

**CITY OF NEW BERLIN
PROCEEDINGS OF THE COMMITTEE OF THE WHOLE
TUESDAY, MARCH 10, 2009**

Please note: Minutes are unofficial until approved by the Common Council at the next regularly scheduled meeting.

ROLL CALL: Mayor Jack F Chiovatero called the meeting to order at 7:06 PM. Present were Aldermen Hopkins, Wysocki, Seidl, Harenda, Moore and Ament. Excused: Alderman Poshepny. Also present were: City Clerk Marilyn Gauger, Attorney Mark Blum, City Engineer JP Walker, Human Resource Director Tami Potkay, Police Chief Joe Rieder and Associate Planner Amy Bennett.

This meeting was noticed on Friday, March 6, 2009 in accordance with the Open Meeting Law.

APPROVAL OF MINUTES

Motion by Alderman Moore to approve the February 24, 2009 Committee of the Whole minutes as printed. Seconded by Alderman Wysocki and carried unanimously.

The following items will be considered for approval or denial by the Aldermen with a recommendation to Common Council on the Consent Agenda.

UTILITY AND FINANCE

Claims

Motion by Alderman Hopkins to approve the Water Utility claims in the amount of \$106,301.87, Sewer Utility claims in the amount of \$36,909.98, and Bi-weekly claims in the amount of \$317,504.59, all of which represents payment to vendors. Seconded by Alderman Seidl and carried unanimously.

LICENSES/PERMITS

Bartenders

Motion by Alderman Seidl to approve the Bartender Licenses for the year 2008-2010 to Stephanie Burbach, Sara Metcalf and Alyia Schnitzler. Seconded by Alderman Wysocki and carried unanimously.

Replacement of Officer to Corporation

Motion by Alderman Ament to approve the replacement of Officer to Noodles Inc at 15630 W. National Avenue /Paul A. Strasen, 6 White Alder, Littleton, CO, 80127. Seconded by Alderman Seidl and carried unanimously.

Class B Liquor License

Motion by Alderman Hopkins to approve a "Class B" Liquor License to NB Restaurant Group, LLC/dba Passport Brewhaus (formerly known as Tumbleweeds) at 4900 S Moorland Road for the 2008-2009 licensing year. Seconded by Alderman Wysocki and carried unanimously.

MISCELLANEOUS

Fire Chief Dobernig's update on current status of construction of the new Fire Station #3 and operational status of the New Berlin Fire Department.

Chief Dobernig was not available for this meeting.

Motion by Alderman Harenda to defer. Seconded by Alderman Seidl and carried unanimously.

Assessor Koller's update on current status of the 2009 City-wide Revaluation,

Assessor Koller gave a power point presentation with an overview of how often the City does a revalue; how an assessment ratio is calculated; why a revalue is necessary and the requirement to keep all assessments equitable and fair. Assessor Koller discussed where his office is in the revaluation process this year by presenting a tasks/timeline slide. Open Book and Board of Review will be sometime in August/September. The city website includes an Assessor's web page.

Direct the City Treasurer in conjunction with the Finance Committee to prepare and make a recommendation to the Common Council on a budget format that can be utilized by all City departments for submission of all future operating and CIP Budgets. Have the Finance Committee report back to the Common Council within 90 days with their recommendation.

Alderman Harenda asked that the same format for the presentation of the budget amounts/line items be used by all Departments.

Request approval of a budgetary time line that will be utilized for the preparation of each year's Operating and CIP Budgets. Direct the City Attorney to prepare an ordinance and/or resolution to execute the time table below.

Finance Director Mike Holzinger had emailed information to the Council from the Financial Policy handbook that included a time table. This policy was adopted by Council on March 11, 2008.

Current time table from Financial Policies:

MONTH	
MAY	Common Council Sets Goals and Directives
JUNE	Finance Dept distributes information including: instruction guidelines and budget forms
AUGUST (Last Friday)	Release Executive Budget/CIP Budget to Aldermen
SEPTEMBER/OCTOBER	Budget Work Sessions scheduled
OCTOBER/NOVEMBER	Publish Public Notice of Proposed Budgets and Hold Public Hearing
DECEMBER 8 TH	Mail Tax Statements

Alderman Harenda would like the time table moved up to the dates listed below:

Time Table:

Mayor will prepare with assistance from all City Departments a City Operating and CIP Budget that will be presented to the City Aldermen by the 3rd Friday of August of each year.

First "Budgetary Working Session" will begin by the 3rd Tuesday of September of each year. Additional working sessions will be agenezed by the Mayor and/or Council President if necessary.

Request the Common Council give direction to the Mayor and City Department Heads on the preparation of the 2010 City Operating and CIP Budgets. As in the past we have set goals and/or directives on spending for the next year.

Motion by Alderman Harenda to submit to the Finance Committee the following: to set budget guidelines, to set timelines (as recommended by Alderman Harenda (above) and the Financial Policy timeline of May) and to set a budget format. Seconded by Alderman Hopkins and carried with Alderman Moore voting no.

These recommendations will come back from the Finance Committee on the 3-24-09 agenda.

Disposition of Fire Department property at the intersection of Johnson Road and Cleveland Avenue.

Mayor Chiovaturo indicated this item was referred to Plan Commission. This property was earmarked for a fire department building. With construction of fire station #3 on Racine Avenue, we are short of funds and the Fire Chief Dobernig would not have problem placing it up for sale. Plan Commission recommends that this item is a Council decision. It is currently zoned I1 (Institutional). The City received a couple inquiries. Mayor Chiovaturo asked the Council if there is an interest as it is currently zoned or to change the zoning to R1/R2 zoning with many restrictions due to the wetlands. What does the Council want to see on the property? The property is currently being farmed without an official agreement. City is maintaining the property. The inquiry is based on currently zoning. The property is 5 acres. Discussion followed on when donated was there any restrictions or expectations and should the property be held for civic purposes. It was suggested to wait for the Comprehensive Plan determination which should be by the end of this year and then this comes back.

City Attorney Blum will do a title search.

Motion by Alderman Hopkins to table. Seconded by Alderman Harenda and carried unanimously

DEFERRED, REFERRED & TABLED ITEMS

None.

ADJOURN

Motion by Alderman Seidl to adjourn at 8:23 PM. Seconded by Alderman Hopkins and carried unanimously.

Respectfully submitted:

Marilyn Gauger, MMC
City Clerk