

FINANCE AND PERSONNEL COMMITTEE MINUTES

July 18, 2011

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor Miller at 6:30 p.m.

Present: Mayor Robert Miller and Alderman Jim Busse

Excused: Alderman Douglas Wood

Also Present: City Administrator Patrick Marsh, Finance Director Marc Houtakker, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alderman Busse, seconded by Mayor Miller to approve the minutes of July 5, 2011, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

There was no New Business.

Finance Director Houtakker reviewed various Accounts Payables expenditures and answered member's questions. City Administrator Marsh discussed fuel costs and possible closing of onsite pumps.

A motion by Alderman Busse, seconded by Mayor Miller to accept the General Fund Accounts Payable Checks Dated July 1 through July 14, 2011, was carried.

MISCELLANEOUS BUSINESS

City Administrator Marsh began Discussion of City Purchasing Policy. Review of this policy was prompted by the Belle Isle project. While the policy is comprehensive it has not been reviewed since 2004. In the past, contracts were automatically renewed after positive history with vendors and policy language should be firm on this practice. Single source providers, long term relationships with vendors, and the \$15,000 requirement for bidding a project should be detailed.

Alderman Busse stated the current policy should be followed now, but would like it reviewed by staff and presented to the Committee again when Alderman Wood can be present for comment. Mayor Miller would like review of the number of quotes required and the circumstances when engineer services are needed.

ADJOURNMENT

A motion by Alderman Busse, seconded by Mayor Miller to adjourn, was carried. (7:20 p.m.)

Joan Andrusz
City Clerk