

MINUTES

Monday, March 5, 2012

\* 6:17 PM

Fiscal Committee Carnegie Town Hall

235 West 10th Street

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

Staff Present: Sue Roust, Interim City Clerk; Dave Bixler, Budget Analyst; and  
Jamie Palmer, CMC, Assistant City Clerk

Guests: Nicole Wilson, Jordan Wilson, Michelle Erpenbach, Rich Oksol, Scott  
Rust, Dave Pfeifle

1. Call To Order

Brown called the meeting to order at 6:17 p.m.

2. Approval of Minutes

A Tuesday, January 3, 2012

A motion was made by Sue Aguilar and seconded by Greg Jamison to approve  
minutes of Tuesday, January 3, 2012.

Brown called for a voice vote on that motion and all members voted yes.

Motion Passed.

3. Reports and Updates

A Discussion on Implementation of Ordinance 75-11 (Contract Approval) by  
Sue Roust, Interim City Clerk

Sue Roust, Interim City Clerk, said it was agreed to review Ordinance 75-11 to  
assure the process is working well. She asked if items not subjected to  
the state bid limits need to be added and asked if multiple year contracts  
should be included.

Scott Rust, Purchasing Coordinator, he said they he thinks there could be some  
slight improvements to the ordinance such as the section regarding the 'per  
vendor per calendar year'. Discussion followed.

Rust said that the timeline to get contracts approved in 30 days is difficult  
at times, especially when there are five Monday's in the month. Brown  
reminded Rust that the Council is willing to have special meetings to  
accommodate the contract approval process. Discussion followed.

Erpenbach spoke regarding the ordinance to change the City Council meetings to  
Tuesday nights. She feels that that this would help ease issues regarding  
the contract approval process. The ordinance had a first reading and the second  
reading is scheduled for May 7th. She questioned if that second reading  
could happen sooner than that. Aguilar agreed and asked how we can make this  
happen. Discussion followed.

Brown asked City Attorney Dave Pfeifle to research the process that needs to occur for that item to be considered before May 7th. Pfeifle will respond to the full council when he has the information.

B Discussion on Budget Calendar Timeline by David Bixler, Budget Analyst

David Bixler, Budget Analyst said that due to lack of time he would skip the presentation he had prepared. He reviewed a tentative timeline for the budget. Brown asked if the presentation could be emailed to the Fiscal Committee members and Aguilar asked Bixler to present the information at the Council Working Session on Wednesday, March 14, 2012.

C Discussion on Budget Presentation Format by David Bixler, Budget Analyst

Item C will be discussed at the Council Working Session on Wednesday, March 14, 2012.

D Discussion on how to spend remaining CIP Budget Funds by Councilor Greg Jamison

Councilor Jamison said that a procedure or policy should be developed on how to spend remaining CIP Budget funds. Discussion followed.

The Committee asked Rich Oksol, Internal Auditor and Bixler to conduct research on other cities to see if they have a policy in place that could be modified to fit ours. Brown asked them to report back at the committee meeting on Monday, April 2nd.

4. Open Discussion

There was none.

5. Adjournment

A motion was made by Sue Aguilar and seconded by Dean Karsky to adjourn at 6:47 p.m.

Brown called for a voice vote on that motion and all members voted yes.

Motion Passed.

Jamie L. Palmer, CMC

Assistant City Clerk