

FINANCE COMMITTEE

Date and Time: Tuesday, July 23, 2024, at 5:15 p.m., Council Chambers

Members Present: Michael Martens (C), Gary Gisselman (VC), Becky McElhaney, Terry Kilian, Vicki Tierney

Others Present: Mayor Diny, MaryAnne Groat, Jeremy Kopp, Anne Jacobson, Eric Lindman, Dustin Kraege, Solomon King, Jamie Polley, Kody Hart

Noting the presence of a quorum Chairperson Martens called the meeting to order at 5:15 p.m.

Minutes of the previous meeting(s) (07/09/2024).

Motion by Kilian, seconded by Gisselman, to approve. Motion carried 5-0.

Discussion and possible action on additional fire chief vehicle.

Kilian questioned if a vehicle given to the Fire Department previously intended to also be used by the Mayor and City Hall employees would satisfy the needs of the department on an as needed basis. It was stated missing the vehicle for a short period of time when needed by other departments works well. Kilian stated support for the alternative vehicle use.

Tierney stated support for the alternative vehicle use.

McElhaney questioned as to why the Mayor had both a vehicle for use and a vehicle use allowance. It was stated that the assistant of the Mayor utilized the vehicle to set up events and for travel in addition to departments within City Hall. Employees of the city are using personal vehicles more often now negating a need for a regular vehicle on hand.

Gisselman questioned when the lease on this vehicle runs out. It was stated that it would expire in March of 2028.

Without objection, staff are directed to transfer the vehicle from the Mayor's Office to the Fire Department if applicable.

Discussion and possible action regarding budget modification Street Maintenance.

Martens questioned if enough would be saved in reserves for a more traditional winter season in 2024. It was stated the planning had held for that reserve in addition to the budget modification.

Motion by Gisselman, seconded by Tierney, to approve. Motion carried 5-0

Discussion and possible action regarding procurement policy.

Kilian stated it would seem important that any contract entered in upon by the city would be attested to the fact that there are enough funds and that each contract had been reviewed by an attorney. It was stated this was a matter of legal protection, so the city knows any contract has been reviewed and approved by counsel.

Tierney questioned if it would be in the best interest to have a dollar amount threshold to determine if the city attorney should review the contract. Tierney further questioned the current threshold for attestation by the Finance Director and the City Attorney. It was stated public construction contracts received that attestation as those contract templates had not changed in thirty years. In addition, bonding contracts also require the attestation.

Motion by Kilian, seconded by Tierney, to amend the procurement policy change with the change of leaving in City Finance Director and City Attorney as signatories.

McElhaney stated opposition to the amendment as the policy makes it clear that the Finance Director is already certifying that funds have been provided and the City Attorney approves the contract as to form. It was stated that striking the proposed language is redundant.

Kilian stated the amendment adds an additional level of protection to the city.

Gisselman questioned if all basic contracts are already approved by the City Attorney and is the repository of those contracts. It was stated the City Attorney does not see all the contracts and is not the repository of contracts.

McElhaney stated there would be a real slow down if all contracts needed to be seen by the City Attorney and the current policy already includes a requirement for a threshold of contracts that need to be reviewed by the City Attorney which usually also require approval by the Common Council.

Tierney stated it was important to know who is responsible for signing what types of contracts. It was stated there could be a training of staff to ensure the policy is being followed and that there is a contract training video that can be viewed. Tierney stated a concern with ensuring that the proper parties are signing contracts as they should be and not filtered to other places.

Without objection, Kilian and Tierney withdrew the motion to amend.

Kilian requested clarification about who would review what in the policy.

Tierney also requested clarification similar to Kilian. It was stated the policy was clear but there needed to be education to follow the policy. Tierney stated the language was there, but that staff needed to know the policy exists.

Motion by Gisselman, seconded by McElhaney, to approve the procurement policy as presented with the noted changes. Motion carried 5-0.

Martens requested that staff are made aware of the policy and are provided the education to execute the policy.

Kilian requested staff to provide to the Common Council the educational materials to know staff was instructed of the policy and its updates.

Discussion and possible action on ARPA Funding.

Discussion was held. No action was taken.

2023 Financial Results Presentation

Presentation was provided and discussion was held. No action was taken.

Adjourn

Motion by Gisselman, seconded by Tierney, to adjourn the meeting. Motion carried.
Meeting adjourned at 7:26 p.m.

For full meeting video on YouTube: <https://www.youtube.com/watch?v=fd19r1T6nDM>