

## City of Brodhead

### Audit and Finance Committee meeting minutes for the December 13, 2017 meeting

Meeting called to order by Huffman at 4:30pm

Quorum was present as determined by roll call: clerk/treasurer Withee, Olson, Chief Hughes, Deputy Chief Raupp, Mayor Pinnow, Woodford, Naramore, Strommen and Huffman

No public appearances

No committee comments

Distribution of Land Sale proceeds: Mayor Pinnow gave a presentation regarding the Senior/Community center. It was primarily focused on grants/funding. There are several grant options, which could cover a significant amount of the total cost. The senior/community center committee is seeking \$6-\$8000 for research/grant writing. These funds are to come from the land sale proceeds, as there was no budgeted item for such in the 2018 budget.

Approval of previous meeting minutes: Naramore made a motion, seconded by Woodford, to approve the October meeting minutes. Motion carried.

The Treasurer's report for November was reviewed.

The budget-to-actual was sent to committee members prior to the meeting and reviewed prior to the meeting. No members of the committee expressed any concern.

Accurate Appraisal, LLC contract: Clerk/Treasurer Withee presented a draft contract from Accurate Appraisal, LLC, as the existing contract is up this year. After discussion, Strommen made a motion to recommend the city enter into the 4 year contract. Naramore seconded, motion carried.

Police employee payout: Chief Hughes explained that two employees from the police department will be leaving or retiring. A payout amount for compensatory and vacation time for one employee was presented. After discussion, it was agreed by all that the amount was accurate. Woodford made a motion that the payout come from the police department 2017 budget if available; if not, amount to come from General Fund balance. Huffman seconded, motion carried.

Police/City Hall server replacement: Chief Hughes recommended a quote for a server system from Premium Computer Services based in Lodi, WI. Woodford made a motion to recommend moving forward with this quote, provided the labor hours will not exceed those listed on the quote, and the amount is to be paid out of the General Fund Balance. Huffman seconded, motion carried.

Upgrading of Police/City Hall Phone system: Chief Hughes and Deputy Chief Raupp explained problems with the current phone system, and their experiences with all vendors involved. After discussion, Huffman made a motion to recommend moving ahead with the Spectrum/CCC proposal presented by Chief Hughes, provided the current frontier phone contract can be negated. Woodford seconded, motion carried.

Closed session regarding hiring of Deputy Police Chief: Strommen made a motion to go into closed session. Huffman seconded. Motion passed as determined by roll call. Entered closed session at 6:23pm. Returned from closed session at 6:42pm.

No future agenda items were brought forward.

Date and time of next meeting is January 10th, 4:30pm

Strommen made a motion to adjourn, seconded by Woodford, meeting adjourned 6:57pm.

Submitted by Andrew Strommen, secretary