

## **Minutes of the Finance Committee – October 2nd 2012**

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

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

PRESENT – Kathleen Hein (Chairperson), Linda Munson, Mark Thein, Frank Pintz, Judeen Ames  
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: 5-0

### **3. APPROVAL – Minutes of the September 18th 2012 meeting**

ACTION: To approve MOTION: Pintz SECOND: Munson VOTE: 5-0

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

ACTION: To approve MOTION: Ames SECOND: Pintz VOTE: 5-0

### **5. DISCUSSION AND ACTION – Approval of Professional Services Agreements (PSA) with Vierbicher**

There were three PSAs to consider: A. Water Utility Storage Building PSA (NOTE: This PSA will address the construction of a new Water Utility Storage building south of the current Fire Station on Blackhawk Avenue. The actual construction will take place in the spring of 2013.); B. Overview and Glen Street PSA (NOTE: This PSA covers the reconstruction of Overview Court from Glenn Street to Rice Street, including sanitary sewer, water, street, curb and gutter, and sidewalk, and West Glen Street from First Street to Beaumont Road including sanitary sewer, water main, street and curb and gutter. Work will be done in 2013.); and, C. Bluff Haven Infrastructure PSA (NOTE: This PSA covers the extension of sanitary mains and laterals, water services, storm sewer, storm water management and roadway to serve Phase One of the independent living development. Work will be done in 2013, and staff would recommend approval contingent upon an executed agreement between the City and Bluff Haven for reimbursement of expenses.) Considerable discussion was held on the sidewalks on the Overview Court and Glenn Street project. Hein stated she would like to see more consideration, using the City's sidewalk policy, into installing sidewalks on both sides of the streets.

ACTION: To approve the Water Utility Storage Building PSA MOTION: Munson SECOND: Hein VOTE: 5-0

ACTION: To table the Overview and Glen Street PSA to determine where sidewalks would be installed MOTION: Pintz SECOND: Hein VOTE: 5-0

ACTION: To delay approval of the Bluff Haven Infrastructure until an executed agreement between the City and Bluff Haven for reimbursement of expenses is approved MOTION: Munson SECOND: Hein VOTE: 5-0

### **6. DISCUSSION AND ACTION – Request to increase City Forester's hours**

A memo from Terry Meyer requesting an additional 50 hours of contracted time for the City Forester is included in the packet. The funds could come from existing part-time funds, and will have no impact on the overall 2012 budget. ACTION: To approve the request for up to an additional fifty (50) hours of contracted time for the City Forester MOTION: Hein SECOND: Ames VOTE: 5-0

### **7. DISCUSSION AND ACTION – Amended 2012 Budget**

Staff is requesting the Committee approve the amended 2012 budget. Due to the fact that the Committee may wish to make some changes, Council action will not be scheduled until the October 16th meeting. The City Administrator provided an overview of the proposed changes. ACTION: To recommend the Council approve the amended 2012 budget at the October 16<sup>th</sup> meeting MOTION: Munson SECOND: Ames VOTE: 5-0

**8. ADJOURNMENT (6:58 PM)**

MOTION: Thein SECOND: Hein VOTE: 5-0

Submitted by City Administrator Aaron Kramer