

## **Minutes of the Finance Committee – May 1<sup>st</sup> 2012**

A meeting of the Finance Committee of the City of Prairie du Chien was held on Tuesday May 1<sup>st</sup> 2012 at 6:00 PM in Conference Room #2 of City Hall. In the absence of Chairperson Kathleen Hein, the City Administrator called the meeting to order.

### **1. Call to order/Roll Call**

PRESENT – Linda Munson, Judeen Ames, Frank Pintz ABSENT – Kathleen Hein (Chairperson), Jaaren Riebe ALSO PRESENT – Mayor Dave Hemmer, City Administrator Aaron Kramer, Co-Public Works Manager Terry Meyer

### **2. Certification of the open meeting law agenda requirements and approval of the agenda**

MOTION: Munson SECOND: Ames VOTE: 3-0

### **3. APPROVAL – Minutes of the April 4th 2012 meeting**

There are no minutes from the April 17th 2012 meeting, as it was cancelled. ACTION: To approve MOTION: Munson SECOND: Ames VOTE: 3-0

### **4. DISCUSSION AND ACTION – Claims**

Pintz had some questions concerning the purchase of safety shirts versus vests for the Street, WWTP and Water Department employees. MOTION: To approve the claims, with a reduction of \$148.50 in the payment to Southwest Vet since two of the animals on the invoice were detained outside the city's limits MOTION: Pintz SECOND: Munson VOTE: 3-0

### **5. DISCUSSION AND ACTION – Policy 2012-02 (Travel and Expense Policy)**

This item has been forward to the Committee from the Personnel Committee. If approved, this item will be sent to the Council for action on May 15th. ACTION: To approve Policy 2012-02 and forward to the Council MOTION: Pintz SECOND: Ames VOTE: 3-0

### **6. DISCUSSION AND ACTION – Ordinance 2012-08 (ESTABLISHING SALARIES AND COMPENSATION FOR CERTAIN CITY OFFICERS AND EMPLOYEES OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN (Election Inspectors))**

This item has been forward to the Committee from the Personnel Committee. If approved, it would change the salaries of election inspectors from \$75 per day to \$8 per hour. ACTION: To approve Ordinance 2012-08 and forward to the Council MOTION: Pintz SECOND: Ames VOTE: 2-0-1 (Munson abstained)

### **7. DISCUSSION AND ACTION – Request for Proposals (RFP) for City Audit**

Staff is seeking permission to issue an RFP later this year. ACTION: To direct staff to draft an Request for Proposals for the City's audit services MOTION: Ames SECOND: Munson VOTE: 3-0

### **8. DISCUSSION AND ACTION - Next phase of underground electrical utilities on St Feriole Island**

On April 25th, the Public Works Committee approved the following motion - To forward to the Finance Committee a recommendation to remove the existing power poles in the Marina parking lot, including the setting of vaults and transformers and installation of services. Staff estimates the costs to be around \$3,000, and recommends using boat launch fees to improve the parking lot, which is adjacent to the Marina Boat Landing. ACTION: To approve the Public Works recommendation and allocate the funds from the Boat Launch Fee account MOTION: Ames SECOND: Pintz VOTE: 3-0

**9. DISCUSSION AND ACTION - Approve memorial donations for the amenities (benches, etc) on the bypass**

On April 25th, the Public Works Committee approved the concept of accepting donations for the amenities on the bypass, with a memorial plaque to be installed on each amenity sold. The proposal would place the funds in an endowment fund for future projects. The Committee also directed staff to forward a proposal to the Finance Committee with guidelines for expending the funds. The Finance Committee reviewed a memo from staff on some possible guidelines. ACTION: To direct staff to draft a policy for the disbursement of funds from memorial donations for the amenities on the bypass MOTION: Munson SECOND: Ames VOTE: 3-0

**10. DISCUSSION AND ACTION – 2011-2013 Capital Budget Report**

A detailed report on the 2011-2013 Capital Budget was reviewed and discussed. No formal action was taken.

**11. ADJOURN to CLOSED SESSION (6:45 PM)**

ACTION: To go into closed session under Wisconsin State Statute 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Acquisition of property MOTION: Munson SECOND: Ames VOTE: 3-0

**12. CONVENE to OPEN SESSION (6:50 PM)**

MOTION: Munson SECOND: Pintz VOTE: 3-0

**13. ACTION from CLOSED SESSION**

ACTION: To recommend to the Common Council that the offer of John Cummuta to sell his airport hangar to the City be rejected MOTION: Pintz SECOND: Munson VOTE: 3-0

**14. ADJOURNMENT (6:50 PM)**

MOTION: Pintz SECOND: Ames VOTE: 3-0

Submitted by City Administrator Aaron Kramer