

Minutes of the Finance Committee (December 17th 2013)

A meeting of the City of Prairie du Chien Finance Committee was held on Tuesday December 17th 2013 at 5:45 PM in Conference Room #2 of City Hall. Chairperson Thein called the meeting to order.

1. Call to order/Roll Call

PRESENT – Mark Thein (Chairperson), Nate Gilberts, Jean Titlbach, Kyle Kozelka ABSENT – Ken Fleshner CITY STAFF PRESENT – City Administrator Aaron Kramer, Co-Public Works Manager Terry Meyer, Mayor Dave Hemmer

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

MOTION: Kozelka SECOND: Gilberts VOTE: 4-0

3. APPROVAL – Minutes of the December 3rd 2013 meeting

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

4. DISCUSSION AND ACTION – Claims

ACTION: To approve MOTION: Titlbach SECOND: Kozelka VOTE: 4-0

5. DISCUSSION AND ACTION – Audit Services for 2014-2018

Kramer said four requests for proposals had been submitted. After a review of the RFP's and the city's auditing needs, the recommendation was to agree to a 5-year contract with Johnson Block and Company, the current city auditors. The annual costs are as follows: 2014 - \$16,900, 2015 - \$17,250, 2016 - \$17,650, 2017 - \$18,000, 2018 - \$18,300, with single audits to cost \$2,000 and TIF Audits costing between \$300-500. ACTION: To recommend the Council approve a five-year contract with Johnson Block and Company (Mineral Point, WI) for city auditing services MOTION: Thein SECOND: Gilberts VOTE: 4-0

6. DISCUSSION AND ACTION – Professional Services Agreement (PSA) with Vierbicher for the Godden Pit Reclamation Project

This PSA will cover design, bidding and permitting work to dredge Godden Pit in 2014. ACTION: To recommend the Council approve the Professional Services Agreement (PSA) with Vierbicher for the Godden Pit Reclamation Project MOTION: Titlbach SECOND: Kozelka VOTE: 4-0

7. UPDATE – Equipment Purchases

A list of the items that staff has purchased under the following programs was included in the packet and reviewed: 1) 2011-2013 Capital Budget and 2) 2012 General Fund Budget Surplus. No formal action was taken.

8. DISCUSSION AND ACTION – Ordinance 2013-27 (RECREATING CHAPTER 1.08 (7) (STIPULATIONS AND DEPOSITS))

This proposed Ordinance provides a specific list of court costs and fees that can be imposed by the Municipal Court, and allows the City to charge the maximum amount allowed under state law. ACTION: To recommend the Council approve Ordinance 2013-27 MOTION: Gilberts SECOND: Thein VOTE: 4-0

9. 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 reviewed and discussed. This was a continuation of the Committee's discussions on December 3rd. ACTION: To send the proposal to create a Citywide Revolving Loan Fund Committee to the Council for action MOTION: Gilberts SECOND: Their VOTE: 4-0

10. ADJOURNMENT (6:13 PM)

MOTION: Titlbach SECOND: Gilberts VOTE: 4-0

Submitted by City Administrator Aaron Kramer