

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD
JANUARY 5, 2016**

Present: Alderpersons McSweeney, Bostedt and Klug

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Alderwoman Fliss, Alderman Wattawa, Alderman Brickner, Mayor St. Marie-Carls, Judge Hemmer, Chief Lockwood, City Engineer Dejewski, City Attorney Alexy and interested citizens

Chairman McSweeney called the meeting to order at 6:03 p.m.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to place on file the minutes of the Finance Committee meeting held December 1, 2015. Motion carried.

Draft Capital Improvements Fund Budget for 2016:

City Administrator Rhode stated that he had made the Committees changes to the budget that were discussed at the last Finance Committee meeting. There is one new addition – the HVAC unit in the Highway Department Garage needs repair and the \$20,000 for that has been added to the CIP Budget. City Engineer Dejewski explained the repair and that it is necessary as the current unit is not getting proper air exchange in the building. She is working with the Building Inspector as well as HVAC design engineers to get quotes to bring back to the Committee.

Fire Department – the Chief has moved the purchase of the UTV vehicle out of the budget and they are pursuing grants to purchase the UTV. He feels that it is still an essential piece of equipment for the department. The purchase of a new pickup truck was also moved out of 2016.

Engineering/Department of Public Works – the loader is currently broken and can be used as a trade-in along with the grader for a new loader. The price for the new loader is approximately \$110,000 not the \$120,000 estimate that was in the CIP for 2016.

Parks – Discussion was held on the need for a new garage/garage door. Alderwoman Bostedt asked if this could be spread out over two years even though the cost is only \$7,000/

Special Assessments /Road Projects – Discussion was held about how, going forward, these projects should be paid for – special assessing or by the general property tax. Alderwoman Bostedt would like to see this moved forward for consideration. City Administrator Rhode stated that there are options – a flat, nominal fee is straight forward, and the current special assessment process is a more accurate and fair way to split costs.

Police Department – the K-9 unit vehicle has been moved from the 2016 requests as the Chief is looking for alternate funding or grants to make that purchase.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to approve the 2016 CIP Budget as amended to reflect the decrease in the cost of the loader (\$120,000 to \$110,000) and to include the \$20,000 repair to the Highway Department Garage. Motion carried.

Purchasing Policy:

City Administrator Rhode presented the Committee with the updated Purchasing Policy with the additional inclusions as requested by the Finance Committee. Mayor St. Marie-Carls thought that all contracts, not those just for professional services, should be included in the policy under Section 5 – Professional Contract Agreements. She felt that all contracts should be reviewed annually and had originally suggested that any vendor that the City spends over \$5,000 or \$10,000 should also be reviewed annually. City Attorney Alexy didn't have any issues with the form and how the policy is laid out. Language that the list included in the policy is an example of current agreements at the date of the policy may clarify any future questions.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to recommend adoption of the Purchasing Policy as amended to have the last sentence on Page 3 read "The following is an example of current agreements" and to insert the word "for" after City Treasurer in the first sentence under Employee Reimbursements on Page 4. Motion carried.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to suspend the agenda and discuss the item under Correspondence. Motion carried.

City Administrator Rhode stated that the claim is from a property owner in the City that, in error, the Department of Public Works cut down his bushes along with those on City owned property. Mr. White is asking the City to reimburse him \$3731.28 per a cost estimate he received to replace the mature bushes that were cut down.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to reimburse Mr. Robert White \$3731.28 for the bushes and that he signs a full release prior to the funds being released. Motion carried.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to adjourn. Motion carried.

Time: 6:49 p.m.