

FINANCE COMMITTEE MINUTES
November 26, 2012
City Hall – 1st Floor Conference Room #111 - West

Finance Chairperson Scott McMeans called the meeting to order at 5:31 PM

Present: Alderpersons Scott McMeans, James Brey, Collin Braunel & Eric Sitkiewitz

Absent: Christopher Able

Also Present: Mayor Justin Nickels (6:32), Alderperson Jason Sladky (5:48), Finance Director/Treasurer Steve Corbeille, Assistant Finance Director/Treasurer Tony Scherer, Deputy Fire Chief Todd Blaser, City Planner Dave Less, Emergency Government Coordinator Tim Herzog and the HTR Reporter.

Approval of Minutes

Motion by Alderperson Brey, second by Alderperson Sitkiewitz to approve the minutes of November 12th, 2012 Finance Committee meeting. Motion carried unanimously (4-0).

Public Input

No public input was presented.

EPA Revolving Loan Fund Grant Application

Alderman McMeans prefaced the subject for the Committee and then invited City Planner Dave Less to speak to the issue. Less started by saying that there was \$10M in Environmental Protection Agency (EPA) grant money available nation-wide, therefore the chances of receiving the funding were against the City. Less explained that the application was for \$1M requiring a \$200K match of City funds. He went on to say that these funds would be made available for the actual remediation of brownfield conditions in the City, noting the Lakeview Center, 1512 Washington Street and the former junk yard on Custer Street as possible, but not the only, recipients of loans from this fund.

Again, Less stressed that the City share of the funds would be \$200K over the five year period of the grant and that he was looking for confirmation from the Finance Committee to move forward. He explained that the City funds could be funded through TID #15 and could be either in cash or in-kind.

Motion by Alderperson Brey, second by Alderperson Braunel in support of proceeding with the application process for the \$1M EPA Revolving Loan Fund Grant with the understanding that a successful application would obligate the City for a funding match equal to \$200K or 20% of the funding level.

City Planner Dave Less also stressed that the loan P&I repayment terms for any loans let from this fund should be structured to begin after the grant has been closed out. Any P&I payments prior to the grant's closing would be regarded as program income.

Chairman McMeans called for the vote. Motion carried unanimously (4-0).

Rescheduling Capital Project & Procurement Schedules

Chairman McMeans then took up the agenda item regarding the rescheduling of Capital Project procurements. After prefacing the subject, he turned the meeting over to Finance Director/Treasurer Steve Corbeille. Corbeille explained that due to time constraints, the Safety Building roof would not be repaired in 2012. He proposed that the Committee consider using some of that money to move up the 2013 purchases of additional snow & ice equipment as well as the police squads. Corbeille noted that by doing so, the City would save time by sending out only one specification, provide easier and less expensive maintenance costs by procuring like equipment and possibly provide for some savings due to the economies of scale. He also mentioned that moving up the procurement of the snow and ice equipment would benefit the 2012-2013 snow operations. The money for these activities would then be bonded for in the spring of 2013 to replenish the Safety Building roof fund.

The Committee had a short conversation to discuss the issues. Motion by Alderperson Brey, second by Alderperson Sitkiewitz to approve the proposal to package the capital purchases of 2012 and 2013 snow removal equipment and squad cars, with the Safety Building roof postponed to the spring of 2013. Motion carried unanimously (4-0).

Development of Financial Policies and Procedures

The last item taken up by the Committee was the discussion of policies and procedures regarding items that should be addressed as a follow-up to the budget. Chairman McMeans stated that the operational contingency, the end-of-life fund and possibly some other pockets of money need to have policies and procedures in place to insure the proper recording and use of the money. Finance Director/Treasurer Steve Corbeille brought up a number of examples (non-lapsing) and policy proposals (end-of-life, capital allocation work group, unbudgeted capital purchases) that he had been working on. Corbeille also stated that the Finance Department would be reviewing a number of other city policies (debt, fund balance, investment, etc.) as well.

The Committee followed up with a short conversation on the issue and instructed the Finance Department to continue with their process and report back when the policies were more developed and refined.

Next Meeting Date and Adjournment

The next meeting date was set for Monday, December 17th. Motion by Alderperson Sitkiewitz, second by Alderperson Braunel to adjourn. Motion carried unanimously. Chairman McMeans declared the meeting adjourned at 5:57 PM.

Respectfully Submitted,

Alderman Scott McMeans
By: Anthony Scherer
Assistant Finance Director

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