



**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>12/06/17</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:01 PM</b>
<b>Committee Chair</b>	<b>Ed Stern</b>	<b>End Time</b>	<b>6:34 PM</b>
<b>Committee Members</b>	<b>Gary Nystul, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, Human Resources Manager Kingery, City Clerk Fernandez		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<p><b>a. Questions &amp; Concerns of the Committee</b></p>	<p>From the committee review of claims the following concerns was noted:</p> <ul style="list-style-type: none"> <li>• Discussed how names are listed on check registers, for example Kevin McFarland/Urban Forestry. On the check, it lists the first name of the business (which is Kevin McFarland), and on the second line it lists the business as it is filed on the 1099 form. On the check register you only see the top name, but on the actual check it lists the name and the business (Kevin McFarland, dba Urban Forestry).</li> <li>• Viking Fest LTAC reimbursement came in late in the year -- it adds to concern about how things are going with some of the groups.</li> </ul> <p>Miscellaneous discussion:</p> <ul style="list-style-type: none"> <li>• Doing a lot of disbursements using direct ACH payments, so the Mayor is signing a piece of paper for those payments.</li> <li>• Need to add to the Community Services Committee to discuss receiving and storing property (ex. Christmas decorations).</li> <li>• Shared pictures of Nelson House.</li> <li>• Stern asked the Committee's thought about joining the National League of Cities and if they would support a budget amendment for the registration fee. If not, he would be willing to pay for the registration through his travel/training budget. The Committee recommended the registration come from travel/training.</li> </ul> <p>Council vacancy process</p> <ul style="list-style-type: none"> <li>• Reviewed past application and Council Rules of Procedure.</li> </ul>

		<ul style="list-style-type: none"> <li>We have a 90-day timeline to get someone appointed to the vacant position (starting when the position became vacant).</li> <li>Discussion was held on two options: <ul style="list-style-type: none"> <li>Leave the application process open until January 15, and schedule interviews of the applicants on January 27.</li> <li>Leave the application process open through December, and interview on January 6.</li> </ul> </li> <li>This will be discussed with the full Council tonight.</li> </ul>
	<b>b. Agenda and Extended Agenda Review</b>	
	1. 12/06/17-Members Absent-	
	2. 12/20/17-Members Absent-	Thomas
	<b>c. Committee Minutes of October 18, 2017</b>	Approved
	<b>d. Committee Minutes of November 01, 2017</b>	Approved
	<b>e. Committee Minutes of November 15, 2017</b>	Approved
<b>2.</b>	<b>Agenda Items</b>	
	<b>a. Grant Signature and Authority Process</b>	Erickson reported the need to define a process for the Council approving incoming grant receipts. Booher said we just updated the signature resolution with limits. Some grants must have a Council resolution, but grants over the signature authority need Council approval to accept them. Department Heads were told of the change, and they know they need to be more proactive to get Council approval. We need to set up the internal process that meets the standards in the purchasing manual.
	<b>b. Personnel Handbook</b>	Kingery presented personnel handbook changes due to I-1433, requiring employers to provide sick leave to employees. This affects the City regarding its temporary employees. They must work 40 hours to accrue one hour, it will be 90 days before they can utilize the sick leave, and their carry over will be capped.
	<b>c. Council Committees Ordinance Amendment</b>	The committee reviewed the proposed ordinance change and recommended some changes. The committee and Mayor requested additional time to review the ordinance. Changes will be submitted to the Clerk and brought back to the committee.
	<b>d. Monthly Sales Tax</b>	Booher reported sales tax for sales generated in September and collected in November: up 8% from the same period last year; YTD up over 6% from last year.
	<b>e. Real Estate Excise Tax (REET)</b>	Booher reported REET through October, we exceeded budget projections.
	<b>f. Miscellaneous</b>	Erickson gave an update on the Edward Rose project.