



Office of Jim Grafton
City Administrator • Public Works Director

Date: 2-15-19

Re: Finance Meeting

Attendance: Mayor, Rick Lohse, Bob Rockwell, Caryn Unsicker, Ian Pavelonis, Tony Trulson, Larry York, Kathy Hall, Jim Nelson, Jim Grafton

Location: City Hall 121 11th Street

Chairman Lohse called the meeting to order at 5:30pm and noted a quorum was present for one agenda item; review of the RFP for auditing services.

Clerk Nelson explained the RFP process and distributed a spread sheet comparing the five proposals that were submitted. The firms that responded; Clifton Larson Allen, Lauterbach & Amen LLP, Karrison LLC, Bohnsack & Fromelt LLP, and Carpentier, Mitchell & Goddard & Co. There were two locals (Bohnsack and Carpentier). Clerk Nelson said there were a few follow up questions he researched; cost per hour, no extras for phone calls; Clerk Nelson threw out the low and high bids and suggests that Lauterbach would be his preference but any of the three would be acceptable. He noted the timeline was different from all the applicants. A peer evaluation was one amongst themselves to make sure they had no associations with the City of Silvis (staff). Clerk Nelson noted that he questioned them if there would be any additional charges for calls or emails. The pensions were not included in any of the proposals. Currently auditing is done by Carpentier and Lauterbach is handling the actuary work. Alderwoman Hall asked about mileage (from Naperville) and there is no additional charges.

Chairman Lohse noted that he did some research and checked on some references. He was comfortable with the references from Lauterbach (Rock Island, Sycamore and Rockford, about 80 large and small cities). Clerk Nelson noted that with Lauterbach the audit would be completed in late September. Currently we have had to file for extensions because the audits were not done earlier than November. Pricing was set for the next five years for all proposals. Additional educational programs were offered by Lauterbach. There was some discussion as the City has been with Carpentier for 40 years. Committee felt the training benefit was a great plus with Lauterbach. Mayor Carter said that he was the one that asked that (City of Silvis) do RFP for auditing services. Clerk Nelson said that the original proposal from Carpentier was \$39k but lowered when they were told of the RFP. Committee recommendation was to have Lauterbach do auditing as per proposed (price is locked for next five years). It was noted that the primary reason would be simply the fact that it is recommended to change firms every five years. Clerk Nelson said he would draft letters to those firms not selected.

Committee was in agreement to move forward with the recommendation and the item would be placed on the March 5th COW agenda for consideration.

There were no other agenda items and the meeting was adjourned at 6:02pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Grafton". The signature is fluid and cursive, with the first name "Mark" being more prominent than the last name "Grafton".