

MINUTES
WAYS AND MEANS COMMITTEE MEETING
February 27, 2024 @ 4:30 PM
344 West Main Street
Camden Room

MEMBERS PRESENT: Amanda Schroeder, Steve Meister, See Moua-Leske

STAFF PRESENT: Steven Anderson, City Clerk; Karla Drown, Finance Director; E.J. Moberg, Director of Administrative Services; Sharon Hanson, City Administrator; Jason Anderson, Director of Public Works; Ilya Gutman, Plans Examiner

OTHERS PRESENT: None

The meeting was called to order by Chairman Meister at 4:31 pm.

Chairman Meister asked for approval of the December 4, 2023, minutes of the Ways and Means committee Meeting.

MOTION BY Schroeder SECONDED BY Moua-Leske to approve the December 4, 2023, minutes of the Ways and Means committee Meeting. All voted in favor.

Chairman Meister asked for discussion on Fire Department Scholarship. City Clerk Anderson provided background. Total expendable funds as of 12/31/23 are \$1,169.77. Request was made to start advertising for applications. Application submissions would be due May 1st.

MOTION BY Schroeder, SECONDED BY Moua-Leske to approve the opening of the application process and extend the due date to May 1, 2024. All voted in favor.

Chairman Meister asked for discussion on the Marshall Capstone Endowment Fund annual review. Finance Director Drown provided background. The fund was created with the sale of the hospital. \$2 million, the principal balance that must be preserved. The money is managed by Bremer Wealth. The city has both an ordinance and charter for these funds. The adopted spending policy dedicated funds toward the bond payment for the library, restricted through 2026. The last principal payment on that bond is 2/1/2026. The Council has identified other projects throughout the years as appropriate spending of the available funds. The Director of Administrative Services Moberg provided further explanation of the investment activities over the years. Also requested the committee to consider what they would like to see for information provided to both the committee and council. Chairman Meister stated that if the fund falls below \$2 million dollars that the committee should have a meeting every six (6) months, otherwise annually will work. This information should be provided to the Council through information with a brief explanation. Finance Director Drown stated that the ordinance, charter, spending policy and historical investment and spending will be provided.

No MOTION needed, information only.

Plans Examiner Gutman has an additional item to discuss today that is not on the agenda. Citation ordinance, trying to figure out how to enforce and how much. Gutman recommended a standard \$100 citation fine toward everything. Looking for a balance and reasonable consequence. This would be for anything that doesn't have a specific fee in the City's fee schedule. Director of Public Works Anderson provided additional explanation of the citation. As well as City Clerk Anderson explained that this fee should not be confused with the recently developed \$150 Administrative Fee, providing the difference between these two fees. Chairman Meister has many questions and would like to have this item put onto an agenda for another meeting. This would allow ample time to discuss and have questions answered due to the time crunch of today.

MOTION BY Moua-Leske SECONDED BY Schroeder to adjourn the meeting. Meeting adjourned at 4:52 pm. All voted in favor.

Respectfully Submitted,

Karla Drown
Finance Director