**Minutes of the Meeting of the Finance Committee Held**

**On Tuesday, January 6, 2015 Pursuant to Notice Duly Given**

1. Meeting called to order at 5:00 p.m. by Vice-Chair Groll
2. Roll Call: Darrell Anderson, Connie Bickel, Robert Le Breck and Sheri Groll

Excused: Roger Reed

Also Present: Alderpersons Zahn, Feldt and Stiloski, Fire Chief Jack Mlnarik, Firefighter/EMS Director Andrew Hoppe, Superintendent of Public Works Jeremy Wusterbarth, Mayor Bostedt, Sara Perrizo, Administrator and as Recording Secretary and other interested parties

1. Approval of Agenda

**Moved by Anderson, seconded by Le Breck to approve the agenda, moving item 6f in front of 6a. M/C**

1. Approval of Minutes from the 12/09/14 meeting.

**Moved by Anderson, seconded by Le Breck to approve the minutes as typed.**

**Motion carried upon verbal voice vote. 4 ayes**

1. Correspondence/Public Appearances

None.

1. Discussion/Recommendation on:

Although some items were taken out of order, they are shown here numerically.

* 1. Accounts Payable for the Month of December 2014 in the Amount of $317,685.06, Payroll for the Month of December 2014 in the Amount of $118,646.37 and Other Financial Reports as Presented

Le Breck asked about the payment for unemployment. Perrizo explained that there is an employee who previously worked for the City on an as-needed basis who has filed for unemployment from the City. Le Breck also asked about Sailfest and wondered if there will be a charge for any out of city residents for this event. Mayor Bostedt will check into this.

Several other members asked questions on individual payments which were answered by Perrizo and Wusterbarth.

**Moved by Le Breck, seconded by Anderson to approve the accounts payable for the month of December 2014 in the amount of $317,685.06, payroll for the month of December 2014 in the amount of $118,646.37 and other financial reports as presented.**

**Motion carried upon verbal voice vote. 4 ayes**

* 1. Request from NEWCAP, Inc. for Tax Adjustment on Property Located at 222 Pecor Street

Perrizo explained that this property was previously used for a purpose that made it taxable, but in 2013 the use changed to one that makes the property tax-exempt. It is now a transitional living facility for the homeless. Based on this, Newcap is asking for a refund of their 2014 taxes. Mayor Bostedt would like to see proof of when the use changed. Le Breck asked why we need a facility for homeless people as it doesn’t seem like there are many, if any, homeless people here. He questioned if Newcap is bringing people here from other communities. Mayor Bostedt has spoken with the director of Newcap and informed him that we are not in favor of this facility.

**Moved by Le Breck, seconded by Bickel to hold this item until the February meeting and to ask Newcap to bring proof of the date of the usage change and information on the residents and program housed at this facility.**

**Motion carried upon verbal voice vote. 4 ayes**

* 1. Quote from League of Wisconsin Municipalities Mutual Insurance for 2015 Property and Liability Insurance Coverage in the Amount of $77,601

Perrizo explained that she has been working with this company for several months to obtain a quote for the City’s property and liability insurance. The quote is $14,000 less than the City’s current premium, the League does not use claims history to determine premiums and a dividend is paid to all participants each year.

**Moved by Le Breck, seconded by Anderson to approve the quote from the League of Wisconsin Municipalities Mutual Insurance for 2015 property and liability insurance coverage in the amount of $77,601.**

**Motion carried upon verbal voice vote. 4 ayes**

* 1. Approval of Quote from Xylem in the Amount of $8,906 for Submersible Pump for Park Avenue Lift Station

Wusterbarth explained that one of the lift station pumps went out in April and we had to use the back-up pump, so now we need a new one. In the last two years, he has begun replacing the pumps for all of the lift stations with the same brand so that they are interchangeable. This pump will be paid for out of the equipment replacement fund.

Stiloski inquired about the life span of the pumps. Wusterbarth said that it depends on their usage, but they generally last 10 to 12 years.

**Moved by Anderson, seconded by Le Breck to approve the quote form Xylem in the amount of $8,906 for submersible pump for Park Avenue lift station.**

**Motion carried upon verbal voice vote. 4 ayes**

* 1. Approval of Quote from Bruce Municipal Equipment in the Budgeted Amount of $15,000 for Sewer Camera for Televising

Wusterbarth stated that the City spends approximately $2,500 to $3,500 per year to contract out televising work. He has spoken with other municipalities who use this brand and they are pleased with the quality. The payback period on the camera will be five to six years. This will be paid for with budgeted funds.

**Moved by Bickel, seconded by Le Breck to approve the quote from Bruce Municipal Equipment in the budgeted amount of $15,000 for sewer camera for televising.**

**Motion carried upon verbal voice vote. 4 ayes**

* 1. Approval of Purchase of Three Monitor/Defibrillators in the Amount of $7,500

Mlnarik handed out bid sheets showing the quotes that were obtained for these items. The current monitors are seven years old and the new ones will have technology that allows for a better reading of the heart as well as measurement of the amount of carbon dioxide in the body during CPR. These monitors cost $42,000 each when new, but Hoppe was able to find three refurbished units for a total of $7,500. The cost of these units will come out of funding received from the State Financial Assistance Program. These funds have to be used for the purchase of EMS related items.

There was no meeting of the Police and Fire Commission in December, so this item has not yet been formally approved by them. However, the Commission President told Mlnarik to go ahead and order the units because the price increased on January 1. Perrizo suggested that the Committee could approve this item contingent upon approval by the Police & Fire Commission. Mayor Bostedt feels that this should go to the Commission first per proper procedure.

Stiloski asked where any needed repairs to these units will be performed. Mlnarik stated that the company either comes here or the units are sent in.

**Moved by Bickel, seconded by Le Breck to approve the purchase of three monitor/defibrillators in the amount of $7,500 contingent upon approval by the Police & Fire Commission.**

**Motion carried upon verbal voice vote. 4 ayes**

* 1. Approval of Final Pay Request from Peter’s Concrete for Howard Lane Project in the Amount of $45,363.43

Wusterbarth explained that this project is complete and the total cost is $278,763.89. There will be the cost of street lighting yet to come. The light poles can either be rented by the month or purchased outright. This decision will come to the Finance Committee for approval.

**Moved by Le Breck, seconded by Anderson to approve the final pay request from Peter’s Concrete for Howard Lane project in the amount of $45,363.43.**

**Motion carried upon verbal voice vote. 4 ayes**

* 1. Approval of Invoice from Brooks Tractor for Repairs on 1994 Loader in the Amount of $5,236.33

Wusterbarth stated that the center pin of the loader had to be replaced. This is the first time the center pin has had to be replaced on this machine and it is 20 years old.

**Moved by Anderson, seconded by Bickel to approve the invoice from Brooks Tractor for Repairs on 1994 loader in the amount of $5,236.33.**

**Motion carried upon verbal voice vote. 4 ayes**

* 1. Part-Time Court Clerk Wages

This item was held at the Wage & Personnel Committee meeting.

1. **Moved by Anderson, seconded by Bickel to adjourn.**

**Motion carried upon verbal voice vote. 4 ayes**

**Meeting adjourned at 5:51 p.m.**

Respectfully Submitted:

 Sara J. Perrizo, CPA

 Administrator