

## Finance Committee Meeting

May 4, 2017

The Finance Committee met Thursday, May 4, 2017 at 6:00 p.m. in the City Hall Conference room. Present were Committee Chairperson Susanne Galbraith and Committee Members Rick Huber, Dwayne Andrews and Kathy Wilcox.

Also present were: Planner II Dawn Colton, Flood Plain Administrator Samantha Malenovsky and City Clerk/Recorder Lorrie Pearce.

Committee Chairperson Galbraith called the meeting to order.

**1. Request of Citizens:**

None

**2. Discussion and Recommendation on KLJ Contracts for Work Related to the Section 205 Flood Study and Continued Work on the Flood Control Project**

Administrator Malenovsky explained the contract is a general contract, and covers program management, government relations, structure inventory, drainage and hazardous waste active investigation. The work in kind tasks includes structure inventory, drainage and hazardous waste active investigation. Each task will be approved by Council.

*\*\* Committee Member Wilcox moved to recommend to Council to approve payment on KLJ contracts for work related to the section 205 flood study and continued work on the flood control project, seconded by Committee Member Huber. On roll call vote, it passed 4-0*

**3. Discussion and recommendation on Contract with Jackson, Murdo and Grant &, P.C. for Services Related to the Flood Control Project**

Administrator Malenovsky explained that Murdo's work had been all pro bono up to the present. The contract is \$15,000 for fiscal year 2017-2018. County's 30 percent applies to the contract. The City will need to approve another contract if needed in fiscal year 2018-2019.

*\*\* Committee Member Huber moved to recommend to Council to approve the contract with Jackson, Murdo and Grant & P.C. for services related to the flood control project, seconded by Committee Member Wilcox.*

Committee member Andrews wanted the word City **or** County staff to be changed to City **and** County staff.

*\*\* Committee Member Huber moved to amend his motion to change the word City **or** County staff to City **and** County, seconded by Committee Member Wilcox. On roll call vote, the motion and amendment passed 4-0*

#### 4. **Review and Discussion on Draft Leasing Agreements and Policies**

Planner Colton explained the changes:

- In first whereas, add “recreational areas” after industrial businesses.
- 1(a) First sentence should read “Provide and update an official map of lands available for lease, in the format set forth in Attachment A”
- 1(c) add “City Clerk’s office shall be responsible for billing notices and collection”
- 2(b) at the end of the paragraph add “Proof of Insurance shall be provided with payment”
- 2(c) cross out “new” before Industrial Site leases, add “resolution of” before the City Council, delete “during and subsequent to FY2016-2017” and “following”, and add “rates as established by City Council”. Delete the three tracts cost per square foot, it will be on a different resolution.
- 3- add “or requests for modification” after new leases
- 3(i) delete
- Attachment A, added to the updated procedures

*\*\* Committee Member Wilcox moved to recommend to Council to approve the revised leasing agreements and policies as presented, seconded by Committee Member Galbraith. On roll call vote, it passed 4-0*

#### 5. **Recommendation on Sending Water and Sewer Department’s 2017 Charge offs to Collection- \$490.80**

*\*\* Committee Member Andrews moved to recommend to Council to approve sending the water and sewer charge offs to collection, seconded by Committee Member Huber. On roll call vote, it passed 4-0*

#### 6. **Discuss and Schedule Budget Meeting Calendar**

After a short discussion it was decided to tentatively schedule the meeting as follows:

June 20<sup>th</sup>, 21<sup>st</sup> and July 6<sup>th</sup>

#### 7. **Adjournment**

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

The meeting was adjourned at 7:15 p.m.



Susanne Galbraith, Chairperson



Lorrie Pearce Recorder/City Clerk