

Minutes of the Finance Committee (December 3rd 2013)

A meeting of the Finance Committee of the City of Prairie du Chien was held on Tuesday December 3rd 2013 at 6:30 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, Jean Titlbach, Kyle Kozelka CITY STAFF PRESENT – City Administrator Aaron Kramer, Co-Public Works Manager Larry Gates

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

MOTION: Kozelka SECOND: Gilberts VOTE: 5-0

3. APPROVAL – Minutes of the November 19th 2013 meeting

ACTION: To approve MOTION: Gilberts SECOND: Fleshner VOTE: 5-0

4. DISCUSSION AND ACTION – Claims

ACTION: To approve MOTION: Fleshner SECOND: Gilberts VOTE: 5-0

5. DISCUSSION AND ACTION - Professional Services Agreement (PSA) with Vierbicher for the TID # 6 Business Park Expansion – Predevelopment Phase Services

The City purchased 35 acres of land adjacent to TID No. 6 to expand the Business Park. A Plat of Survey and several conceptual development plans have been completed for the project. The City would like to implement design and construction of Phase 1 of the Business Park expansion prior to the end of the TID No. 6 expenditure period on September 16, 2014. Prior to starting the actual design of the proposed improvements, the City needs to complete activities to “firm-up” the scope of the project and conditions that may be imposed by the Wisconsin Department of Transportation (WDOT). The next phase of work will to take the selected Concept Development Plan and further develop the plan. Kurt Muchow (Vierbicher) was present to answer questions from the Council and discuss the work that needs to be done. ACTION: To recommend the Council approve the Professional Services Agreement (PSA) with Vierbicher for the TID # 6 Business Park Expansion – Predevelopment Phase Services MOTION: Kozelka SECOND: Thein VOTE: 5-0

6. DISCUSSION AND ACTION – State/Municipal Agreement for a Local Let Safe Routes to School (SRTS) Project (Revision #3)

This agreement reflects the most recent changes approved by the Council, which merges the work the City is doing on 22nd Street and Campion Boulevard and the SRTS project. Staff is cautiously optimistic the SRTS work will be done in 2014. ACTION: To recommend the Council approve the State/Municipal Agreement for a Local Let Safe Routes to School (SRTS) Project (Revision #3) MOTION: Thein SECOND: Titlbach VOTE: 5-0

7. DISCUSSION AND ACTION – Awarding of bid for Well #3 Variable Frequency Drive (VFD) (Water Department)

ACTION: To recommend the Council award the bid to Winona Mechanical for \$28,398 MOTION: Gilberts SECOND: Fleshner VOTE: 5-0

8. DISCUSSION AND ACTION – Citywide Revolving Loan Fund Committee

A memo outlining the proposed creation of a Citywide Revolving Loan Fund Committee, to oversee the Downtown Revolving Loan Fund and Citywide Revolving Loan Fund, from the City Administrator was discussed and reviewed. The consensus of the Committee was to take

additional time at the next Finance Committee meeting to review, and then forward to the Council for a first reading on December 17th. ACTION: To continue discussion on the proposal at the December 17th Finance Committee meeting MOTION: Gilberts SECOND: Kozelka VOTE: 5-0

9. ADJOURNMENT (6:54 PM)

MOTION: Thein SECOND: Gilberts VOTE: 5-0

Submitted by City Administrator Aaron Kramer