

FINANCE COMMITTEE MINUTES

Tuesday, August 13, 2019 @6:00 PM

COUNCIL CHAMBERS, 321 S FOURTH STREET, STOUGHTON, WI

Present:

Brett Schumacher, Ozzie Doom, Lisa Reeves, and Mayor Swadley

Others Present:

Finance Director Friedl, Clerk Licht, Planning Director Scheel, Human Resources Director Gillingham, Police Chief Leck, Senior Center Director McGlynn

Absent and Excused:

Greg Jenson

Call to Order:

Schumacher called the meeting to order at 6:00 p.m.

Communications:

Reports: the following report was entered into the record.

- Contingency Report

Discussion regarding revisions to the City of Stoughton Purchasing Policy

Finance Director Friedl said at times it is very difficult to follow the current policy. He said the current policy doesn't address sole source and continuity purchases, cooperative procurement programs, large supply orders and emergency purchases. The proposal from the Finance Department would be to create separate policies for CIP and operational budget costs. Under the new policy, for CIP purchases, if the purchase is under budget, no further approval is required. If over budget, finance committee approval is required, and if it is not budgeted for it will need to go through Finance and Council. For the operational budget we need to trust the annual budget and the monthly reporting process. He added that Department Heads need to be held accountable for overages. Schumacher suggested looking at CIP budgeted amounts to actuals for the next year to gauge where we are.

Approval of the July 23, 2019 Finance Committee Minutes

Motion by Reeves, second by Schumacher to approve the minutes. Motion carried 4-0.

Discussion and possible action regarding 2019 Business Park Expansion Contract No. 3-2019 (Glacier Moraine Drive)

Planning Director Scheel stated that the City received 4 competitive bids for the project. The project will begin in 2019 and will be completed in 2020. The City has a good relationship with the contractor.

Motion by Reeves, second by Doom to recommend that the council 2019 Business Park Expansion Contract No. 3-2019 (Moraine Drive). Motion carried 4-0.

Discussion and possible action to reserve an amount of unassigned fund balance not to exceed \$20,000 to fund the Senior Center Program Volunteer Coordinator position through 2020

Finance Director Friedl said that the Bryant foundation has reduced the amount they are committing to the position to only fund it for 19 hours/week rather than the 32 hours/week they are currently committed to. The amount would come out of the 2020 fund balance.

Motion by Reeves, second by Doom to approve funding up to \$20,000 for the Senior Center Program Volunteer Coordination position through 2020. Motion carried 4-0.

Discussion and possible action to utilize Contingency Funds not-to-exceed \$3,000 to complete the purchase of a new handicap accessible van

Motion by Doom, second by Reeves to recommend that the council approve the purchase of a new handicap accessible van with funds from contingency not to exceed \$3,000. Motion carried 4-0.

Discussion and possible action to pursue a small claims lawsuit in an effort to collect amounts owed to the City in relation to an existing annexation agreement

Motion by Reeves, second by Doom to recommend that that the council approve the recommendation to take the amounts owed to small claims court. Motion carried 4-0.

Discussion and possible action to shift money available in the 2019 CIP and request an additional \$2,000 in funding to complete Squad Laptop Replacements

Motion by Reeves, second by Doom to approve the transfer of funds to complete Squad Laptop Replacements. Motion carried 4-0.

Discussion and possible action to pursue a 1-year full revaluation contract extension or pursue a 5-year full revaluation contract with Accurate Appraisal

The committee recommended a 1 year contract.

Adjournment

Motion by Reeves, second by Doom to adjourn at 6:53 p.m. Motion carried 4-0.

Respectfully Submitted,

Holly Licht, City Clerk