

# FINANCE COMMITTEE MEETING MINUTES

February 14, 2017 – 5:30 p.m.

Council Chambers, Public Safety Building

## **Present:**

Alderspersons Paul Lawrence, Regina Hirsch, Pat O'Connor, Tim Swadley

## **Others Present:**

Clerk Kropf, Planning Director Scheel, Recreation Director Lynch, Public Works Director Hebert, and City Attorney Matt Dregne

## **Absent and Excused:**

Mayor Olson

## **Call to order:**

Chairperson Lawrence called the meeting to order at 5:32 p.m.

## **Communications:**

Clerk Kropf explained that the Finance Department is working diligently towards the annual audit.

Committee discussion included the recruitment and interviewing of the Finance Director candidates.

## **Contingency Report:**

The reports were reviewed and no action was taken.

## **Finance Committee Minutes of January 24, 2017:**

Motion by O'Connor, to approve the Finance Committee minutes of January 24, 2017, second by Swadley. Motion carried unanimously 4-0.

## **Discussion regarding City Attorney Meeting Preparedness Procedures:**

The Finance Committee discussed the use of the City Attorney and the Attorney's preparedness for meetings. Discussion also included the need for the City Attorney to review materials with leadership staff prior to Council consideration. The Committee also discussed possibly having a quarterly review with staff to discuss and possible issues. This issue will be back to the Finance Committee for further discussion.

## **Preliminary Resolution declaring intent to exercise Special Assessment Powers for 2017 Street Projects:**

Planning Director Scheel explained that this is the first step in exercising special assessment powers for the upcoming 2017 street construction projects. He explained that anyone within the affected area had been mailed a notice and invited to the City's open house regarding the issue. Swadley and Hirsch asked if it was necessary for sidewalk installation as some members of the community did not want sidewalks on their property. Planning Director Scheel explained that the installation of the sidewalks follows the Council approved City policy. The Committee asked that the Public Works Committee review the current policy regarding the installation of sidewalks.

Motion by O'Connor, to approve the preliminary resolution declaring intent to exercise Special Assessment Powers for 2017 Street Projects, second by Hirsch. Motion carried 4-0.

**Authorizing and directing the proper City Official(s) to continue using the professional services of Angus Young & Associates in 2017 and 2018 for engineering and architecture design, construction document development, as well as construction oversight for the proposed Public Works Facility:**

Public Works Director Hebert explained that the City started the initial engineering and development for the Public Works facility in 2013. He is requesting that the City continue to work with Angus Young & Associates to complete the planning process for the new facility and procurement of lands.

Motion by Hirsch, to authorize and direct the proper city official(s) to continue using the professional services of Angus Young & Associates in 2017 and 2018 for engineering and architecture design, construction document development, as well as construction oversight for the proposed Public Works Facility, second by O'Connor.

Motion carried 4-0.

**Authorizing and directing the proper City official(s) to approve a contribution up to \$450 from the Park Development Fund for assistance in having a new lighted flag pole installed in Norse Park by Matthew Krcma as an Eagle Scout project:**

Recreation Director Lynch requested that the committee approve a contribution of \$450 to be used towards the purchase of a new lighted flag pole at Norse Park. He explained that this is part of an Eagle Scout project led by Matthew Krcma.

Motion by Lawrence, to authorize and direct the proper City official(s) to approve a contribution up to \$450 from the Park Development Fund for assistance in having a new lighted flag pole installed in Norse Park by Matthew Krcma as an Eagle Scout project, second by Swadley. Motion carried 4-0.

**Authorizing and directing the proper City Official(s) to approve the Stoughton Bike Transportation Plan:**

Recreation Director Lynch explained that this request would not be to approve the entire bike transportation plan, but to approve the purchasing of signs for the bike trails. The cost would be approximately \$1,400 and would be paid through the Park Development Fund.

Motion by Lawrence, to approve the purchase of the signage for the Stoughton Bike Transportation Plan, second by O'Connor. Motion carried 4-0.

**Authorizing and directing the proper City Official(s) to approve using Park Development Funds to pay for a site feasibility study for a building to be located in Mandt Park:**

Recreation Director Lynch addressed the committee regarding a new building that may be built in Mandt Park. He stated that he needs \$6,000 to initiate a feasibility study project for the structure. This money would be paid by the Park Development Fund. He explained that he would need to work with the fair board to reach an agreement for the new building, but that the feasibility study is the first step.

Motion by O'Connor, to authorize and direct the proper city official(s) to approve using Park Development Funds to pay for the site feasibility study for a building to be located in Mandt Park, second by Hirsch. Motion carried 4-0.

**Discussion and possible action regarding sharing cost of fireworks display with the Stoughton Fair Board:**

Clerk Kropf explained that this request had come from the Community Affairs and Council Policy Committee. The fireworks proposal would cost \$8,000 per night, but there was confusion on whether the City would be asked to pay for two nights as the proposal indicated, and if that would be a shared cost. The Finance Committee asked that this request be referred back to the Community Affairs and Council Policy Committee for clarification of the request.

Motion by Hirsch, to refer the request to the Community Affairs and Council Policy Committee for clarification, second by Lawrence. Motion carried 4-0.

**The council may convene in closed session pursuant to Wis Stat sec 19.85(1)(e), to consider strategy to be adopted in connection with negotiating an agreement to purchase certain property:**

Motion by Lawrence, to convene the Finance Committee into closed session, second by Hirsch. Motion carried 4-0. The Finance Committee convened into closed session at 6:33 p.m.