

MINUTES

Monday, November 7, 2011

* 4:50 PM

Fiscal Committee Carnegie Town Hall

235 West 10th Street

Members Present: Council Member Sue Aguilar, Council Member Dean Karsky, Council Member Vernon Brown, and Council Member Greg Jamison

Members Absent: None

Staff Present: Jamie L. Palmer, Assistant City Clerk

Guests: Tracy Turbak, Jeff Schmitt, Bob O'Connell, Cheryl Rath, Michelle Erpenbach, Rex Roling, Jeanne Gerken, Jerry Gerken, Robert Wilson, David Bixler

1. Call To Order

Committee Chair Brown called the meeting to order at 4:50 p.m.

2. Approval of Minutes

A. October 3, 2011

A motion was made by Council Member Sue Aguilar and seconded by Council Member Dean Karsky to approve the minutes dated October 3, 2011.

Vote to approve: Roll Call: Yeses, Sue Aguilar, Dean Karsky, Vernon Brown, Greg Jamison, 4. Noes, 0.

Motion Passed.

3. Reports and Updates

A. Discussion regarding city sales tax collection at W. H. Lyon Fairgrounds

Jeff Schmitt, Planning, came forward and said that he was asked to draft a memorandum of understanding and that is still their intent. The Fair staff and Sioux Empire Fair Board have been asked to list and tabulate a cost for the special projects/use by the city. The costs for the city projects are approximately \$25,000-50,000. The end task is the city is putting forward capital because the city has the capital equipment and therefore the county doesn't have to put up the capital to do some of the improvements and the city needs land and the fair has land so we want to be able to balance those things. City does the capital, they have the land and in the end we have a nice cooperative agreement. The memo has been drafted and reviewed by the City Attorney's Office but no dollar amount has been associated to it yet. Brown said that this item will remain on the agenda for next month.

B. Discussion regarding fraud policy

Rich Oksol, Lead Internal Auditor, said that he was asked by the Audit Committee to review the necessity of a fraud policy and present a draft

to the Fiscal Committee. He said that he has met with the City Attorney's Office regarding a draft document. The question arose about if they would prefer the draft document be an ordinance or executive order. Discussion followed. Jamison said that executive orders only apply to city employees therefore contractors working with the city must have the same ability to report fraud so an ordinance would be a better option. The committee asked Oksol to bring forward a rough draft ordinance to the next Audit Committee meeting so that they can offer input and then bring that document to the Fiscal Committee in December.

Brown asked for an approximate numbers of fraud hotline calls that are being received. Oksol said there are approximately three to four calls per year. Oksol explained that a fraud hotline call is received by The Network, Inc. (company based in Georgia). After the call an email summary report is prepared and emailed directly to Oksol.

4. Open Discussion

There was none.

5. Adjournment

Committee Chair Brown adjourned the meeting at 5:04 p.m.

Jamie L. Palmer, CMC

Assistant City Clerk