

Committee of the Whole
July 14, 2015

Present: Mayor Mark S. Vulich, Council Members McGraw, Rowland, Gassman, Wilke, O'Neill and Allesee, City Administrator, City Attorney, City Clerk, Press and interested citizens. Councilmember Determann – absent.

1. Strategic Plan – Goal 1 – Jessica Kinser

City Administrator Kinser advised the Council that part of the Strategic Plan is to look over what has happened during the past year. In 2014 the emphasis on Goal 1 is to maintain and improve the strong financial position of the City. She stated that the Finance Committee has met twice, the financial reporting has increased and the bond rating has been maintained. She continued in stating that she has added “continued focus on aggressive collecting. She further stated that she is recommending that everything be continued, replace that the Finance Committee has been created and change the word “timely” to monthly. Councilmember Rowland stated that a budget calendar must be adopted and adhered to. Administrator Kinser stated that there would be a pre-budget workshop in November. She advised the Council that she has discussed the budget meeting with the Finance Director. In September the Finance Office is heavily involved in the audit. She stated that the City would not receive the tax information or the roll back information in September. She continued in stating that we will be best prepared in late October or early November. Mayor Vulich stated that there must be a Capital Improvement Program Committee meeting before the Council begins the budget workshops. Councilmember O'Neill stated that the Council should receive the list of projects that the Capital Improvement Program Committee approve so when we get to the budget we do not have to go back to them to add something in. City Administrator Kinser stated that information going to the Capital Improvement Program Committee is sent out to Council Members; however, it must go to the Planning Commission before it comes to the Council. Mayor Vulich stated that it should be completed by the end of the year. City Administrator Kinser agreed and stated that the dates reflect that in the budget calendar. Mayor Vulich stated that the City may not know the impact the changes in the tax laws and rollback will have until January. He continued in stating that the State Auditors want the Finance Committee to reconcile the bank statements and make sure everything balances. This should be a monthly item on the agenda. City Administrator Kinser stated that this report would come to the Council on the Consent agenda as a “receive, approve and place on file”. The Finance Director would give the Committee spreadsheets along with all of the original materials to reconcile the bank statements. Mayor Vulich suggested that the Committee's finding come forward as a resolution. Councilmember McGraw inquired regarding whether the materials would come off the system or be put together. Finance Director Anita Dalton stated that she would perform the reconciliation and then pass her work on to the Chair or her designee who would have all of the original documents and the ability to check her work

M/S, Allesee-Rowland moved to approve the changes and rephrasing in Goal 1 and move forward in the Strategic Plan. On roll call, carried unanimously.

2. Strategic Plan – Goal 2 – Jessica Kinser

City Administrator Kinser stated that maintaining and enhancing communication with citizens, employees, and other stakeholders, is an objective where there has been progress over the last year. She continued in stating that the Council approved the funding mechanism for the new

website and staff is doing a good job of getting agendas out there. She further stated that the Citizen's Academy would be held for the second year. She advised the Council that Augustana faculty and students will be able to complete a citizen survey.

She recommended the removal of *a few items* due to a lack of specificity such as informational meetings and options for Council communication with citizens, the website due to its completion, and channel 18 programming, which should be revisited after the results of the citizen survey. She stated that she is not recommending any additions since this goal is lengthy.

Councilmember Rowland inquired regarding whether Department Head reports are put on the website. City Administrator Kinser stated that they are not. Councilmember Rowland stated that they may be helpful to citizens. Councilmember Rowland continued in stating that he receives numerous calls regarding people not being able to access Channel 18. City Administrator Kinser stated that she has home testers investigating the issue. She further stated that if Mediacom subscribers are below 50%, the City must look into another way to show Channel 18.

City Administrator Kinser stated that she must turn her focus back to Objective 3 to maximize communication with employees. Councilmember Rowland stated that brown bag lunches, union management committee meetings and employee health insurance committee meetings should be held at least twice a year. City Administrator Kinser stated that her door is always opened.

City Administrator Kinser inquired regarding whether the Council wants to communicate with other stakeholders. She advised that the County would like to hold joint meetings also.

M/S, Wilke-Gassman moved to approve and move forward Strategic Plan 2. On roll call, carried unanimously.

3. Mayor & Council Member Updates

Mayor Vulich stated that he met with Ashford representatives regarding their closure. They will have classes through the spring of 2016. There would be no massive layoffs, they would happen gradually and it would be business as usual as they slim down. They will continue to pay the property taxes and sewer bills. He continued in stating that he would be attending additional meetings with Ashford and would keep the Council posted.

Councilmember Wilke stated that he wanted to thank the staff responsible for taking care of the concerns of a citizen who had contacted him.

Councilmember O'Neill stated that he would be holding his open forum on Saturday, July 25th from 9:30 AM to 11:00 AM.

M/S, O'Neill-Gassman moved to adjourn. All in favor.

Respectfully Submitted,

Pat Van Loo
City Clerk