire Chief Chris Meskan**

- Request to put aside funds for a new or used first out Command Vehicle. The current requested amount is \$74,000.00
- Making note that a new Fire Engine Truck normally has two years before even having that engine in our possession. Also, if the City does wait the cost of a truck is very likely will increase.
- Requested maintenance be done on the Fire Hall. Stating the needs: 2 walk doors, 1 overhead door, all new windows, insulation and tin wrap for the exterior of Fire Hall, Handicap accessible restroom and shower, HVAC for the entire building, new floor and drains for ½ the building, additional office space, decontamination room, air exchanger for gassing, additional truck bays. The approximate cost of \$100,000.00.
- Noting that turnout gear was in line to be rotated out and new to be purchased with the amount of one per Fire personnel. Stating that there may be possible grant funding for the turn-out gear, but requesting an approximately \$10,000.00

#### **Administrator Teresa Hill**

- Request that the roof be replaced above the old portion of the City Hall building with an estimated cost of \$55,000.00

- Requested updated audio and visuals for the Council Chambers. The requested amount of \$10,000.00.
- Requested to recodify the Ordinance Book with all of the updates. Reminding Council this has not been done since 2008. The approximate cost is \$10,000.00

There was a discussions with the mentioned items of request between the Council and Staff.

**Administrator Hill** brought up to Council that an 8% levy increase in the levy was built into the proposed budget. The budget as presented will require an approximately \$900,000.00 in budget cuts. Making note that there was an increase in operating cost of approximately 4% to 5% **Council McIntyre** stated nothing is stopping us from setting the levy at a higher amount than 8%. We cannot increase the levy once it has been set we are only able to reduce the percentage. **Council Smith** asked what the County and surrounding cities were doing as far as setting their levies. **Council McIntyre** replied that he thought it was currently set to be at 12.5%. **Administrator Hill** requested to set up some additional meetings, and in the meantime, I will send out a memo to each Department Leads to let them know what the Council is currently looking at and see what they are willing to cut out or push back another year or so. **Council McIntyre** requested to see a levy projected at 10% for the next meeting. **Administrator Hill** replied that she will furnish this with a few different scenarios. Making mention of items included in the Levy: the Library for they were in a deficit last year, the Storm Sewer, the increase in debit levy for the principal and interest. **Administrator Hill** noted the fluctuation in the debt service funds water and sewer there is still a deficit within these funds even when the depreciation is figured into the equation. This deficit is one of the main drivers for the rate study. We currently have a policy that requires us to have three months of operating costs on hand at all times to cover our current costs. The water reserve is in an area where we are obtaining this requirement, whereas the sewer we are still short and this needs to be built up. This rate study is based on a five-year plan. **Administrator Hill** requested other meeting sessions before the levy is due September 30<sup>th</sup> for certification with the County, with a personal request for it to be completed by September 15, 2023. There was discussion on when the next budget sessions will be, with a collaboration of August 31, 2023, at 6:30 p.m. and September 12, 2023, at 6:30 pm.

### Adjourn

**Motion by Grobe, Seconded by Wollin to adjourn. Motion Carried 5-0.** The meeting adjourned at 8:33 p.m.

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**William Conlin, Mayor**

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**Teresa Hill, Administrator-Clerk**