

Minutes of the Finance Committee (March 19th 2013)

A meeting of the Finance Committee of the City of Prairie du Chien was held on Tuesday March 19th 2013 at 5:45 PM in Conference Room #2 of City Hall. In the absence of Chairperson Kathleen Hein, City Administrator Kramer called the meeting to order.

1. Call to order/Roll Call

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

ALSO PRESENT – Mayor Dave Hemmer, City Administrator Aaron Kramer, Kurt Muchow (Vierbicher Associates), Co-Public Works Manager Terry Meyer

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

MOTION: Ames SECOND: Munson VOTE: 4-0

3. APPROVAL – Minutes of the March 5th 2013 meeting

ACTION: To approve MOTION: Munson SECOND: Ames VOTE: 4-0

4. DISCUSSION AND ACTION – Claims

ACTION: To approve MOTION: Pintz SECOND: Thein VOTE: 4-0

5. DISCUSSION AND ACTION – Awarding of Bid for Overview and Glenn Street project

Meyer reviewed the proposed project, and said work would begin very soon if approved. The construction schedule is two months long. ACTION: To recommend the Council award the bid for the Overview and Glenn Street project to Gerke Excavating for \$279,984 MOTION: Munson SECOND: Ames VOTE: 4-0

6. DISCUSSION AND ACTION – Update on 2011-2013 Capital Budget

The City Administrator provided an update on the Capital Budget, which has three projects remaining – the Overview and Glenn Street project, the construction of a new water department building (currently underway), and the Washington Street Park upgrade. No formal action was taken.

7. DISCUSSION AND ACTION – Budget Surplus Policy

A memo from the City Administrator outlined a series of policies and new finance and budget goals, including a plan to address the unfunded Compensated Absences (retirement and termination payouts) liability, and investment of any future budget surpluses. ACTION: To direct the City Administrator to draft a formal policy based on the memo he provided and the Committee reviewed MOTION: Munson SECOND: Ames VOTE: 4-0

8. DISCUSSION AND ACTION – PSA with Vierbicher Associates

The PSA would involve the following projects, and is contingent on action in closed session:

1. Project No. 1: TID No. 5 - Lessard & 22nd Street Extension: Extending Lessard Street easterly to 22nd Street, extend 22nd Street from Lessard Street north to Wells Street, loop water mains on Champion Blvd. and Wells Street, extend the sanitary sewer interceptor located in Brunson Street southerly to Lessard Street, construct a storm water facility at the intersection of 22nd Street and Champion Boulevard, prepare a storm water management plan for street extensions per WisDNR requirements.
2. Project No. 2: TID No. 5 - Residential Subdivision: Preliminary & Final Plat for 37 lot subdivision, extension of streets, sanitary sewer, water main and storm sewer to serve the

subdivision, developing a proposed site grading plan for the lots in the subdivision, modify the Welter storm water detention basin to provide a water quality basin and landscaping.

3. Godden Pit Storm water Management Analysis: Prepare a storm water management analysis of Godden Pit and prepare a concept plan for future recommended improvements

Kurt Muchow reviewed the proposal and the timetable, which calls for the work to be done later this year. ACTION: To approve the Professional Services Agreement with Vierbicher Associates for the 22nd Street-Lessard Street Corridor Project MOTION: Pintz SECOND: Munson VOTE: 4-0

