

City of Coffman Cove

SPECIAL CITY COUNCIL MEETING MINUTES

Thursday, March 27th, 2014 @ 7:00 pm

CITY HALL

Call to Order: Vice Mayor Bryce Brucker called the meeting to order at 7:05PM

Roll Call: Mariana Carter, absent. Randy Neuberger, here. Bryce Brucker, here. Brian Wilson, here. Perry Olson, here. Randy Lenz, here.

Pledge of Allegiance: DONE

Public Comment: NONE

New Business: Bryce would like make a motion to amend the agenda to include Resolution 14-14 and also to recognize the resignation of Randy Neuberger as Mayor. All were in favor.

Bryce made the motion to accept Randy's request to resign as Mayor. Randy Neuberger seconded. Randy Neuberger requested a roll call. Bryce Brucker, yes. Brian Wilson, yes. Perry Olson, yes. Randy Lenz, yes. Randy Neuberger, yes. 5/0 motion passes.

1. **Personnel:** Brian Wilson said that he would like to see us get back into our policies. Time cards should have detailed account of what is done every day. It helps us with the budgets. Misty said the details on time cards have been implemented. Time cards and employee accountability were discussed.
2. **Personnel Policy:** The Council discussed this policy and said it is a good policy but just needs to be "tweaked" in a few places.
3. **Budget:** Perry would like the budget lines cleaned up and categorized to where it is understandable. He said the numbers are not accurate. He spoke to Misty about getting this cleaned up. Misty explained further that a lot of the items had already been corrected. She did talk to staff about categorizing in the proper lines. She said when it came down to the errors; out of the whole report there were very few errors, but several instances the budget was not entered correctly into Quick Books. She does see room to improvement, but said that the city is doing a good job. Randy N. asked how Perry is planning to implement his reports. Perry said he is working with Misty right now, and he will present it to the council when he is finished. He said once the program is built, it is easy to make changes. Budget detail and changes were further discussed.
4. **Financial Reporting:** Perry Olson made the following motion:
I move that the city council direct the mayor to prepare and present at each regular monthly council meeting the following monthly reports beginning with the first regular council meeting of the fiscal year 2015 or sooner if possible:
 1. Year to date budget report. This would be reported at the most detailed budget appropriation level. This would include copies of the actual banking statements for the month past.
 2. Year to date banking activity report. This would be reported by account at the most detailed level available. This would include copies of the actual banking statements for the month past.
 3. Year to date enterprise activity report. This would be reported by enterprise at the most detailed level available. This would include year to date income and expenses against budget. It would include notes on anything expected to impact the enterprise financially.
 4. Year to date grant activity report. This would be reported by grant at the most detailed level available. This would detail financial activity for each active grant. This would include notes on any significant activity or event by grant.

5. Year to date employee report. This would include all compensation, travel, training or any other employee related expenditure for each employee individually. This would include copies of the pertinent daily activity logs for each employee (provided that such a log is required by the council).
 6. Year to date delinquent accounts report. This would be at the account level of detail and would include the current statues of the account (i.e. active, shut off, in collection, etc.).
 7. Significant events report. This would detail anything anticipated to impact the city finances.
- Each report will be maintained at the City Hall by fiscal year in binders labeled with the fiscal year and report title and be available for public inspection upon request.
- Any requirement of this motion found to be unlawful will be null and void.

Bryce called for a second. Brian Wilson seconded the motion. Discussion: Randy Lenz wanted to know if we can make utility bills public. He was informed that utility bills are public record. Brian said he was in favor of the more information the better, with more detail. We are a business, the more we can track it and understand the better. And audience member asked if Perry knew how many man hours this will take? Perry said his report will run about 2 seconds. Randy N. said he was concerned about the man hours, and supplies used. An audience member asked if this was for the community and public or is this for council. Jean said all this information has always been open to the council and public. Perry said information is not easy to get. He believes this will reduce man hours. Jean said that no-one has ever come to her and asked for information or explanation about any of the financial reports since she has started here. This includes council and the public. Perry said that this should leave the staff the do their job and we (the council) will have access to all the information we need. Brian agreed that this should reduce man hours. Randy N. thought that the seven reports are a good idea, but would like to implement one report at a time and not all seven. Perry said he made the deadline for implementation of this July of the next fiscal year. His intention, he said, was to do this himself. What he needs from Misty and Jean are the raw data output and the cleaned up numbers, but he will do all this himself. He said that his intention is, if he cannot do it, it means that the office staff will not be able to do it, and if it cannot be done, than it can't be done.

Roll Call: Brian, yes. Perry, yes. Randy Lenz, yes. Randy N. no. Bryce, yes. Motion passed 4/1

5. Daily Activity Reports: Perry Olson made the following motion:

I move that the city council direct the mayor to require all City employees to begin keeping a daily activity log beginning with the next pay period.

The daily activity log document will be an appropriately sized notebook issued to each employee to be carried whenever the employee is on duty.

The employee will record all compensable activities a the individual task level in include:

1. Date
2. Task description
3. Time begun
4. Time ended
5. Major material used
6. Suggested budget category, if known

The employee will present the daily activity log to the treasurer together with the timecard for each period.

The treasurer will make photocopies of the pertinent pages of the daily activity log before returning the daily activity log to the employee.

The treasurer will reconcile the compensable time detailed in the daily activity log against the time claimed on the timecard.

Discrepancies will be forwarded to the mayor or other appropriate person for action.

Discussion: Misty said water/sewer personal along with maintenance are now turning in daily time cards with activity. Time cards are all approved by her and each department put into the correct departments (by class). She did present the council with her ideas. She heard from three council members with comments. Misty discussed different ways to track employees and their progress. She said it is a work in progress, but they have begun the daily reports. Brian said this is also an excellent budget tool, when we know what was done and for how long, we know how to budget. Bryce said it helps the council know what is being done and how the money is spent. Randy N. said the postmaster along with office personnel who do not work in more than one department should not need to specify on their time sheets, along with the harbor master. Brian said we are trying to get away from guessing when doing budgets, this would help us. Input from audience was then heard. Misty said one of her ideas was coding for the time sheets.

6. Water Sewer Issues
7. Broadband Task Force
8. Rural Business Enterprise Grant – For Drive Down Ramp
9. City Organizational Chart

Public/Council Comment:

Adjourn