

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD  
FEBRUARY 2, 2016**

Present: Alderpersons McSweeney, Bostedt and Klug

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Alderman Wattawa, Alderman Brickner, Alderwoman Fliss, Mayor St. Marie-Carls, Chief Lockwood, City Engineer Dejewski, Assistant City Engineer Lindhorst, Health Administrator Scott, Chief Dietrich and interested citizens

Chairman McSweeney called the meeting to order at 5:30 p.m.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to place on file the minutes of the Finance Committee meeting held January 19, 2016. Motion carried.

Budget Amendment – Court Clerk:

Alderwoman Bostedt felt that an additional part time clerk would allow the City to have back-up with the current Court Clerk went on vacation, was sick, etc. She feels it is important to fund this position.

City Administrator Rhode stated that several alderpersons reached out regarding the addition of another part time clerk. He felt that an additional \$8,000 would cover that position and if the Committee and the Common Council wanted to go in that direction, he would give them options as to where out of the 2016 City of St. Francis Budget that money could come from.

Alderman McSweeney stated that the City currently has other in house staff that could assist the current part time Court Clerk, but also felt that the Municipal Judge doesn't want to do that. Police Clerks in other communities process all the parking tickets until they get to court and that could be done there. Also, stuffing and mailing of correspondence from the Court could be done by the Administrative Assistance in the General Office. City Administrator Rhode asked that clarification from the City Attorney regarding who has control over parking tickets is needed. According to City Attorney Alexy, parking tickets are a municipal citation, not a court citation, until they are deemed uncollectible and then get transferred to Municipal Court.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to recommend to the Common Council the hiring of an additional part time Municipal Court Clerk for 10 hours per week not to exceed \$8000. Motion carried with Alderman McSweeney opposed.

Agreement for Maintenance Assessment Services – Associated Appraisal:

City Administrator Rhode gave a brief history of the RFP process the City undertook 5 years ago. The existing contract with Associated Appraisal expired December 31, 2015. He stated that the City could do an RFP or do a contract maintenance agreement with Associated Appraisal for one year. He stated several reasons for doing a contract extension, the main reason would be continuity with assessing firms to complete an Open Book/Board of Review after the reassessment of 2015.

Alderman Bostedt had no problem with extending the contract for one year. Alderman Klug asked what the City gets for the \$18,000 contract. Staff explained that the fee covers keeping assessment records up to date, answer property owner questions, handle the personal property assessments and keeping owner information up to date to name a few of the items.

Moved by Alderman Bostedt, seconded by Alderman Klug to recommend to the Common Council the approval of the Agreement for Maintenance Assessment Services with Associated Appraisal for one year. Motion carried.

Review of Audit Communications:

City Administrator Rhode, along with City Clerk/Treasurer Uecker reviewed the report on Internal Controls that was included in the Finance Committee packet. Several of the items have been completed, several action plans for items were presented and some items require additional work to complete.

After further discussion, it was decided that having the auditors attend an upcoming Finance meeting to address the following issues would be beneficial to the Committee:

- SEC Debt Compliance Considerations
- Future Financial Planning
- Decentralized Cash Collections
- Capitalization Policy

The Committee also received an email from Richard Meissner to be included on the next Finance Committee agenda.

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

Time: 6:38 p.m.