

FINANCE COMMITTEE MEETING  
APRIL 6, 2015 – 5:00 P.M.

The Finance Committee was called to order by Fred Horne at 5:00 p.m. on April 6, 2015.

Roll call was taken.

**Members Present:** Fred Horne and Jane Hansen

**Members Absent:** Jim Zajkowski

**Others Present:** Mike Darrow, Bev Langenback, Kari Kraft and Clark Schroeder.

Jane Hansen moved to adopt the agenda, seconded by Fred Horne and carried.

Jane Hansen moved to approve the minutes of the March 2, 2015 meeting, seconded by Fred Horne and carried.

**Madison Avenue Lighting Project**

The City did not install street lighting along Madison Avenue when it was constructed due to cost and lack of traffic. In the past few years the businesses and traffic on this street has increased and the need has increased. Tom Rickard, Electric Superintendent, proposed installation of street lights as follows:

Material	\$31,267.00
Labor & Equipment	\$ 8,333.00
Contingency	<u>\$ 4,000.00</u>
<b>Total</b>	<b>\$43,600.00</b>

Jane Hansen moved to approve the Madison Avenue Lighting Project with a cost of approximately \$43,600 to come from TIF #6, seconded by Fred Horne and carried.

**Amend Escrow Fee Schedule for City Applications**

There was discussion regarding the escrow amounts on City applications. A suggestion was made to have the titles of the applications above the City of New Richmond information or to make the title of the application larger than the City information. Jane Hansen moved to approve the escrow fee schedule for City applications, seconded by Fred Horne and carried.

**Policy for Hiring Seasonal Employees**

Kari Kraft presented the policy for hiring seasonal employees. There was discussion regarding a nepotism policy. A nepotism policy will be included in the employee handbook. There was also discussion regarding the term seasonal when referring to part-time employees. The consensus was to change seasonal to limited term. Jane Hansen moved to approve the policy for hiring limited term employees, seconded by Fred Horne and carried.

**Policy for City P-Cards**

Mike presented the P-Card policy. Jane Hansen moved to approve the policy for City P-Cards, seconded by Fred Horne and carried.

**Closed Session per Statute 19.85 (1)(c) – Staffing Updates**

Jane Hansen moved to go into Closed Session per State Statute 19.85 (1)(c) to discuss the Staffing Update, seconded by Fred Horne, and carried.

**Open Session - Action on Closed Session**

No Action was taken.

**Communications and Miscellaneous**

Fred Horne mentioned that the Fire Department Chili Feed will be on April 11, 2015 and the street will be closed.

**Adjournment**

Jane Hansen moved to adjourn the meeting, seconded by Fred Horne and carried.

Meeting adjourned at 5:54 p.m.

Tanya Reigel,  
City Clerk