

FINANCE COMMITTEE MEETING MINUTES

January 24, 2017 – 6:00 p.m.

Council Chambers, Public Safety Building

Present:

Paul Lawrence, Regina Hirsch, Pat O'Connor, Tim Swadley and Mayor Olson

Others Present:

Clerk Kropf and Fire Chief Wegner

Absent and Excused:

None

Call to order:

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

Communications:

None

Contingency Report, August Treasurer's Report and September Treasurer's Report:

The reports were reviewed and no action was taken.

Finance Committee Minutes of December 6, 2016 and December 13, 2016:

Motion by O'Connor, to approve the Finance Committee minutes of December 6, 2016 and December 13, 2016, second by Swadley. Motion carried unanimously 5-0.

Discussion regarding City Attorney use by Leadership Team members in preparation for meetings:

Mayor Olson addressed the Committee regarding the City's Leadership Team's use of the City Attorney to aid in certain projects. Olson explained that she had discussed the idea of having the City attorney at City Hall to work on certain projects, one day a month. City staff indicated that they are satisfied with the current process of being able to call the City attorney on an as needed basis. The Committee discussed having a policy in place to make sure that City staff is satisfied with the Attorney's aid and preparedness. The Committee directed staff to ask the City Attorney to attend the next Finance Committee meeting to discuss a review of services procedure.

Authorizing carryover of Budgeted 2016 Funds to the 2017 Budget:

Clerk Kropf explained that this is something that the City does every year, if necessary. She explained that the Public Works department had requested to carryover \$5,000 from 2016 to 2017, to pay for their current tree removal/stump grinding contract.

Motion by Swadley, to approve the carryover of budgeted 2016 funds to the 2017 budget, second by Hirsch. Motion carried 5-0.

Amending the Fire Department CIP budget and borrowing amount by \$30,000 for the Engine 2 replacement and Authorizing and directing the proper City official(s) to enter into an agreement with Reliant Fire Inc / Pierce Manufacturing for the Construction and delivery of a Pumper Tanker apparatus:

Chief Wegner explained that the CIP budget did allow for the purchase of a new Pumper Tanker at \$525,000, but that the price to purchase the truck did increase by \$30,000 and that in order to pay for the truck the City would need to increase the borrowing amount by \$30,000. Wegner explained that the City would be getting the truck at a discount, if the City paid a down payment. He also noted that there would be a contingency for the construction of \$2,260. Wegner explained that several things had been taken off of the initial build of the truck, but that he was satisfied with the truck.

Motion by O'Connor to approve the amendment of the Fire Department CIP budget and borrowing amount by \$30,000 for the Engine 2 replacement and Authorizing and directing the proper City official(s) to enter into an agreement with Reliant Fire Inc / Pierce Manufacturing for the Construction and delivery of a Pumper Tanker apparatus, second by Swadley. Motion carried 5-0.

Authorizing and directing the proper City official(s) to approve the Letter of Engagement and to enter into a contract with Baker Tilly for interim consulting services:

Mayor Olson explained that the City had sought to obtain interim consulting services with the resignation of Finance Director Sullivan. She explained that Baker Tilly, the City's Auditing Firm, would be appointing Dave Farris to the City. Farris served as the Finance Director for the Village of Waunakee and now works for Baker Tilly as a consultant. She explained that this consultant would be able to answer any questions for the Finance Department, but would not be able to approve anything on the City's behalf. Farris would be available at City Hall two half days a week for approximately twelve weeks or until the position is filled. The contract would ask for no more than \$20,000 and would be paid from the Finance Director's salary.

Motion by O'Connor, to approve the Letter of Engagement and to enter into a contract with Baker Tilly for interim consulting services, second by Hirsch. Motion carried 5-0.

The Committee may convene in closed session pursuant to Wis State Statute 19.85(1)(e) to consider the acquisition of property located at 300 Sixth Street, Stoughton, WI:

Motion by Lawrence, to convene in closed session, second by Swadley. Motion carried 5-0. The Finance Committee met in closed session at 6:39 p.m.