9. ADJOURN to CLOSED SESSION (6:24 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: Ames SECOND: Pintz VOTE: 4-0

10. CONVENE into open session (6:31 PM)

MOTION: Munson SECOND: Pintz VOTE: 4-0

11. ACTION from the closed session

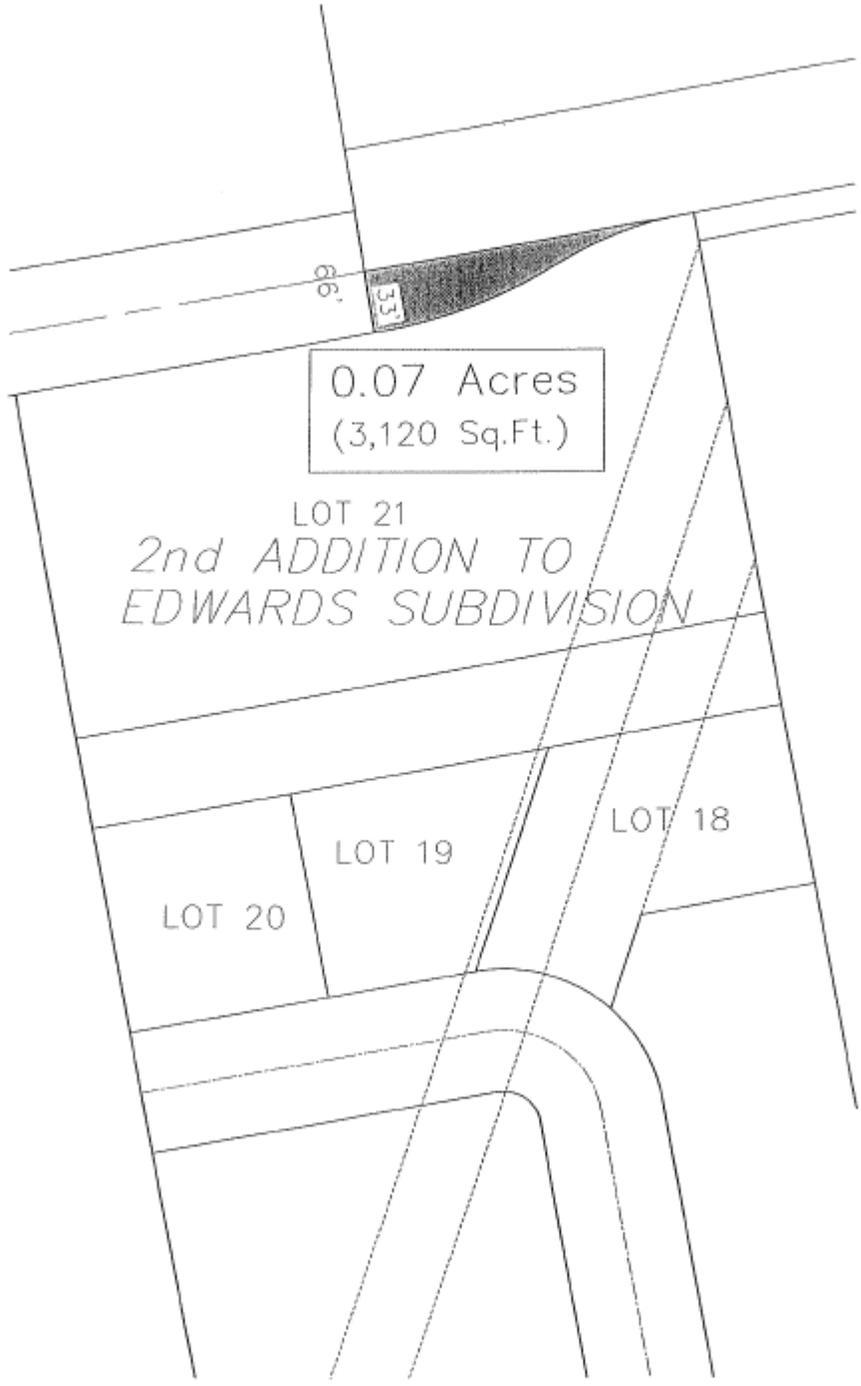
ACTION: To recommend the Council approve the purchase of 23.7 acres of land from Steve Welter, as shown in Exhibit A, for \$625,000 plus closing costs, and the naming rights of the streets to be shared with Welter as the project develops; and to purchase 0.07 acres of land Brian Edwards, as shown in Exhibit B, for \$1,820 plus closing costs; and to purchase 0.76 acres of land from the Mavis Godden Family, as shown in Exhibit C, for \$25,000 plus closing costs, with the funds for these purchases to come from TID #5 and TID #6.

