



**Finance/Administration Committee**  
**City Hall – 200 NE Moe Street**  
**3<sup>rd</sup> Floor Conference Room**

|                          |                                                                                                                                                                 |                   |                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|
| <b>Subject</b>           | <b>Meeting Minutes</b>                                                                                                                                          | <b>Date</b>       | <b>11/15/17</b> |
| <b>Recorder</b>          | <b>City Clerk Fernandez</b>                                                                                                                                     | <b>Start Time</b> | <b>5:03 PM</b>  |
| <b>Committee Chair</b>   | <b>Ed Stern</b>                                                                                                                                                 | <b>End Time</b>   | <b>5:42 PM</b>  |
| <b>Committee Members</b> | <b>Gary Nystul, Kenneth Thomas (acting chair), Ed Stern (absent)</b>                                                                                            |                   |                 |
| <b>Staff Present</b>     | Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Accounting Tech Cunningham, Judge Tolman, Court Administrator Baker, Judicial Specialist Knutsen |                   |                 |

**Agenda**

| No.       | Topic                                    | Action/Recommendation/Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>1.</b> | <b>Administrative:</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|           | a. Questions & Concerns of the Committee | Nystul noted on the latest budget printout, there still is nothing for the casual labor for the judge in the recommendation. Booher said it has been included in the final printout, and it is funded.                                                                                                                                                                                                                                                                                                                                                                                                         |
|           | 1. MRSC Roster Resolution                | Booher said this is coming to Council on December 13. The City is already members for MRSC roster for small works. The updated resolution will allow us to use suppliers on the roster. The Purchasing Manual will always supersede the roster, but the roster will allow us to do competitive pricing without a full bid process.                                                                                                                                                                                                                                                                             |
|           | b. Agenda and Extended Agenda Review     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|           | 1. 11/15/17-Members Absent-Stern         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|           | 2. 12/06/17-Members Absent-              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>2.</b> | <b>Agenda Items</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|           | a. Donation Policy                       | <p>Cunningham presented the proposed policy for allowing final accounts to donate final utility bill credits to the City. Staff will send a letter if it is between \$5-\$50 and ask if they want to donate to P&amp;R or the cemetery. They must respond within 20 days. If their response is no, or if they don't respond within 20 days, the City will send a refund check. Booher would like to revisit this in November/December to see if this program is generating enough donations.</p> <p>In response to Nystul, Cunningham said to keep all funds under \$5.00 it would have to be noted in the</p> |

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|--|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                                | <p>beginning of the account creation. So, we could do it, but it would only be for new customers. They liken it to an agreement.</p> <p><b><i>The committee recommends approval of the policy.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|  | <p><b>b.</b> New Court Clerk Crossover for Municipal Court</p> | <p>Tolman said Baker is retiring on January 12, and Knutsen will be appointed as the new court administrator on January 16. They will interview four candidates on Friday for the vacant clerk position. Municipal Court is seeking permission to have a month overlap for training of the new clerk to facilitate a seamless transition of staff. Baker said their court is small, and they all have to cross-train in everything. She requested additional budget to make an offer to get a new hire to start December 11. Erickson added that PA Foster doesn't have a paralegal right now, and Knutsen has been helping as well. Erickson recommends this request, and Booher will work it into the mid-year modifications.</p> <p><b><i>The committee recommends concurrence.</i></b></p> |
|  | <p><b>c.</b> Monthly Sales Tax</p>                             | <p>Booher reported sales generated in August, and collected in October are down 5%, but YTD we are still up 6%. She noted when looking at the five-year trend, 2016 was the anomaly. We are above the five year average. Booher doesn't have any concerns about meeting our sales tax projection.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|  | <p><b>d.</b> Real Estate Excise Tax</p>                        | <p>Booher reported the City has met and exceeded budget projection for this year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |