

FINANCE COMMITTEE MEETING MINUTES

September 13, 2016 – 6:00 p.m.

Council Chambers, Public Safety Building

Present:

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

Others Present:

Finance Director Laurie Sullivan and Parks & Recreation Director Tom Lynch

Absent and Excused:

Mayor Olson

Call to order:

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

Communications:

Finance Director Sullivan explained that the Redevelopment Authority will be receiving a grant in November to help pay for the environmental studies at the Mill Fab location. She noted that she hopes to close on the property before the end of the year.

Finance Committee Minutes of August 23, 2016:

Motion by O'Connor, to approve the Finance Committee minutes of August 23, 2016, second by Swadley. Motion carried unanimously 4-0.

Update on Kettle Park West Tax Incremental Financing:

Finance Director Sullivan explained how tax incremental financing is being used for the Kettle Park West project. She noted that before any money can be paid for the project, there are a number of individuals that must review the pay request and the work done. All pay requests and work completion reports are reviewed by the City's Engineering firm, the Planning Director, the Finance Director, and then money for payment is sent to the title company. From there the title company sends the actual payment to Forward Development Group. Finance Director Sullivan also explained the detailed spreadsheet that she uses to track all of the payments made and remaining funds. Swadley thanked Sullivan for explaining this and asked that she present this to Council in the near future.

Authorizing and directing the proper City officials to enter into an agreement with K and M Tie and Lumber, Inc. for construction on the Yahara River Streambank Project:

Parks & Recreation Director Tom Lynch explained that this resolution would be to approve K and M Tie and Lumber, INC to complete the work on the Yahara River Streambank restoration project. He noted that the initial work for this project had started approximately four years ago. He explained that he would be using funds currently available in the City's CIP budget along with a grant of \$15,000 from the Wisconsin DNR.

Motion by Lawrence, to approve the resolution authorizing and directing the proper City officials to enter into an agreement with K and M Tie and Lumber, Inc. for construction on the Yahara River Streambank Project and to send to Council for consideration, second by O'Connor. Motion carried 4-0.

Discussion and action regarding City Attorney Request for Proposal (RFP)

Documents and/or possible changes to RFP:

Finance Director Sullivan explained that the current City Attorney contract will be expiring at the end of this year and that the City would be sending out RFP's to potential firms. She noted that the RFP in the packet did contain the same language as the one used in 2009, but the dates had been changed. She explained that the City Clerk would be mailing and emailing the requests to the potential firms on Friday, September 16, 2016. Swadley asked that an additional section be added to section III to state "Review Council agenda and all related materials for a minimum of one hour prior to the Council meeting."

Motion by Swadley, to approve the City Attorney Request for Proposal (RFP) documents and to start the process of recruiting firms, second by Hirsch. Motion carried 4-0.

Future Agenda Items:

- Discussion for Tax Incremental Financing Requests
- Discussion on Tax Incremental Districts

Adjournment

Motion by Hirsch, to adjourn the meeting of the Finance Committee, second by O'Connor. Motion carried unanimously 4-0. The Finance Committee meeting adjourned at 6:47 p.m.