

## **Finance Committee Meeting April 17, 2013**

The **Finance Committee** met Wednesday, April 17, 2013, at 6:00 p.m. in the City Hall Conference Room. Present were Chairperson Mark Ahner and Committee Members John Uden, Bill Melnik and Roxanna Brush.

Also present were Mayor C. A. Grenz, Public Utilities Director Al Kelm, Fire Chief Dale Berg, City Clerk Becky Stanton, Finance/AP Clerk Linda Wildman, Historic Preservation Officer Connie Muggli, Building Inspector Dennis Hirsch, and Deputy City Clerk/Recorder Connie Watts.

### **Review of Quotes for Roof Construction for Swimming Pool Facility**

Two quotes were received:

JP Construction and Remodeling LLC -	\$21,315
Seabolt Construction -	\$17,470

**\*\*** *After brief discussion, Chairperson Ahner moved to recommend awarding the contract to Seabolt Construction, seconded by Committee Member Melnik and passed unanimously, 4-0.*

Chairperson Ahner said he has spoken to Sigrid Laird, who has collected about \$10,000. The City has set aside about \$15,000, also, and Mrs. Laird and Director Kelm are agreeable to spending this money for improvements to the Swimming Pool facility. Mrs. Laird has some suggestions for these funds:

1. Paint inside of office/dressing rooms/toilet areas
2. Canvas curtains in front of the women's dressing rooms
3. Baskets/basket holders painted
4. Light fixtures
5. Sky Lights in restrooms and dressing rooms. (Chairperson Ahner mentioned that lights will be put in the ceiling and are part of the quotes. – Sky lights might not be necessary.)

Director Kelm's suggestions included lighting in restrooms and possible new fixtures, if they need to be replaced. Other suggestions were motion lights outside the building, hot water, and providing paint if the pool employees would be willing to do the painting.

## **Review of Tentative Budget Preparation Schedule**

Chairperson Ahner provided the Committee with a copy of the previous year's budget calendar. He said the City Clerk has sent out notices to the directors that preliminary budget proposals are due May 1. He noted that he will be out of the state June 5 through June 11, and wanted to know if the Committee wanted to meet with the directors during that time or wait until he returns. The members of the Committee agreed to wait until after June 11<sup>th</sup>. He will make sure all notices to the directors are sent out before he leaves.

Clerk Stanton said she hopes the mayor would meet with each director to go over his or her budget before meeting with the budget committee. Chairperson Ahner concurred with that.

Finance/AP Clerk Wildman said she was not sure how many of the budgets would be physically in before the City Clerk leaves on the 26<sup>th</sup>. Directors may be working with pencil figures on the budget prep reports. Nothing would be put into BudgetPrep when the City Clerk leaves on April 26, as there will be no one to do it. The Deputy City Clerk has not yet been trained in that capacity.

## **Discuss Janitorial Contracts Advertisements**

Chairperson Ahner referred to the Request for Proposals that had been previously done in 2009. He and Bruce Larson had developed a procedure to advertise and score responses received for each of the janitorial contracts, which are all different. A bid could be submitted for one, two, three or all of the facilities. The bids from each vendor were then scored and an award was determined for each facility, on a year-to-year basis, unless one of the vendors desired a change. In that case, all of the contracts would again be advertised for bid.

*\*\* Committee Member Uden moved to recommend advertising for bid the contracts for cleaning services for the City Shop, City Hall, the Library and the Police Department. The motion was seconded by Committee Member Brush and passed unanimously, 4-0.*

Chairperson Ahner noted that the Library Board is ultimately responsible for approving the contract to clean the Library.

## **Discuss Building Inspector Contract Renewal/Advertisement**

A copy of last year's contract was in the packet. As there were no objections to renewing the contract with the same terms and conditions,

*\*\* Chairperson Ahner moved to recommend renewing the Building Inspector contract for the fiscal year 2013-2014, under the same terms and conditions as*

*in the 2012-2013 contract. The motion was seconded by Committee Member Uden and passed unanimously, 4-0.*

**Request of Citizens**

-None

**Claims Review Schedule**

April, May, June:	Councilperson Brush
July, August, September:	Councilperson Uden
October, November, December:	Councilperson Ahner

**Adjournment**

Having no more business to come before the Committee,

*\*\* Committee Member Uden moved to adjourn the meeting, seconded by Committee Member Melnik. The motion passed unanimously.*

The meeting was adjourned at 6:30 p.m.

Respectfully Submitted:

  
Chairperson Mark Ahner

  
Deputy City Clerk Connie Watts