

Finance Committee Meeting Minutes
October 6, 2009

Chairman Larsen called the meeting to order at 7:10 PM.

Members Present: Aldermen Larsen, Cochrane and Antonneau

Staff Present: Mayor Sullivan, Gard, Beguhn, Gallo, Lamp, Kitsembel, Duffy, Frye, Bednarski, Roush. Maurer and Coenen

Others Present: Aids. Kohlenberg, Nold, Miller, Schmitter and Morgan

2. Consider/approve Title Search Services for the Downtown North Parking Lot

Duffy reported that the title services are for the north parking lot area in the downtown to determine property lines and easements for the Fowler Lake Waterfront Plan. Staff requested quotes based on the map and parcel list included in your packet. Two responses were received and Wisconsin Title was the low quote at \$250 per parcel. Because this is a new project, the cost factor is unknown and may exceed the \$10,000 threshold set by policy, as additional title work may be necessary for other downtown parcels and parking areas.

Motion by Antonneau to approve a \$10,000 limit on title search services of Wisconsin Title for the downtown north parking lot and to bring this back to the Finance Committee if the service exceeds the limit; second by Cochrane. Motion carried 3-0.

3. Consider/recommend Authorizing Financial Auditing Services Contract

Kitsembel reported that our current contract expired in 2008 and we sent out RFP's for financial auditing services and received four bids. Staff evaluated each firm based on a list of qualifications. Three firms were awarded more than 80% of the total points available. Schenck was the lowest cost proposal and also obtained the highest amount of points from staff evaluation, therefore staff is recommending Schenck for the 2009 – 2011 audit contract. Other important factors is Schenck's experience with Comprehensive Annual Financial Reports that are submitted to the GFOA's Certificate of Achievement for Excellence in Financial Reporting Program, they have worked with 13 other Wisconsin municipalities that have been awarded the certificate, they are experienced in audits of utilities, specifically electric utilities and they provide a high level of personalized service to the City with the partner performing much of the onsite audit fieldwork. Schenck holds the City's current contract and the City has been pleased with their services. On a final note, optional services were also quoted for TID audit and single audits and Schenck was the lowest quote.

Motion by Cochrane to recommend authorizing the Financial Auditing Services Contract of Schenck SC in the amount of \$79,400; second by Antonneau. Motion carried 3-0.

4. Consider/recommend Authorizing Intent to Use CDBG – EAP Grant Funding

Maurer reported that due to flooding in 2008 the City received a CDBG-EAP grant in the amount of \$506,000 to assist with the Community Center. Maurer and Duffy attended a meeting with State and County officials on August 6, 2009 and were informed that the funds could be used by the City for any of the sites being considered for the new Community Center. The program is very flexible for how the dollars are spent and this is a non-binding resolution. The grant is reimbursable, meaning the City would expend the funds and then be reimbursed.

Motion by Cochrane to recommend authorizing the intent to use CDBG – EAP Grant Funding in the amount of \$506,000; second by Antonneau. Motion carried 3-0.

Motion by Antonneau to adjourn; second by Cochrane. Motion carried 3-0. The meeting adjourned at 7:25 PM.

Minutes taken by
Diane Coenen, City Clerk
Ald. Cochrane, Secretary