

**CITY OF SPARTA
FINANCE AGENDA
April 1, 2020**

CITY HALL

6:00 p.m.

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of minutes of the regular meeting on February 5, 2020.**
- 3. Consideration for Transfer/Use of Defederalized Block Grant Funds**
- 4. Items for Future Consideration**
- 5. Adjourn**

A possible quorum of the Common Council may be in attendance at this meeting but no action will be taken by the Council.

Posted: 3-27-2020

**CITY OF SPARTA
FINANCE MINUTES
February 5, 2020**

PRESENT: Kevin Riley, Norm Stanek, Josh Lydon

ABSENT: None

ALSO PRESENT: Mark Sund, Todd Fahning, Matthew Hoffland, Todd Hanson, Dennis Johnson, Booker Ferguson, Brad Gilbertson, Ed Hansen & wife, Sarah from Library

Kevin Riley called the meeting to order at 6:00 p.m.

A motion was made by Norm Stanek and seconded by Josh Lydon to approve the Consent Agenda consisting of the minutes of the regular meeting of January 8, 2020. Motion carried 3-0.

Since Tom Hemmersbach is retiring on Friday, Brad would like to promote Ed Hansen to the Maintenance Supervisor position for the Park Department. Ed would be in charge of 2 full-time employees and whatever number of seasonal employees hired. Ed would report to Brad. **A motion was made by Norm Stanek and seconded by Josh Lydon to approve Ed Hansen as the Maintenance Supervisor for the Park Department. Motion carried 3-0.**

A motion was made by Kevin Riley and seconded by Josh Lydon to approve the salary of \$57,000 for Ed Hansen as Maintenance Supervisor for the Park Department. Motion carried 3-0.

Mark presented some changes that are being recommended for change in the Employee Handbook as it has not been updated since 2014. Some of the areas considered for change deal with Compensatory Time Off, Absences, Paid Vacation, Sick Leave, Payment of Wages and Payroll Deductions, Reimbursements, Uniform Allowance and Credit Card Use. **A motion was made by Josh Lydon and seconded by Norm Stanek to approve the recommended changes in the Employee Handbook. Motion carried 3-0.**

The City Clerk is recommending that the bartender fee schedule be changed. Renewal time is approaching and now would be a good time to change this. We have had some complaints on how we charge our fees so the Clerk did some research on how other municipalities handle their fees. We have been pro-rating the fees and it is being recommended that an up-front/non-refundable fee of \$10.00 be paid if there is a question on being approved with the remainder to be paid before getting the license, the 2 year fee will remain at \$60.00, and any new applicants that apply within the last year of the 2 year term be charged \$30.00. These changes will be effective starting July 1, 2020. **A motion was made by Norm Stanek and seconded by Josh Lydon to approve the New Bartender Fee Schedule effective July 1, 2020. Motion carried 3-0.**

Since the Police Department has been shorthanded, there are 2 officers that have been unable to use their vacation time. Booker is requesting that the 2 officers be allowed to carry over vacation hours. This would be a one-time request, would need to be used up within 90 days, and anything going forward would have to be bargained. **A motion was made by Josh Lydon and seconded by Norm Stanek to approve the carry over vacation days for the 2 officers to be used within 90 days. Motion carried 3-0.**

Section 1-22 of our Ordinances deals with Appointed Officials. Since employees are "at will" employees now, it is being recommended that the changes be made to this section in our Ordinances:

Proposed Changes

Official	How Appointed	Term, Expiration
Assessor	City Council	Indefinite/Per Contract
Building Inspector	City Council	Indefinite
Police Chief	Police and Fire Commission	Indefinite
City Attorney	City Council	Indefinite
City Clerk	City Council	Indefinite
City Comptroller	City Council	Indefinite
City Forester	City Council	Indefinite
Parks & Rec Director	City Council	Indefinite
Public Works Director	City Council	Indefinite
Electrical Inspector	City Council	Indefinite
Fire District Trustee	City Council Member from Public Safety Committee appointed by Mayor	Three years
Plumbing Inspector	City Council	Indefinite
Safety Inspector	City Council	Indefinite
Sanitation Superintendent	City Council	Indefinite
Treasurer	City Council	Indefinite
Deputy Treasurer	City Council	Indefinite
Water Superintendent	City Council	Indefinite
Weed Commissioner	City Council	Indefinite
Zoning Administrator	City Council	Indefinite

A motion was made by Josh Lydon and seconded by Norm Stanek to approve the changes as presented with the exception of the Fire District Trustee making the change to yearly. Motion carried 3-0.

The chiller at the Community Center needs to be replaced. The cost of the chiller from Trane is \$38,667.00. They will request bids for installation and they will be presented to Finance for the final decision. **A motion was made by Norm Stanek and seconded by Josh Lydon to purchase the chiller for the Community Center from Trane at a cost of \$38,667.00. Motion carried 3-0.**

There were no items mentioned for future consideration.

A motion was made by Norm Stanek and seconded by Josh Lydon to adjourn at 6:54 p.m. Motion carried 3-0.

Respectfully submitted,

Julie Hanson, City Clerk

Finance Committee

Wed, Apr 1, 2020 6:00 PM - 6:30 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/168472813>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 168-472-813

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/168472813>