

Finance Committee Meeting Minutes
July 6, 2010

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

Members Present: Aldermen Nold, Hall and Kohlenberg

Staff Present: Mayor Daley, Gard, Kitsembel, Frye, Beguhn, Gallo, Lamp, Kelliher, Duffy, Bednarski, Steinbach and Coenen

Others Present: Alds. Cochrane, Morgan, Larsen, Slattery and Miller, and Atty. Chapman and Stan Sugden

2. Discussion on Staff's Interpretation of Procurement Policy and Its' Relation to Engineering

Kitsembel stated at the 6/15/10 Finance Committee meeting, the Committee questioned the use of engineering services from Ruekert and Mielke (R-M) without Council approval for each service. She next referred to two items included in the Committee packet. The first, a legal opinion from the City Attorney stating it is not necessary to have Council authorize the performance of specific services or the making of periodic payments which have already been authorized pursuant to an agreement and/or authorization. The second is a memo and backup information from Frye regarding the history of the City's engineering consultant. It was explained that in 1995 Council adopted a resolution approving R-M be hired as our professional engineering firm to perform City Engineer duties. This issue was also revisited in 2003. R-M provides the majority of engineering services for the City; however, the City has requested proposals for engineering services for projects. It was further explained that based on staff's interpretation of the Procurement Policy, when Council approves the use of a consultant, staff does not return to Council to request approval for each service they provide.

The Committee allowed Slattery to share information on the engineering expense for the Oconomowoc Parkway Extension Project. The Committee and staff discussed the reasons the project was not bid out, the design work, stormwater issues, permitting issues and that Police & Fire requested the road be wider for equipment.

The Committee next discussed the cost of outside engineering for the last ten years, bidding projects, engineering services in the TID, chargebacks, hiring an in-house engineer and changes to the Procurement Policy. The Committee stated it is time to re-evaluate engineering services and Daley suggested appointing an independent source to do the evaluation. The Committee agreed to put this item on a future Finance Committee agenda.

3. Discussion on Procurement Policy Language Allowing City Attorney to Engage the Services of Legal Consultants

Kitsembel stated that previously Council directed staff to add language to the Procurement Policy to enable the City Attorney to consult with legal counsel on an as needed basis. The suggested language states that the City Attorney, upon approval of the City Administrator, may retain outside legal counsel to serve in an advisory role to the City Attorney in an amount not to exceed \$5,000. The Committee agreed the language was acceptable.

4. Consider/recommend Authorizing Staff to Prepare Grant Applications

Kitsembel reported that some grants specifically require approval from Council in order to submit the application. This resolution authorizes staff to prepare and submit applications for grant opportunities without the need to bring each specific grant request to Council for approval. If a grant is awarded, Council would decide if the City will accept the grant.

Motion by Hall to recommend authorizing staff to prepare grant applications; second by Kohlenberg. Motion carried 3-0.

Motion by Hall to adjourn; second by Kohlenberg. Motion carried 3-0. The meeting adjourned at 7:44 PM.

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