

MINUTES OF THE FINANCE COMMITTEE – MAY 3RD 2016

A meeting of the City of Prairie du Chien Finance Committee was held on Tuesday May 3rd 2016 at 6:00 PM in City Hall. Chairman Nate Gilberts called the meeting to order.

GENERAL ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call** – Nate Gilberts (Chairperson), Jean Tittbach, Ron Leys ABESENT – Karen Solomon CITY STAFF ALSO PRESENT - Mayor Dave Hemmer, City Administrator Aaron Kramer
- 2. Certification of the open meeting law agenda requirements and approval of the agenda** – MOTION: Gilberts SECOND: Leys VOTE: 3-0
- 3. APPROVAL – Minutes of the April 19th 2016 meeting** – MOTION: Leys SECOND: Gilberts VOTE: 3-0

ACTION ITEMS

- 4. DISCUSSION AND ACTION – Claims** – ACTION: To recommend the Council approve MOTION: Leys SECOND: Gilberts VOTE: 3-0

NOTE: Solomon joined the meeting at 6:03 PM.

- 5. DISCUSSION AND ACTION – Ordinance 2016-13 (Room Tax)** - The purpose of this Ordinance is to reform the current Room Tax ordinance to reflect recent changes in State law and a legal ruling from the City Attorney. The changes included the following: 1) a more clear definition of tourism, tourism promotion and tourism development, which mirrors the language found in state statute, 2) re-allocating how the room tax is to be paid to the Prairie du Chien Chamber of Commerce ("Chamber"), 3) requiring the Chamber to develop policies and procedures to expend any excess, unspent funds in the undesignated reserve accounts of the Tourism Council. These policies and procedures must establish a minimum amount or percentage of the annual budget to be reserved in the undesignated reserve accounts at the commencement of the fiscal year, 4) requires additional reporting to the City by the Chamber to comply with state law in 2017, 5) removes the possibility of imprisonment as a penalty for failing to comply with portions of the Ordinance, and 6) clearly states that all promotional and tourism materials are jointly owned by the City and the Chamber of Commerce. ACTION: To recommend the Council approve Ordinance 2016-13 MOTION: Gilberts SECOND: Solomon VOTE: 4-0

- 6. DISCUSSION AND ACTION – Ordinance 2016-14 (REPEALING AND RECREATING CHAPTER 3.08 (CITY PURCHASES) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN)** - The purpose of this Ordinance is to modify the current City purchasing procedures and bring in more into compliance and agreement with State Statutes. ACTION: To recommend the Council approve Ordinance 2016-14 MOTION: Gilberts SECOND: Solomon VOTE: 4-0

- 7. DISCUSSION AND ACTION – Ordinance 2016-15 (REPEALING AND RECREATING CHAPTER 3.12 (PUBLIC SAFETY AND FIRE EMERGENCY RESPONSE COST RECOVERY) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN)** - The purpose of this Ordinance is to include a minimum assessable charge of \$100 per violation for violating the excessive requests for emergency assistance definition. ACTION: To recommend the Council approve Ordinance 2016-15 MOTION: Leys SECOND: Gilberts VOTE: 4-0

- 8. DISCUSSION AND ACTION – Computer Server Upgrade at City Hall (Dependable Solutions)** - The current Capital Projects Fund has budgeted \$11,000 for the upgrade. This quote from Dependable Solutions is \$17,263.65. Staff is seeking authorization to cover the difference from the Contingency Fund and proceed with the project. ACTION: To recommend the Council approve the project MOTION: Solomon SECOND: Gilberts VOTE: 4-0

9. DISCUSSION AND ACTION – Transfer of FAA Entitlements with the Portage Airport - The proposal would have the City trade its 2019 and 2020 FAA entitlements with Portage for their unused 2012 and 2013 entitlement allocation, reducing the City's projected contribution to the new airport terminal from \$100,000 to \$64,000. ACTION: To recommend the Council approve the FAA entitlement swap with Portage MOTION: Solomon VOTE: Gilberts VOTE: 3-1 (Leys opposed)

10. DISCUSSION AND ACTION – Lease Agreement for Signs at St. Feriole Island Ballpark - The City has three (3) signs up – one at each field. In this new agreement, the Ballpark is asking that existing sign-holders enter into a four (4) year commitment at \$250 per year, per sign. ACTION: To recommend the Council approve the lease agreement MOTION: Gilberts SECOND: Solomon VOTE: 4-0

11. DISCUSSION AND ACTION – Short-term loan to the St. Feriole Island Ballpark - The Ballpark is seeking a short-term \$5,000 loan to meet operational costs through the summer, to be collateralized with a future payment from the Tourism Council. ACTION: To recommend the Council approve the loan, at no interest, with the money to be paid back by September 30th MOTION: Leys SECOND: Gilberts VOTE: 4-0

12. UPDATE – 2015 Budget - The 2015 audit is in the process of being completed and should be presented to the Council in June. The preliminary final numbers for the 2015 fiscal year showed a budget surplus of \$323,853.42, which would be our largest surplus since 2009. No formal action taken.

12. ADJOURNMENT (6:50 PM) - MOTION: Gilberts SECOND: Leys VOTE: 4-0

Submitted by City Administrator Aaron Kramer