

Finance Committee Meeting Minutes
November 17, 2009

Chairman Larsen called the meeting to order at 7:00 PM.

Members Present: Aldermen Larsen, Cochrane and Antonneau

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

Others present: Ald. Miller, Morgan and Nold and Atty. Chapman and Stan Sugden

2. Discussion on Purchasing Policy Revisions

Kitsembel reported that changes have been made to the Purchasing Policy to address Council's concerns for change orders (Page 1, Item 7.) and professional services (Page 3, Item 4.) The revised policy states that change orders can be approved by the Department Head and City Administrator for an amount up to \$25,000 and professional services language has been added requiring Council approval of all as needed legal, planning and engineering professional services. The Committee discussed being notified of repeat purchases of larger dollar amounts. Gard stated the Finance Committee reviews and approves the vouchers and that the check register is available. Kitsembel stated that the larger repeat purchases are utility inventory items and that all of these purchases are in the approved budget. No action was taken.

3. Consider/recommend Contracting for Professional Services for Environmental Legal Representation

Duffy reported that the City entered into a purchase agreement for the former dry cleaner property located at 131 Silver Lake Street in 2007. In order to protect the City from any future environmental liabilities it was in the City's best interest to establish a remediation and escrow agreement with the previous owner. Marvin Strawn from McNally, Maloney & Peterson was retained to represent the City in the development and implementation of the documents. These services are used on an as needed basis related to the redevelopment activity taking place. To date the City has spent \$3,075 on environmental legal services. Staff recommends approval of McNally, Maloney & Peterson as our environmental legal representative until the remediation and escrow agreement conditions are satisfied.

Motion by Antonneau to recommend contracting for professional services from McNally, Maloney & Peterson for environmental legal representation; second by Cochrane. Motion carried 3-0.

4. Consider/act on Vouchers

Motion by Larsen to approve the vouchers in the amount of \$3,271,140.01; second by Cochrane. Motion carried 3-0.

Motion by Larsen to adjourn; second by Antonneau. Motion carried 3-0. The meeting adjourned at 7:10 PM.

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