

**City of Lodi**  
**Finance & Human Resources Committee**  
**Minutes of January 12, 2021**

**1. Call to Order.**

Chair Stevenson called the meeting to order at 5:00 PM.

Committee Members Present: Rich Stevenson, Eric Hansen (virtual), Steven Clemens(virtual), Nick Strasser and Peter Tonn, Suzanne Miller (virtual)

Staff Present: Julie Ostrander, Sandy Bloechl, Terry Weter, Brenda Ayers

Others: Mayor Groves Lloyd

**2. Virtual Etiquette Announcement.** Stevenson reviewed virtual etiquette for the meeting.

**3. Public Input.** None

**4. Approval of Minutes from December 8, 2020 and Closed Session Minutes**

MOTION (Strasser/Tonn) Approval of minutes from December 8, 2020 and Closed Session Minutes. Aye - Tonn, Strasser, Miller Clemens, Hansen, Stevenson. Motion Carried. Miller would like to add the address to the minutes of closed session.

**5. Financials**

No discussion.

**6. Discussion and Possible Recommendation Regarding a 2020 Budget Amendment for Economic Development**

MOTION (Tonn/Strasser) Approval of Resolution 21-XX to Recommend to Common Council to Amend General Fund Budget. Tonn suggested verbiage of reallocation of funds from one fund line to another fund line. Aye – Hansen, Clemens, Miller, Tonn, Strasser, Stevenson. Motion Carried.

**7. Discussion and Possible Recommendation Regarding a RFP for Auditing Services**

Groves-Lloyd explained that our current contract will expire after the 2020 audit and would like to send the RFP out later this month.

MOTION (Stevenson/Tonn) Recommending to Common Council RFP for Auditing Services. Aye – Stevenson, Clemens, Hansen, Miller, Strasser, Tonn. Motion Carried.

**8. Discussion and Possible Recommendation Regarding Revision of the Employee Handbook**

Groves-Lloyd explained cleaning up and clarify items for staff. Ostrander further explained the updates and changes being proposed in the handbook and in policies. Tonn suggested explaining that overtime wouldn't apply when employee leaves for EMS or Fire call and if they are on a call beyond their normal working hours the pay stops when their normal shift would end.

MOTION (Stevenson/Hansen) Recommending to Common Council the Revisions of the Employee Handbook. Aye – Clemens, Hansen, Stevenson, Miller, Tonn, Strasser. Motion carried.

**9. Discussion and Possible Recommendation Regarding Revision of the Hours Worked Under FLSA Policy**

Stevenson explained that this was a clean up with an addition of EMS

MOTION (Miller/Strasser) Recommending to Common Council the Revision of the Hours Worked Under FLSA Policy. Aye – Stevenson, Clemens, Strasser, Hansen, Tonn, Miller Motion Carried.

**10. Discussion and Possible Recommendation Regarding Revision of the Separation of Employment Policy**

Clemens suggested adding verbiage to not accept the notice and allow the city to dismiss the employee immediately. Groves -Lloyd explained that page 1 Roman Numeral 2 covers his concerns.

**MOTION** (Stevenson/Strasser) Recommend to Common Council the Revision of the Separation of Employment Policy. Aye – Tonn, Strasser, Miller, Hansen, Clemens, Stevenson. Motion carried.

**11. Discussion and Possible Recommendation Regarding Financing of Fire Department Engine 11**

Groves-Lloyd updated everyone that Town of West Point and City of Lodi agree to look at the 5-year financing option. Town of Lodi was going to hold a special meeting which has been cancelled. End of January the cost of the fire truck goes up. Stevenson agrees with going with the 5-year plan. Miller is ok with the 5-year plan. Strasser explained that the 7-day clock is honoring the interest rate for the 7 days. Strasser also explained that this includes everything for the truck but the radio.

**MOTION** (Stevenson/Strasser) Allowing the Mayor to negotiate Financing plan of Fire Department Engine 11  
Aye – Miller, Strasser, Tonn, Hansen, Clemens, Stevenson. Motion Carried.

**Clemens left the meeting at 5:57 PM**

**12. Discussion and Possible Recommendation Regarding the 2021 Fee Schedule**

Groves-Lloyd explained that the City Clerk updated several fees that were no longer being charged. Stevenson agrees that we need to start looking at and updating the ordinances. Tonn suggests removing bicycle license. Tonn also suggested that any service provider or contractor doing business within the city is properly insured. Weter explained that a retaining wall is a structure that is covered by the city ordinances. Weter also said that any retaining wall should be engineered, permits should be written for retaining walls. Tonn recommends that an engineer stamp shouldn't be required for all retaining walls. Miller states that homeowners need to fix their own retaining walls. Stevenson mention unless the city is required to make changes that would cause the need to move correct or add retaining walls.

**13. Director of Administration Report**

None.

**14. Next Meeting Date.** Stevenson stated the next meeting Tuesday, February 9<sup>th</sup> at 5:00 p.m.

**15. Adjourn. MOTION** (Stevenson/Hansen) to adjourn at 6:06 p.m. Motion passed.

Minutes by Sandy Bloechl, Accounting Manager/Treasurer