

Minutes of the Finance Committee (November 19th 2013)

A meeting of the Finance Committee of the City of Prairie du Chien was held on Tuesday November 19th 2013 at 6:00 PM in Conference Room #2 of City Hall. Chairperson Mark Thein called the meeting to order.

1. Call to order/Roll Call

PRESENT – Mark Thein (Chairperson), Ken Fleshner, Nate Gilberts ABSENT – Jean Titlbach, Kyle Kozelka CITY STAFF ALSO PRESENT – City Administrator Aaron Kramer, Mayor Dave Hemmer, Police Sergeant Kyle Teynor, Police Chief Chad Abram, Co-Public Works Manager Larry Gates, Co-Public Works Manager Terry Meyer

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

MOTION: Thein SECOND: Gilberts VOTE: 3-0

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

ACTION: To approve MOTION: Fleshner SECOND: Gilberts VOTE: 3-0

4. DISCUSSION AND ACTION – Claims

ACTION: To approve MOTION: Gilberts SECOND: Fleshner VOTE: 3-0

5. DISCUSSION AND ACTION – Request to bid out auditing services

ACTION: To recommend the Council authorize bidding out the auditing services for a 5-year period (2014-2018) MOTION: Fleshner SECOND: Gilberts VOTE: 3-0

6. DISCUSSION AND ACTION – Awarding of Bid for ¾-ton, 2-wheel drive utility truck (WWTP)

ACTION: To recommend the Council approve awarding the bid to Sleepy Hollow (Viroqua, WI) for \$26,772 MOTION: Fleshner SECOND: Thein VOTE: 3-0

7. DISCUSSION AND ACTION – Awarding of Bid for ¾-ton, 2-wheel drive utility truck (Water Department)

ACTION: To recommend the Council approve awarding the bid to Sleepy Hollow (Viroqua, WI) for \$25,427 MOTION: Fleshner SECOND: Thein VOTE: 3-0

8. DISCUSSION AND ACTION – Approval of three-year contract for root removal service in sanitary sewer system

Funds would come from the 2014-2016 Capital Budget. ACTION: To recommend the Council approve a 3-year contract with Dukes Root Control (2014-2016), at \$10,000 per year, to remove roots from the sanitary sewer collection system MOTION: Gilberts SECOND: Fleshner VOTE: 3-0

9. DISCUSSION AND ACTION – 2012 Budget Surplus

The Council earlier this year approved spending \$106,986, from the 2012 budget surplus to mill and pave a portion of South 15th Street. The project came in \$19,521 under budget. Staff is requesting the remaining funds be used to complete the construction of a storage building at the Street Department, and approximately \$2,700 in equipment purchases and minor building repairs. ACTION: To recommend the Council approve the following expenditures: 1) \$12,000.00 of the remaining funds be used to place the “Car Quest” building on a foundation and footings at the Street Department for an additional storage garage; 2) approximately \$1,500.00 for purchase of 1 new chainsaw, 1 new pole saw and 2 new weed trimmers to be used in the streets and parks departments to replace this aging equipment; 3) approximately \$1,200 to repair and/or replace an

entrance door, front shop overhead door and 2 door openers at the Street Dept. garage; and 4) direct the City Administrator and Co-Public Works Managers to spend the remaining \$2,404.14 on equipment replacement for the Street Department and report back to the Committee and/or Council on the expenditures MOTION: Fleshner SECOND: Thein VOTE: 3-0

10. DISCUSSION AND ACTION – Closeout of 2011-2013 Capital Budget

Staff will present an update on the last remaining projects and request approval to move ahead with purchasing. ACTION: To recommend the Council approve the final closeout items for the 2011-2013 Capital Budget MOTION: Gilberts SECOND: Thein VOTE: 3-0

11. DISCUSSION AND ACTION – Proposed 2014 Budget

The City Administrator asked for the following items to be added to the budget: 1) Increase the contribution to the Chamber of Commerce by \$2,500 to provide additional funds for the 2014 fireworks presentation. This would bring our contribution level to the amount requested by the Chamber (\$4,000), 2) Four (4) Protective Plate Carriers (Police Department) - \$784, 3) Four (4) Level Four Rifle Graded Plates (Police Department) - \$1,392, 4) Increase contribution level to the Ft. Crawford Museum to \$3,500 - \$500, 5) Increase contribution to Prairie du Chien Economic Development Corporation to \$7,500 to fund re-use study for the current Prairie du Chien Memorial Hospital site - \$3,750, and; 6) Purchase (1) set of turnout gear for the Fire Department - \$2,000. The tax levy increase would remain at 1.5 percent. ACTION: To recommend the Council approve the proposed 2014 budget with the changes proposed tonight MOTION: Thein SECOND: Gilberts VOTE: 3-0

12. ADJOURNMENT (6:36 PM)

MOTION: Gilberts SECOND: Thein VOTE: 3-0

Submitted by City Administrator Aaron Kramer