

Finance Committee Meeting

June 23, 2016

The Finance Committee met Thursday, June 23, 2016 at 6:00 p.m. in the City Hall Conference Room. Present were Committee Chairperson Susanne Galbraith and Committee Members Rachel Sloan, Kathy Wilcox and Dwayne Andrews.

Also present were Floodplain Administrator/Auto Cad/Assistant PWPV Samantha Malenovsky and Recorder Lorrie Pearce

Committee Chairperson Galbraith called the meeting to order.

1. Request of Citizens:

None

2. Discussion and Recommendation on KLJ contracts

Administrator Malenovsky explained that there are two different contracts.

1. The Service Agreement which would be on the project management or engineering side of the contract
2. The Letter of Engagement which would be for PR government, money assistance, public education and coordination

The contracts are renewed annually, and in the past were billed to the County and then County would bill the City. There is not an agreement with the County at the present, so Council will have to figure out the percent paid by County and City.

KLJ Representative Becky Bey explained that last year their charge was \$2,500 a month, and if Council wanted it to be billed that way, it would still be \$2,500 a month. The Steering Committee requested the billing to be hourly, which it hoped would save the City some money because work was not completed every month. One change on the contract was that last year the amount to be billed was \$1,500 without prior permission, and it is changed this year to \$4,000 without prior permission. The Army Corp felt that more work will be completed this year because Section 205 will begin in the fall. Also, the money paid on this contract would be considered an "in kind" match.

*** Committee Member Wilcox moved to recommend to Council approval of KLJ contracts as presented, seconded by Committee Member Sloan. The motion passed 4-0*

3. Review bids received on phase II upgrade

Director Kelm said that the bid from Williams Brothers \$3,585,000 for construction and alternate/septic hauling station at \$225,000 was the lowest bid received. The bid for the construction came in under bid, so he added the alternate bid to the total. There was a problem with the bid received from Williams Brothers because there was a bid from subcontractor Colstrip Electric that was missed in Section 13-400 for an amount

of \$150,000. Williams Brothers asked to add that amount to the bid. Director Kelm had consulted with Engineer Brad Koenig and they both felt that the overlook was not intentional because Colstrip Electric missed that section in all their bids they had sent out to Williams Brothers, Dick Anderson, and EDK, which meant that all the bids were under bid by \$150,000.

Williams Brothers is not asking for a markup in the section that was missed.

*** Committee Member Andrews moved to recommend to Council approval of the Williams Brothers bid, seconded by Committee Member Wilcox. The motion passed 4-0*

4. Review and recommendation on compensation for Ingraham Environmental

Director Kelm said that Ingraham Environmental is asking reimbursement for material, which they thought was about \$3,000. They did not want to be reimbursed for their labor. Ingraham Environmental thought they could get \$1,500 from the Chamber of Commerce, so they were asking \$1,500 from the City. Director Kelm offered to pay half of the \$1,500 from the water fund, since the City got their water tower back.

*** Chairperson Galbraith moved to recommend to Council approval of paying \$1,500 to Ingraham Environmental for work completed, seconded by Chairperson Andrews. The motion passed 4-0*

5. Discussion and Recommendation on City Business Licenses

Chairperson Galbraith thought that the City should be charging for business licenses. She thought a certain dollar amount could be charged and that would help the fire and police know where and what the business is.

The Committee discussed other Cities charges.

Committee Member Wilcox liked the idea and thought it was appropriate. She asked if a safety inspection would be needed, and thought it might be good to have in force before the legalization of marijuana is voted on this fall.

Director Kelm thought if the City charges for business licenses, the business should be getting something back. There were a couple of things that could be beneficial to the business and they were. making a directory on the Cities Website, and since the City would have an updated business license list, the information could be available in case of a fire, floods etc.

Committee Member Sloan thought it was a good idea, but thought it might push some business out and wondered who would enforce it and keep it up.

*** Committee Member Wilcox moved to have further discussion on the Cities business license in terms of all the details and amend the Ordinance to present to Council, seconded by Committee Member Galbraith.*

Committee Member Andrews thought it might be another way to nickel and dime people to death, but said he would go along with it for now.

Director Kelm said it would be nice to know how many businesses the City has and in categories'. If there was a disaster, we would have the contact information at hand and start making calls immediately

Clerk Pearce thought if the process was implemented that another person would need to be hired. At the moment the Treasurer is the person who writes the business license receipt, and he works part time. She thought the process should not be implemented for the revenue, but for the services.

Committee Member Sloan thought the City would need to charge a reasonable amount to everyone.

****** *The motion passed 4-0*

6. Adjournment

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

The meeting was adjourned at 5:45 p.m.


Susanne Galbraith, Chairperson


Lorrie Pearce Recorder/City Clerk