

Finance Committee Meeting February 5, 2015

The Finance Committee met Thursday, February 5th, 2015, at 12:00 p.m. in the City Hall Conference Room. Present were Committee Chairperson Susanne Galbraith and Committee Members John Hollowell, Dwayne Andrews and Sheena Martin.

Also present was Interim Fire Chief Cameron Duffin, Police Chief Doug Colombik, City Clerk Lorrie Pearce, Public Utilities Director Al Kelm, Mayor C.A. Grenz and Committee Recorder/HR/Payroll Officer Billie Burkhalter.

Committee Member Galbraith called the meeting to order.

1. REQUEST OF CITIZENS:

-None.

2. REVIEW AND MAKE RECOMMENDATION ON AMBULANCE BILL COLLECTION POLICY:

Chief Duffin presented an Ambulance Bill Collection Policy to the Committee. He explained that at the last Finance Committee meeting it was requested that he update the policy to reflect a minimum monthly payment of \$25.00 for any customer who cannot pay the bill in full. The City's ambulance billing agency, Solestone, also has this requirement.

Committee Member Andrews suggested the following corrections to the presented policy:

- Under Ambulance Bill Collection Policy:
 - ✓ #3. Delete "patient" Add: "to the patients phone number"
 - ✓ #4. Add "certified"
- Under Private Pay:
 - ✓ #3. Add "throughout the daytime hours"
- Under Medicare/Medicaid:
 - ✓ #3. Add "requiring a 30 day payment"
 - ✓ #7 Delete "DCI Credit Services Inc." Add: "collection service"
- Under Payments:
 - ✓ #1. Delete "Solestone" Add: "the billing agency"

The Committee requested Chief Duffin make these changes to the policy and bring it back to the Finance Committee for its review.

3. REVIEW AND MAKE RECOMMENDATION ON PARK USE POLICY:

City Clerk Pearce explained that there is currently not a specific policy on the use of parks in the City, as everything that deals with the parks has already been passed by the City Council through Ordinance. The presented information on park use could be used more as a guideline.

City Clerk Pearce requested the Committee to not make any recommendations at this time. She explained that, due to the complexity of this issue, she would request that two members from the Finance Committee, Director Gray and herself work on the guidelines and bring back to the Committee when they are completed.

Chairperson Galbraith stated that the current fees to reserve the park are \$10, and to obtain an Alcohol Variance is \$25. She was informed by Parks Foreman Stone that these fees do not cover the park employees' time cleaning up after the groups or events have taken place. She would suggest the fees be increased to \$25 for a park reservation and \$50 for an Alcohol Variance.

Director Kelm disagreed with the proposed increases. He explained that the \$10 park reservation fee does not go towards park employees' wages but is just to reserve a specific area in the parks. He feels that people have already paid for the parks through their taxes and it would be like charging them twice. He further stated a fee of \$50 for an Alcohol Variance is excessive, as it is already required to obtain a million dollar insurance policy, which costs over a \$100. He believes with these increases it would discourage people from using the parks.

City Clerk Pearce stated she had researched other cities and towns for what their charges and procedures are for park use. She explained that most other places do charge \$25 for a park reservation or user fee that is non-refundable. There also are many places that charged a refundable deposit fee for clean-up.

Committee Member Martin agreed with the proposed increases. She further stated that charging \$50 for an Alcohol Variance would set precedence for responsibility. Chairperson Galbraith agreed.

Committee Member Hollowell stated that he would agree to a refundable cleaning deposit, but did not favor any increases to the park reservation or Alcohol Variance.

Committee Member Hollowell will meet with Public Works Director Gray and City Clerk Pearce to develop a more in depth guideline for park use.

4. REVIEW AND MAKE RECOMMENDATION ON CREDIT CARD POLICY:

Chairperson Galbraith explained that the way the credit card policy is now, employees are not allowed to place business related hotel expenses on credit cards. A travel advance form needs to be filled out prior to the employee leaving and then they are given a check for the hotel expense.

Director Kelm stated he would recommend changing the policy to allow hotel expenses be placed on the credit card. He explained the hotel industry has changed a lot since this policy was originally adopted. Now, to make a hotel reservation, there has to be either a credit card on file or a cash deposit ranging anywhere from \$50 to \$100. This requires the employee to use their credit card or cash while they are away on City business. He explained being able to use the City credit card would simplify the process and make it easier on the traveling employee.

Committee Member Andrews suggested the following corrections to the presented policy:

- Under E. Reconciliation and Payment:
 - ✓ Delete in the third sentence “finance office” Add: “City Clerk’s office”

** *Committee Member Hollowell moved to recommend to City Council to approve the presented Purchasing Cardholder Policy, with corrections. The motion was seconded by Committee Member Galbraith and, on roll call vote, motion passed unanimously 4-0.*

5. REVIEW CELLULAR PHONE POLICY:

City Clerk Pearce explained that currently the City does not have a cell phone policy. In reviewing how employees are reimbursed for the use of their personal cell phones, she noted that there are major inconsistencies.

City Clerk Pearce requested that a committee be formed consisting of two people from the Finance Committee and two employees who could meet and work on a policy. Director Kelm and City Clerk Pearce will work on the information to present to the Committee at a later date.

6. CLAIMS REVIEW SCHEDULE:

Committee Member Andrews:	1 st Quarter (January – March)
Committee Member Martin:	2 nd Quarter (April - June)
Chairperson Galbraith:	3 rd Quarter (July – September)
Committee Member Hollowell:	4 th Quarter (October-December)

7. ADJOURNMENT

** *Committee Member Hollowell moved to adjourn the meeting, seconded by Committee Member Andrews and passed unanimously, 4-0.*

The meeting was adjourned at 1:10 p.m.


Susanne Galbraith Chairperson


Billie D. Burkhalter, HR/Payroll Officer