

**CITY OF NEW RICHMOND  
FINANCE COMMITTEE  
MINUTES OF MONTHLY MEETING  
FEBRUARY 2, 2015**

The Finance Committee was called to order by Mayor Fred Horne at 5:00 p.m. on February 2, 2015.

Roll call was taken.

**Members Present:** Fred Horne, Jane Hansen and Jim Zajkowski

**Others Present:** Mike Darrow, Ron Volkert, Nick Vivian, and Kari Kraft

Jim Zajkowski moved to adopt the agenda, seconded by Jane Hansen and carried.

Jane Hansen moved to approve the minutes of the January 12, 2015 meeting, seconded by Jim Zajkowski and carried.

**Review and Recommendation on City Attorney Contract**

There was discussion on the proposed amended contract language for the City Attorney. The Finance Committee and the Council will have an opportunity to review the City Attorney in December of 2015 and the contract can then be extended two additional years. Mike Darrow and Nick Vivian will update the contract language and send to the Council tomorrow. Jane Hansen moved to accept the recommended amendments and bring to Council for final approval, seconded by Jim Zajkowski and carried.

**Review and Recommendation on Westfield's PILOT Agreement**

Mike Darrow met with Steve Massey from Westfield's Hospital to review the PILOT Agreement. It has been determined that the funds received from Westfield's this year will go into the general fund for 2015, and funds for subsequent years will go towards enhancing the existing budget with the intention of choosing specific projects to fund with input from both Westfield's and the Council. Jane Hansen moved to accept the Agreement and forward to the Council for formal approval, seconded by Jim Zajkowski and carried.

**Update on Fire Department Capital Improvement Program**

Mike Darrow gave an update on the last Fire Board meeting a week or so ago. Mike recommended that the CIP information go to Finance and Public Safety to keep everyone up to date. Mike had recommended to the Fire Board that we get a third party to verify the costs of equipment. The next Fire Advisory Board will be in March. An update on this was given to the GEN group as well. Mayor Horne recommended having that third party look at the training for best practices to verify what is currently being done. It looks like we are looking at a truck a year to get everything up to date, but Fred thought it would be better to do every other year or every two years. Mike Darrow would like to work with Jim VanderWyst to break down costs for borrowing, grants, other sources for paying for these trucks. Jim Zajkowski is the City representative on the CIP sub-committee.

**Update on City CIP Program**

Mike Darrow is working with staff to find grants to help fund the 2015 Capital Improvement Projects. Staff has not looked at 2016 or beyond at this time. Mike will bring more information back to the work session in February. Sean Lentz, from Ehlers, will be at the February 23, 2015 meeting as well.

**Closed Session per State Statute 19.85 (1)(c) - Staffing Update**

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

**Open Session - Action on Closed Session**

No Action was taken.

**Communications and Miscellaneous**

Jane would like to discuss hotel room tax at the next meeting. Jim would like to research a possible license for hotels.

**Adjournment:**

Jim Zajkowski moved to adjourn the meeting, seconded by Jane Hansen and carried.

Meeting adjourned at 6:45 p.m.

Tanya Reigel,  
City Clerk