



## MINUTES OF AN OFFICIAL MEETING

**Regular Meeting of:** Finance Committee

**Date and Time:** Tuesday, September 5, 2023, at 7:15 pm

**Location:** North Conference Room, 2000 North Calhoun Road, Brookfield WI

**Members Present:** Alderman Dave Christianson (Chair), Alderman Bob Reddin, Alderman Jason Anderson, Alderman Mike Hallquist, Alderman Jerry Mellone, Alderman Kathryn Wilson

**Others Present:** Director of Finance and Administration Robert Scott, Alderman Chris Blackburn

**Members Absent/Excused:** Alderman Scott Berg

9/5/2023 - Minutes

1. Roll Call

Alderman Dave Christianson noted a quorum was present and called the Finance Committee meeting to order at 7:15 pm.

2. Announcements

- a. The next regularly scheduled Finance Committee meeting is Tuesday, September 19, 2023.

3. Approval of Minutes

- a. Minutes of the August 15, 2023, regular Finance Committee meeting.

**Motion by Alderman Bob Reddin, second by Alderman Jerry Mellone to approve the minutes of the August 15, 2023, regular Finance Committee meeting. Motion carried 6-0.**

4. Unfinished Business

5. New Business

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

**Motion by Alderman Jerry Mellone, second by Alderman Mike Hallquist to approve vouchers**

**exceeding \$50,000 requiring immediate action. Motion carried 6-0.**

- b. Resolution approving City financial policies regarding budget development and risk management.

**Motion by Alderman Kathryn Wilson, second by Alderman Mike Hallquist to approve the resolution approving City financial policies regarding budget development and risk management. Motion carried 6-0.**

- c. Resolution certifying proposed 2024 library funding for purposes of exemption from Waukesha County library tax levy.

**Motion by Alderman Mike Hallquist, second by Alderman Bob Reddin to approve the resolution certifying proposed 2024 library funding for purposes of exemption from Waukesha County library tax levy. Motion carried 6-0.**

- d. Resolution approving 2023 General Fund budget amendment requested by the Director of Finance and Administration: transfer \$16,000 from contingency appropriation account 07001700-590000 to Mosquito/Deer Control account 03700006-560000, for purposes of funding additional mosquito treatment costs.

**Motion by Aldermen Bob Reddin, second by Alderman Jason Anderson, to approve the resolution approving 2023 General Fund budget amendment requested by the Director of Finance and Administration: transfer \$16,000 from contingency appropriation account 07001700-590000 to Mosquito/Deer Control account 03700006-560000, for purposes of funding additional mosquito treatment costs. Motion carried 6-0.**

- e. Resolution regarding claims of Brookfield Junction, LLC, Willow Brook Greens, LLC, and Willow Brook Court, LLC.

**Motion by Aldermen Jerry Mellone, second by Alderman Kathryn Wilson, to approve the resolution regarding denying claims of Brookfield Junction, LLC, Willow Brook Greens, LLC, and Willow Brook Court, LLC. Motion carried 6-0.**

- f. Finance Committee only item – review recommendation regarding proposals for auditing services for fiscal years 2023-27.

Director Scott presented an overview of the staff report regarding the evaluation of the auditing services proposals for the City's 2023-27 financial statement audits (copy of written report available for review in the Finance department offices). He noted that four proposals were received and that an evaluation committee consisting of staff and Alderman Christianson evaluated the proposals on a qualitative basis prior to adding in proposed audit fees to derive an overall score for each firm. The composite ranking indicated that Baker Tilly US, LLP had the highest overall rank, taking into consideration both qualitative and cost factors, even though the Baker Tilly proposal did not have the lowest quoted fees. Discussion and questions then ensued among the Committee, and following the discussion, the consensus of the Committee was to affirm the recommendation from the evaluation committee to appoint Baker Tilly as the City's auditors, with staff to prepare a resolution for the Council to approve the appointment at the September 19 Council meeting.

## 6. Adjournment

**Motion by Alderman Bob Reddin, second by Alderman Jason Anderson to adjourn the meeting at 7:41 pm. Motion carried 6-0.**