

City of Monroe
Finance and Taxation Committee Minutes
January 16, 2018

A. CALL TO ORDER & ROLL CALL

Alder Marsh called the meeting to order. Present at roll call were Alderpersons Koch, and Marsh. Alder Boyce, Alder Bauman, and Youth in Government members Cael Losenegger, Francisco Ocampo, and Rebekah Rath were absent. Administrator Rath, Assistant Administrator Liebert, Comptroller Bridget Schuchart, Administrative Secretary Arianna Voegeli, and the Mayor were also present, as well as other City staff.

B. CORRECTION OF MINUTES

None

C. BUSINESS: OPEN

1. POLICY FOR EXEMPTIONS FROM PROCEDURE FOR AUTHORIZED PURCHASES

Administrator Rath explained that the presented policy is not looking to take away oversight from Council. The policy comes from a minor issue where there was not quorum for a meeting and a special council meeting was required because there were bills that needed to be paid between Council meetings. This policy would allow authorization to send checks before they are officially approved by Council. The checks would still come to Council on the claims list but would have previously been issued. Typical types of payments would include but are not limited to contacted services, legal, engineering, utility expenditures, payroll expenses, refunds to citizens for activities not attended, tax payments to Green County, the School District, Blackhawk Technical College, and other payments that may incur a penalty if payment is delayed. These would be items that are already approved by the Council through the budget. Alder Koch said that he doesn't think bills should be paid until Council approves them and is not in favor of the policy. Alder Marsh explained that bills up to \$25,000 can be paid without approval, bills need to be in by the Wednesday prior to the Council meeting, and most of what is in the policy has already been approved through the budget. Alder Marsh doesn't see a need for an additional procedure, and feels decisions should be made if they are within their budget. Administrator Rath explained that a policy was not in place to make these payments so a special council meeting was scheduled to cut those checks, and he would like a formal policy in place to go back on for things that should already be budgeted. If payments were made before council approval, it could be questioned by auditors. Motion by Alder Koch to pass to Council with no recommendation, seconded by Alder Marsh. Administrator Rath asked if we could get a waiver for payments through the end of the month, with utilities and credit cards being the main payments in question. Alder Koch did not amend his motion to include a waiver. Upon voice vote, motion carried. Administrator Rath clarified that payments would not be sent out until after the February 6th Council meeting and that late fees may be incurred.

2. CONSIDERATION OF UTILIZING CAPITAL FUNDS FOR SPECIFIC PROJECTS

- 1) Behring Senior Center – add backup boiler

2) Replace weathered front doors of City Hall

Administrator Rath explained that there are two projects in the capital schedule that the City could benefit from having completed ahead of the HVAC project, so they can be incorporated seamlessly during the HVAC updates. Quotes have been received for both projects. Administrator Rath is looking for permission to move forward with the projects and have funds taken from facility improvement program of the capital. It will be around \$10,000 for the boiler and \$7,000 for the doors. The importance of the doors is to have everything sealed up tight when the air testing is done, and the importance of the boiler is to have that in place so it can be incorporated into the new system. If either project were done after the HVAC project, it would cost more to have them incorporated into the HVAC system. Alder Marsh asked if the doors would affect the flooring project. Administrator Rath advised it would not. Alder Marsh also asked if the cost of the boiler can be limited as much as possible in case something else is done at the senior center. Motion by Alder Koch to approve utilizing facility capital funds for specific projects, seconded by Alder Marsh. Upon voice vote, motion carried.

D. BUSINESS BY MEMBERS

None.

E. ADJOURNMENT

Motion to adjourn made by Alder Koch and seconded by Alder Marsh. On voice vote, the motion carried.

Prepared by Arianna Voegeli
Administrative Secretary