



SPECIAL CITY COUNCIL MINUTES

PUBLIC MEETING ROOM

TUESDAY, JULY 16, 2024

6:15 PM

or immediately following the Council Work Session

Call to Order/Roll Call

The meeting of the City Council was called to order by Vice Mayor Tom Spooner at 7:18 pm. Councilors in attendance included Sara Caron, Adama Doumbouya, Royal Ross, Peter van Sluis and Chuck Thiele. Mayor Voracek was absent. Also in attendance was City Administrator Jessica Kinser, City Clerk Heather Slechta and Police Chief John Sherwin.

Items for Discussion

Approve Agreements with Abdo Financial Services for Accounting Services and Consulting Services

City Administrator Jessica Kinser informed the Council that the City will be without a Finance Director as of July 17th, as Jeanne Schmuck has taken a position in another community. This is the first time the City has not had Ann Remold to turn to and step into the role of Interim Finance Director, and there is not another staff member in the department that could do so. There are some things she will be able to pick up, like the budget, accounts payable approval, and some other small things, but there remains a significant amount of work within the department that includes a staff where three of the team members have been in their positions less than two months. There is also the implementation of financial software to complete. Kinser stated that she reached out to Abdo Financial Services to talk about where we are, where we need to be, and what assistance is needed, and they provided two agreements to cover the work needed.

The agreement for Accounting Services provides the interim finance director duties that are needed to keep the Finance Department operational during the time period before a new director can be hired. This will be charged at an hourly rate, with Abdo estimating this to cost \$13-15,000 per month. At this time, much of their work is not going to be done in the office. However, if the finance staff would like to have someone in the office at some level of frequency, we will work to make that happen. A budget amendment is not needed at this time, as salary savings from the vacancy would be used to cover the cost of the service. The agreement is to remain in place until December 31st, or it will terminate sooner upon the hiring of a Finance Director.

The second agreement is for Consulting Services to get the City through the finance software implementation as part of the entire ERP implementation. However, the number of hours is estimated to be higher in this agreement due to the nature of the work needing to be done, and therefore, an estimate of the cost of this contract is higher at \$43-52,000. The software was being covered by increased local government aid (LGA) in 2024, and Kinser recommended that LGA be used to pay for this contract as another cost of the software implementation. Specifically, the City has budgeted to receive more than \$940,000 more in LGA in 2024, whereas a normal year is less than a \$100,000 difference. The strategy around this increase was to use it for one-time expenditures, like software implementation, rather than increase operational expenses.

Motion by Ross, seconded by Caron to approve Agreements with Abdo Financial Services for

Accounting Services and Consulting Services and carried unanimously.

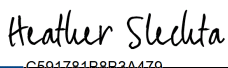
Adjournment

Motion by Thiele, seconded by Doumbouya to adjourn the Special City Council meeting and carried unanimously.

The meeting was adjourned at 7:23 p.m.

Respectfully Submitted,

DocuSigned by:



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Heather Slechta
City Clerk