

## ADMINISTRATION COMMITTEE MEETING MINUTES

April 17, 2024 – 6:30 pm

Chairperson Lisa Haderlein called the meeting to order at 6:30 pm. Committee members present: Chairperson Lisa Haderlein, Alderman Dan Carncross, Alderman Charlie Gorman and Alderman Matt Perkins. Also present were Mayor Mike Kelly, City Administrator Lou Leone and Finance Director Deb Bejot.

### Public Comment

Chairwoman Haderlein opened the floor to public comment for any item not on the agenda. There were none.

### Proposed Ordinance Water/Sewer Rates

Finance Director Bejot reviewed the proposed ordinance amending water/sewer rates that reflects the changes as previously discussed by the Committee; the rates will go into effect with the May 1, 2024, billing cycle. The changes have been made with BS&A.

- There are 4-6 accounts that have septic only and are billed the water only rate.
- Shifting to monthly billing will be considered perhaps for the next three-year cycle. Mayor Kelly noted a monthly reading would require additional labor issues that need to be vetted to accommodate monthly billing.
- Alderman Gorman inquired if residents would be notified in advance of the increase; a notice will be included on the water bill that the rates have been revised effective May 1. Alderman Gorman suggested documenting the process and justification for the new rates that could be posted on the City's website with the link posted on social media; Deb and Charlie will work putting a document together before the new bills go out.

A motion was made by Alderman Carncross, seconded by Alderman Gorman to recommend to the City Council approval of the proposed ordinance as presented. All ayes. Motion carried.

### Fund Balance Policy

Finance Director Begot gave an overview of the Fund Balance Policy which the auditors have recommended the City have in place. The following points were highlighted and discussed:

- IV.A.2 - Minimum Unrestricted Fund Balance Levels, Fund Balance; Deb recommends 3-6 months.
- IV.B.2.a-k, Special Revenue Funds
- IV.B.3.a – Fund Balances, Harvard Diggins Library- Deb will discuss the targeted fund balance requirement for the library with the auditors.
- The Capital Improvement Plan to be an agenda item on the next Committee of the Whole Meeting.
- Putting an Equipment Replacement Plan in place.
- Proprietary Funds which is basically the sewer/water fund relative to unrestricted net asset targets which excludes debt service and capitalized asset expenses.
- V – Other Considerations

A motion was made by Alderman Perkins, seconded by Alderman Carncross to recommend to the City Council to adopt the Fund Balance Policy as presented. All ayes. Motion carried.

### New Business

Chairman Haderlein referenced her email and initiated discussion relative to the Strategic Plan. There are certain things in the Strategic Plan that seem to relate to the Administration Committee's responsibilities. It would be nice to have a plan over the next three years that the Committee would want to address.

- Alderman Carncross suggested setting up a proposed a quarterly timeline that could also include the Community Development Committee.
- Mayor Kelly said each Committee should take ownership for specific focus areas; this could be addressed at a Community of the Whole (COW) Meeting to assign strategies. Deb suggested as a starting point for Lou to prepare a checkpoint list for staff and council prior to the Committee of the Whole Meeting. There are strategies within each of the focus areas that fall under more than one committee. The first step is to have staff review and give their recommendations to be reviewed at COW Meeting(s) with strategies then assigned by the City Council.
- Alderman Gorman noted the Strategic Plan was a combination of two separate sessions held with Staff and the City Council which was then put into a single document. The City Council should make assignments to its own Committees to do certain work for the City Council. He suggested pieces of the Strategic Plan be added to upcoming City Council Meeting agendas for discussion.
- Deb suggested assigning priorities for staff to put together that can be presented to the City Council which would be a 3-step process: division, prioritize, act.
- Lou suggested before going down this route that it would be a prudent step to provide refresher training for elected officials, staff and committee appointees as well as implementing more of Robert's Rules to keep meetings moving

forward. TJ's group can provide said training, perhaps at COW Meeting to better understand roles/boundaries and not go down the road where micromanagement happens. Alderwoman Haderlein said she and others have been to the training. If we're not running our committees/business appropriately, why didn't that show up in the Plan as a priority as something to focus on and improving our governance as elected officials and how does that relate to prioritizing things for the City.

- Deb suggested looking at this within the next year, taking it in steps and incorporating both the Capital Improvement Plan and Equipment Replacement Plan Review to make sure it all complements each other.
- Alderman Carcross said each of the committees need to have some way to keep this in the forefront with regular oversight to stay on top of it.
- The Mayor's recommendation going forward was to set an agenda item for a specific focus area for discussion at each City Council Meeting to decide which strategies fall under each Committee. Each Committee can then have a standing agenda item for their committee meeting to review the Strategic Vision to keep it in the forefront. There was discussion that it might be better suited for a COW Meeting, perhaps more frequently than every quarter.
- Deb suggested having staff review the Strategic Plan and prepare suggestions of what should go to each Committee and submit those suggestions to the City Council prior to the COW Meeting so that it can be discussed in its entirety at that meeting. After further discussion, Mayor Kelly suggested moving forward with a June COW Meeting to allow staff time to review the Plan.

Deb informed the Committee that the first additional sales tax revenue payment for the month of January has been received in the amount of \$67,800.

A motion was made by Alderman Perkins, seconded by Alderman Gorman to adjourn the meeting. All ayes. Motion carried.

Meeting adjourned at 8:08 pm.

Submitted by:  
Chairwoman Lisa Haderlein