

FINANCE COMMITTEE MINUTES
August 06, 2012
City Hall – 1st Floor Conference Room - West

Finance Chairperson Scott McMeans called the meeting to order at 6:00 PM

Present: Alderpersons Scott McMeans, Christopher Able, James Brey, and Eric Sitkiewitz

Absent: Colin Braunel

Also Present: Alderperson Jill Hennessey (6:18), Finance Director/Treasurer Steve Corbeille, Assistant Finance Director/Treasurer Tony Scherer, Deputy Fire Chief Todd Blaser, MPU IT Director Gary Heim (6:05), Buildings & Grounds/Transit/Recreation Manager Jim Muenzenmeyer (6:13).

Public Input

No public input was presented.

Approval of Minutes

Motion by Alderperson Brey, second by Alderperson Sitkiewitz to approve the minutes of July 16th, 2012 Finance Committee meeting. Motion carried unanimously (4-0).

Council Laptop Replacement Options

Alderperson McMeans opened the floor to I.T. Director Gary Heim. Gary explained that he was there to discuss the replacement of the Council Member laptops. He mentioned that the laptops currently in use are about eight years old. Heim was interested in finding out whether or not the Committee wanted to move forward with this project and if so, the type of technology the Committee was interested in exploring.

Committee members discussed their individual needs for this technology. Alderpersons Sitkiewitz and Brey expressed that they had their personal devices and didn't see a need to spend the money for this upgrade, nor did they feel it was financially the proper time to move forward with this purchase. There was further discussion as to whether or not the money had actually been allocated through the budget. The Committee came to the consensus that the City should not move forward with this purchase at this time. Mr. Heim informed the Committee that, in light of the evening's discussion, he would not be placing this item into his 2013 budget requests and would wait until Council again expressed an interested in moving forward with this project.

Roof Repairs to Fire Station #4

Chairperson Scott McMeans prefaced the discussion by stating that this subject came up earlier in the year and was postponed until there was a clearer picture of the City's financial position. Buildings & Grounds/Transit/Recreation Manager Jim Muenzenmeyer explained that the roof was in need of some repair to a number of rust areas along with the application of a protective coating to the entire roof to prevent further corrosion and extend the life of the roof.

Finance Director/Treasurer Steve Corbeille reported that there were capital funds available for the completion of the project.

Motion by Alderperson Brey, second by Alderperson Sitkowitz to approve repairs to the station #4 roof not to exceed \$6,000. Motion carried unanimously (4-0).

Capital Fund Balances

A number of spreadsheets were passed out to Members by the Finance Director/Treasurer Steve Corbeille. He went on to explain that he had gone through the 2012 capital requests and placed them into their respective funds in order to create a means of tracking the individual project expenses (a sub ledger) under each of the capital outlay areas. He then proceeded to walk the Committee through the worksheets and provided examples of how they will be used.

A brief discussion took place between Chairman McMeans and Mr. Corbeille in regard to the availability of the information and the rate in which the information will be refreshed. Corbeille informed the Committee that the report does take some time to generate, but would attempt to maintain it quarterly. They also discussed it's value during the budget process.

Schedule Next Meeting Date

Finance Director/Treasurer Steve Corbeille reminded the Committee that the City's Lead Auditor, Tom Karman of Schenck S.C. would be in attendance on August 20th to review and discuss the 2011 Comprehensive Annual Financial Report (CAFR).

Motion by Alderperson Able, second by Alderperson Sitkowitz to adjourn. Motion carried unanimously. Chairman McMeans declared the meeting adjourned at 6:26 PM.

Respectfully Submitted,

Alderman Scott McMeans
By: Anthony Scherer
Assistant Finance Director

AS