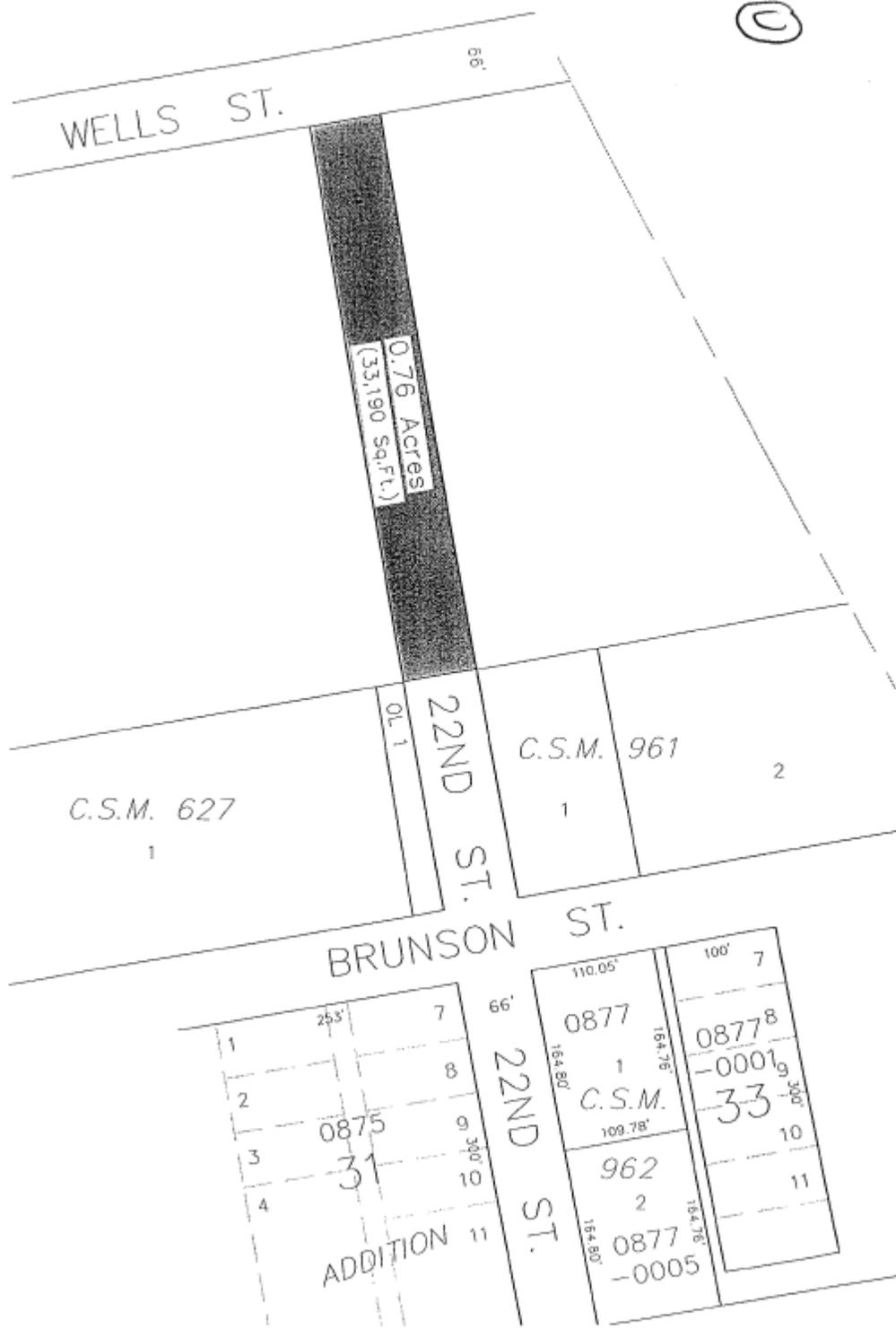
12. ADJOURNMENT (6:32 PM)

MOTION: Munson SECOND: Thein VOTE: 4-0

Submitted by City Administrator Aaron Kramer

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