

FINANCE COMMITTEE MEETING MINUTES

April 28, 2015 – 6:00 p.m.

Council Chambers, Public Safety Building

Present:

Alderpersons Greg Jenson, Ron Christianson, Pat O'Connor, Tim Swadley and Mayor Donna Olson

Others Present:

Finance Director Laurie Sullivan, Charles Veervort

Absent and Excused: None

Call to order:

Finance Director Sullivan called the meeting to order at 6:00pm.

Election of Committee Chair:

Aldersperson Christianson was elected the Chair of the Finance Committee 5-0.

Election of Committee Vice Chair:

Aldersperson O'Connor was elected the Vice Chair of the Finance Committee 5-0.

Communications:

Finance Director Sullivan explained that she had received several TIF policies from other communities. She would make those available on the City website for the Finance Committee to review.

Reports / Contingency/ March Treasurer's Report:

No action taken.

Approval of the April 14, 2015 and April 21, 2015 Finance Committee Minutes:

Motion by O'Connor, to approve the minutes from the April 14, 2015 and April 21, 2015 Finance Committee meetings, second by Jenson. Motion carried 5-0.

Discussion and action regarding Meeting Date, Time, and Place:

The Finance Committee meetings will continue to be held on the second and fourth Tuesday, at 6pm, in the Council Chambers.

Discussion regarding Assessor RFP document and possible changes and/or additions:

Aldersperson Christianson noted that there was a template RFP for an Assessor in the packet. Swadley expressed concerns that the current Assessor, Accurate Appraisal, does not have walkthroughs in the current contract. Finance Director Sullivan suggested that language be added to the RFP that would include walkthroughs for the City every four or five years. The Committee directed City staff to make those changes and to send to our current assessor for review.

Discussion regarding Attorney RFP Document and possible changes and/or additions:

Christianson noted that the previous RFP for our current Attorney firm was in the packet. Finance Director Sullivan stated that in 2009 the City held four interviews from

law firms following the release of the RFP. She also noted that the City doesn't necessarily need to switch firms, but wants to see our other firms might compare. The Finance Committee directed staff to update the hours in the RFP and to send for review.

Discussion regarding updating the existing Senior Center Leases and advertising for vacant space:

Finance Director Sullivan stated that one of the tenants by the Senior Center would be leaving that location at the end of May 2015. After comparing to the current market for rental spaces, she noted that the City is within the current rental rates per square foot and will not increase the rent. She also stated that she would have an ad published in the paper to locate new tenants.

No action was taken for any lease changes.

Future Agenda Items:

- City's Five Year Plan
- 2015 CIP Borrowing

Adjournment:

Motion by Jenson, to adjourn the Finance Committee meeting, second by O'Connor. Motion carried 5-0. The Finance Committee meeting adjourned at 6:38pm.