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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, December 4, 2018

1. **Call to Order - Roll Call**

Mayor Hefty called the Common Council meeting to order at 6:30 p.m. Roll Call - Present: Mayor Hefty, Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Todd Bauman. Excused: Alderman Tom Preusker.

Student Representatives - Present: Jack Schoepke (BHS), Morgan Tracy (BHS). Excused: None.

Staff present: Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson, Library Director Joe Davies and Intern Nick Faust.

2. **Citizen Comments**

3. **Approval of the November 20, 2018 Committee of the Whole Meeting Minutes**

Motion: Alderman Kott. Second: Alderman Bauman. With all in favor the motion carried.

4. **PRESENTATIONS:**

A presentation from the Pool Board regarding the 2018 season and the 2019 Budget for the Burlington Community Aquatic Center.

Chip (Walter) Bahr, Treasurer and Pool Board Representative, presented the 2019 Budget for the Burlington Community Aquatic Center and stated that the 2018 results were still being finalized and will be presented in the early part of 2019.

Alderman Schultz asked Bahr if he thought the pool would be successful. Bahr replied that there has been a lot of good feedback, along with a good mix of passes and memberships. Bahr stated that he feels 2019 will be about the same as 2018 as they are still configuring personnel, and determining needs and usage and working with a conservative budget.

Alderman Schultz also asked if there has been any further discussion regarding serving alcohol at the pool. Alderman Grandi responded and said there has been some discussion but nothing in depth.

5. **RESOLUTIONS:**

- A. **Resolution 4927(29)** - To consider accepting a Letter of Engagement from Sitzberger for 2018 Audit Services.

Finance Director Steve DeQuaker stated that Sitzberger acceptably performed the 2017 Audit and the 2018 TIF audits for the City and would like to use the firm again for the 2018 Audit, however, will go out to a Request for Proposal (RFP) for the 2019 audit service. DeQuaker further stated that the fee

being asked for is a not to exceed amount of \$36,000 which is \$1000 more than the 2017 Audit of \$35,000 or 2.9% increase, which is in-line with what was being charged as an annual increase by the former Pat Romenesko's firm.

Alderman Rauch asked if there was a breakdown for time and materials. DeQuaker replied there is no breakdown, however two trips were made to City Hall plus additional hours at their office. Bryan Snyder, representative for Sitzberger, replied that 500 hundred total hours was spent on the audit.

6. **ORDINANCES:** There are none.

7. **MOTIONS:**

A. **Motion 18-917** - To approve the Environmental Remediation Tax Incremental District No. 1 (ER-TID 1) and Tax Incremental District No. 3 (TID 3) Audit Reports completed by Sitzberger.

Finance Director, Steve DeQuaker, reviewed the background history stating that both TIDs were closed in March 2018 and that the Tax Increment collections were sufficient to have enough funds to pay off the final debt in both TIF districts and allow them to be closed per state statutes, which then also requires an audit to be completed.

Bryan Snyder, representative for Sitzberger, then provided an explanation of the final audits. Snyder stated that because the TIF had a 26 year life span, some invoices were thrown away over the course of the years and therefore was unable to provide reasonable assurance of the audits, as a new auditor cannot utilize a previous auditor's work.

Patrick Romenesko, former auditor for the City, was also present and addressed the Council stating that although he had hoped to see the TIF's through from the beginning to end, he wanted to give his assurance that the audits were successfully completed and the numbers were accurate.

8. **ADJOURNMENT**

Motion: Alderman Meyer. Second: Alderman Heft. With all in favor, the motion carried and the meeting was adjourned at 7:01 p.m.

Minutes respectfully submitted by:

Diahm C. Halbach
City Clerk
City of Burlington