

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, SEPTEMBER 13, 2010 - 6:00PM
COUNCIL CHAMBERS, CITY HALL

Chair Krause called the meeting to order at 6:00pm.

Roll Call. Present: Aldermen Krohn, Hartz, Marsala, Fesenmaier and Krause. Also Present: Administrator Jordan, Comptroller Pollitt and Clerk Reale.

Hartz/Krohn motion to Approve Finance, License and Regulation Committee minutes of August 23, 2010 as distributed. Unanimously Carried.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes. None.

RESOLUTIONS

Resolution 10-R52, a budget resolution transferring \$3,000.00 from the Contingency Account into a utility account for electric and gas expenses associated with the WE Energies Building, 120 Sheridan Springs Road. Alderman Krause noted that the current budget lacked an earmark for utility expenses associated with the heating of the building and this resolution would be necessary to cover any expenses that might be incurred during the remainder of the current budget year. The City had, to date, incurred \$219.00 in expenses for gas but had not yet received a bill for electric service. Alderman Fesenmaier requested that the Council be provided with a memorandum detailing the amount of payment for electric service once a bill had been received and paid. Administrator Jordan added that heat control was necessary to ensure that pipes would not freeze during the winter months and to prevent any further formation of mold on the walls of the building.

Marsala/Hartz motion to forward to Council with recommendation for approval of **Resolution 10-R52**. Unanimously carried.

Resolution 10-R53, a resolution to amend the Municipal Bond Schedule. Administrator Jordan reported that the recommended modifications to the bond schedule were necessary to correct previous discrepancies that existed between references in the schedule and state statutes and local ordinances. These discrepancies had been discovered during updates to the Phoenix System.

Hartz/Marsala motion to forward to Council with recommendation for approval of **Resolution 10-R53**. Unanimously carried.

LICENSES & PERMITS

Marsala/Krohn motion to forward to Council with recommendation for approval of Temporary Class “B” / “Class B” Retailer’s License application from St. Francis Church, 148 W. Main Street, to sell fermented malt beverages and wine on September 19, 2010 for a fall festival event. Unanimously carried.

Marsala/Krohn motion to forward to Council with recommendation for approval of original Operator Licenses for the following applicants: Douglas S. Rockwell, Patricia A. Wise, Carrie Marie Bearce, Bradley James Kieny, and Ieshia M. Clay. Unanimously carried. Alderman Fesenmaier raised concerns as to whether legal requirements were sufficiently met when license applicant names were not listed on the meeting agenda. Clerk Reale was directed to resume the practice of listing individual applicant names on agendas for future meetings.

Annual Budget Schedule

Alderman Krause presented for review the proposed schedule of presentations, workshops, and meetings for the City’s 2011 budget process. It was recommended that departmental budget presentations would commence on October 4, 2010 after budget requests had been compiled by the Administrator, Comptroller, and Finance chairman. These presentations would be followed by Finance Committee budget workshops in early October, with a full Council workshop and review scheduled for October 19, 2010. The budget summary would be approved for publication by the committee and Common Council on October 25, 2010, with a public hearing to be held prior to the November 22, 2010 meeting. Alderman Krause also stated that all budget reviews and workshops would be televised and open to the public for comments and questions throughout the process.

Alderman Fesenmaier suggested that the draft budget document should be made available for public access through the City's website prior to the committee workshops. Comptroller Pollitt responded that the preliminary budget document would be posted on the website by the time of the full Council budget workshop on October 19. She cautioned that earlier documents would likely be too rough, with extremely preliminary figures at the departmental level. Alderman Fesenmaier stated that hard copies of these documents should at least be made available for the members of the public attending these sessions. Alderman Krause also suggested that the budget documents could be shown to the audience via overhead projector.

Alderman Hartz inquired as to whether City departments had been given target figures in fashioning their budget requests. Administrator Jordan responded that all department heads had been instructed to hold the line on expenditures as best they can. There being no further discussion regarding the schedule, Alderman Krause stated that the budget schedule would be posted on the City's website as soon as possible.

Discussion/Recommendation on AT&T and Time-Warner relocation, electrical and restoration costs associated with Seminary Park/Baker Street

Administrator Jordan presented a request for the approval of costs related to the landscape restoration and installation of two metered electrical boxes associated with the burial of utilities in the Seminary Park and Baker Street area. The Council had previously approved utility line relocation costs for Alliant Energy, AT&T, and Time-Warner totaling \$91,866.40. The remaining electrical and restoration costs would bring the project total to \$95,166.40.

Marsala/Fesenmaier motion to forward to Council with recommendation for approval of electrical and restorations costs in the amount of \$4,300.00. Unanimously carried.

Discussion/Recommendation on award of bid for 2010 Tree Planting Program

Alderman Krause presented the bids for the annual tree planting program. Seven bids were received, with the low bid being provided by Dan Larsen Landscaping for the amount of \$29,847.28. Alderman Krause noted that a significant portion of the bid amount was for labor costs due to prevailing wage provisions. Administrator Jordan explained that a new state statute required prevailing wage rates to be applied to public works projects exceeding \$25,000.00. He also noted that Larsen had received the bid for the 2009 program and the City had been satisfied with the contractor's performance. In response to a question from Alderman Hartz, Administrator Jordan stated that the contract included a one-year warranty period during which the contractor would be responsible for replacing any ailing trees.

Marsala/Fesenmaier motion to forward to Council with recommendation for approval of award of bid to Dan Larsen Landscaping for the amount of \$29,847.28. Unanimously carried.

Discussion/Recommendation on reinvestment of CD

Comptroller Pollitt reported that the City's CD investment with First Banking Center would be maturing on September 18 and the Council would need to make a decision as to whether to reinvest those funds or transfer them. After presenting the committee with a listing of regular CD and CDARS quotes from area banking institutions, Comptroller Pollitt recommended investing \$140,000.00 in a regular CD at M & I Bank and transferring the balance of \$514,358.72 to the Local Government Investment Pool (LGIP).

Krause/Hartz motion to forward to Council with recommendation for approval of the transfer of \$140,000.00 to M & I for a term of seven months, with the remaining balance transferred to LGIP. Administrator Jordan stated that the percentage of City funds in LGIP would need to be recalculated with the proposed transfer to determine whether it would exceed the fifty percent cap specified in the City's investment policy.

Fesenmaier/Krohn substitute motion to forward to Council without recommendation, pending the receipt of additional information from Comptroller Pollitt. Unanimously carried.

Personnel Committee Recommendations – Alderman Hartz

Alderman Hartz stated that the Personnel Committee had voted to recommend the appointment of Cindy Gruenwald to the position of Assistant Meter Department Supervisor.

Hartz/Marsala motion to approve the appointment of Cindy Gruenwald to the position of Assistant Meter Department Supervisor effective September 14, 2010 at the rate of \$12.00 per hour. Unanimously carried.

Presentation of Accounts, Alderman Krause.

Purchase Orders. None.

Hartz/Marsala motion to approve Prepaid Bills in the amount of \$97,276.97. Unanimously Carried.

Marsala/Krohn motion to approve Regular Bills in the amount of \$450,858.42. Unanimously Carried.

Adjournment

Marsala/Hartz motion to adjourn at 6:50pm. Unanimously Carried.

/s/ Jeremy A. Reale, City Clerk