



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE **FINANCE COMMITTEE** HELD ON **TUESDAY, MARCH 17, 2020**, AT 6:45 P.M. IN THE NORTH CONFERENCE ROOM OF CITY HALL, 2000 NORTH CALHOUN ROAD, BROOKFIELD, WISCONSIN.

ALDERMAN SCOTT BERG PRESIDING

MEMBERS PRESENT: Alderman Scott Berg, Alderman Dan Sutton (arrived at 6:53 p.m.), Alderman Bob Reddin, Alderman Ron Balzer, Alderman Mark Nelson, Alderman Jerry Mellone and Alderman Renee Lowerr (arrived at 6:55 p.m.).

MEMBERS EXCUSED / NOT PRESENT: None.

OTHERS PRESENT: Director of Finance and Administration Robert Scott, Fire Chief Charlie Myers, Director of Parks and Recreation John Kelliher, Director of Community Development Dan Ertl, Economic Development Coordinator Todd Willis, Concord Group Representative – Patrick Condron, Kahler Slater Representative – Glenn Roby and Alderman Chris Blackburn.

1. Alderman Scott Berg noted a quorum was present and called the Finance Committee meeting to order at 6:52 p.m.
2. Announcements:
  - a. The next regularly scheduled Finance Committee meeting is April 7, 2020.
- 3a. Minutes of the March 3, 2020 Regular Finance Committee meeting.

*Motion by Alderman Ron Balzer, seconded by Alderman Jerry Mellone, to approve the minutes of the March 3, 2020 regular Finance Committee meeting. Motion carried 5-0.*

**Council Action Items**

- 4a. Vouchers exceeding \$50,000 requiring immediate action.

*Motion by Alderman Mark Nelson, seconded by Alderman Bob Reddin, to approve vouchers exceeding \$50,000 requiring immediate action. Motion carried 6-0.*

- 4b. Resolution approving potential change orders nos. 119 and 127 to Brookfield Conference Center bid package 2 contract with JP Cullen (landscape work).

Patrick Condron from Concord Group and Glenn Roby from Kahler Slater made a presentation regarding updated amounts and recommended approach relative to potential change orders (PCO) 119 and 127 for the Brookfield Conference Center landscape work. The Committee had deferred action on these items at its March 3, 2020 meeting. Subsequent to that meeting, City staff and project consultants met with representatives of JP Cullen and its landscape subcontractor, and further reviewed the bid specifications and nature of the landscape

work. Upon further review, it was confirmed that the quantity of topsoil required under bid package 2 (responsibility of JP Cullen) and related excavation was a total of 12 inches in depth. In fall of 2019, the recommendation was made by City staff to increase the topsoil depth to 24 inches as part of a decision to delay final landscape work and planting until spring 2020 to enhance viability of the plantings. The discussions with the contractor also identified potential savings from the initial estimates for the PCOs via the use of equipment vs. hand excavation. In summary, the recommendation from the staff and project consultants was to have the Committee and Council approve moving forward with the work covered under the PCOs with an expected maximum amount of 75% of the previously submitted estimate, or approximately \$148,000. Discussion and questions then ensued among the aldermen.

*Motion by Alderman Mark Nelson, seconded by Alderman Dan Sutton, to approve the resolution approving PCO 119 and PCO 127 as presented, provided the contractor presents new PCOs that are no greater in costs than 67% of the amounts listed in the submitted PCOs dated February 28, 2020. If not so reduced as stated, the PCOs should be resubmitted for additional review and considerations. Motion carried 7-0.*

- 4c. Resolution approving 2020 Computer Replacement Fund budget amendment requested by the Director of Finance and Administration: appropriate \$51,000 to expenditure account 25121264-601000, for purposes of funding city-wide document management application needs analysis study.

*Motion by Alderman Bob Reddin, seconded by Alderman Ron Balzer, to approve the resolution approving 2020 Computer Replacement Fund budget amendment requested by the Director of Finance and Administration: appropriate \$51,000 to expenditure account 25121264-601000, for purposes of funding city-wide document management application needs analysis study. Motion carried 7-0.*

- 4d. Resolution approving 2020 General fund budget amendment requested by the Director of Public Works: transfer \$8,000 from the contingency appropriations account 07001700-590000 to Inspection Services contracted services account 03047006-560000, for purposes of funding cross connection inspections costs.

*Motion by Alderman Ron Balzer, seconded by Alderman Mark Nelson, to approve the resolution approving 2020 General fund budget amendment requested by the Director of Public Works: transfer \$8,000 from the contingency appropriations account 07001700-590000 to Inspection Services contracted services account 03047006-560000, for purposes of funding cross connection inspections costs. Motion carried 7-0.*

- 4e. Resolution approving professional services agreement with AVI Systems, Inc. for installation of Council chambers and meeting broadcasting equipment for \$74,243.23.

*Motion by Alderman Scott Berg, seconded by Alderman Bob Reddin, to approve the resolution approving professional services agreement with AVI Systems, Inc. for installation of Council chambers and meeting broadcasting equipment for \$74,243.23. Motion carried 7-0.*

## Finance Committee Only Items

5a. Proposed revisions to 2020 capital budget and 2020-24 capital improvement plan.

Finance Director Scott presented a summary of the staff report regarding revisions to the 2020 capital budget and 2020-24 capital improvement plan (copy of written report available for review in the Finance department offices). He noted that the changes result from updated information regarding proposed 2020 projects and review of funding sources, including funds made available from unspent prior year projects (primarily stormwater fund allocations and bond proceeds) and the allocation of 2019 general fund surplus to capital projects as previously approved by the Committee and Common Council. No significant changes in project expenditures were identified in reviewing current project status. The proposed general obligation borrowing for 2020 projects is being reduced by \$200,000 for general City projects due to the deferral of the City Hall parking lot repaving, pending results of further investigation of the underlying pavement conditions.

*Motion by Alderman Jerry Mellone, seconded by Alderman Renee Lowerr, to approve the proposed revisions to the 2020 capital budget and 2020-24 capital improvement plan as presented, and to direct staff to prepare initial resolutions to authorize the issuance of bonds as required by law. Motion carried 7-0.*

5b. Request of the Fire department to submit 2020 Assistance to Firefighters grant application.

*Motion by Alderman Mark Nelson, seconded by Alderman Bob Reddin, to approve the request of the Fire department to submit 2020 Assistance to Firefighters grant application. Motion carried 7-0.*

5c. Review of 2019 year end unaudited financial report.

Director Scott provided a brief overview of the 2019 unaudited financial report, noting that results were in line with budget and as previously reported to the Committee. He encouraged the Committee to contact staff with any detailed questions regarding the report. Report was for information only – no action required.

6. Adjournment.

*Motion by Alderman Mark Nelson, seconded by Alderman Bob Reddin, to adjourn the Finance Committee meeting. Motion carried 7-0. Meeting adjourned at 7:56 p.m.*

Minutes respectfully submitted by Robert Scott, Director of Finance and Administration.