



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE **FINANCE COMMITTEE** HELD ON **TUESDAY, FEBRUARY 18, 2020**, AT 6:30 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, Alderman Ron Balzer, Alderman Jerry Mellone and Alderman Renee Lowerr.

MEMBERS EXCUSED / NOT PRESENT: Alderman Bob Reddin and Alderman Mark Nelson.

OTHERS PRESENT: Director of Finance and Administration Robert Scott, Finance Manager Mary Reeves and Alderman Chris Blackburn.

1. Alderman Scott Berg noted a quorum was present and called the Finance Committee meeting to order at 6:33 p.m.
2. Announcements:
  - a. The next regularly scheduled Finance Committee meeting is March 3, 2020.
- 3a. Minutes of the February 4, 2020 Regular Finance Committee meeting.

*Motion by Alderman Dan Sutton, seconded by Alderman Jerry Mellone, to approve the minutes of the February 4, 2020 regular Finance Committee meeting. Motion carried 5-0.*

**Council Action Items**

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

*Motion by Alderman Jerry Mellone, seconded by Alderman Renee Lowerr, to approve vouchers exceeding \$50,000 requiring immediate action. Motion carried 5-0.*

- 4b. Resolution approving allocation of sale proceeds from sale of City-owned parcel near North Avenue/Calhoun Road.

*Motion by Alderman Renee Lowerr, seconded by Alderman Dan Sutton, to approve the resolution approving allocation of sale proceeds from sale of City-owned parcel near North Avenue/Calhoun Road. Motion carried 5-0.*

- 4c. Resolution approving change order no. 9 to Brookfield Conference Center bid package 2 contract with JP Cullen.

*Motion by Alderman Ron Balzer, seconded by Alderman Scott Berg, to approve the resolution approving change order no. 9 to Brookfield Conference Center bid package 2 contract with JP Cullen. Motion carried 5-0.*

- 4d. Request of the Fleet Services Division to purchase replacement one ton dump truck for Parks, Recreation and Forestry from Badger Truck for \$70,294.

*Motion by Alderman Dan Sutton, seconded by Alderman Jerry Mellone, to approve the request of the Fleet Services Division to purchase replacement one ton dump truck for Parks, Recreation and Forestry from Badger Truck for \$70,294. Motion carried 5-0.*

### **Finance Committee Only Items**

- 5a. Consideration of uses for 2019 projected general fund surplus – tabled item from February 4, 2020 meeting.

*Motion by Alderman Dan Sutton, seconded by Alderman Ron Balzer, to remove from the table the consideration of uses for 2019 projected general fund surplus – tabled item from February 4, 2020 meeting. Motion carried 5-0.*

Director Scott presented a summary of the updated staff report regarding the estimated 2019 general fund surplus (copy of written report available for review in the Finance department offices). He noted that the revised estimate for the 2019 surplus is approximately \$161,000, primarily due to positive variances in expenditures vs. budget across most departments. He also noted that after consultation with the City's auditors that the attorney invoice for 2018 services as discussed at the February 4 meeting would be accounted for as a restatement of the 2018 financials via an adjustment to the 2019 beginning fund balance. Staff's recommendation regarding the 2019 surplus is to transfer a total of \$151,000 to the Computer Replacement and Capital Improvement funds to fund costs of a document management needs analysis and several facilities maintenance projects, respectively.

*Motion by Alderman Jerry Mellone, seconded by Alderman Ron Balzer, to accept the staff recommendation and to direct staff to prepare a resolution for Council consideration to amend the 2019 budget accordingly. Motion carried 5-0.*

6. Adjournment.

*Motion by Alderman Dan Sutton, seconded by Alderman Jerry Mellone, to adjourn the Finance Committee meeting. Motion carried 5-0. Meeting adjourned at 6:45 p.m.*

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