

Wednesday, August 1, 2018

Special Meeting

The meeting was held in the City Hall Conference Room and called to order at 5:02 PM by Mayor Tom Schoaf.

I. Call to Order

| Attendee Name | Title | Status |
|---------------|----------------|---------|
| Tim Blake | Council Member | Absent |
| Ann Donahue | Council Member | Present |
| Paul Faith | Vice Mayor | Absent |
| Peter Mahoney | Council Member | Absent |
| Jeff Raible | Council Member | Present |
| John Romack | Council Member | Present |
| Tom Schoaf | Mayor | Present |

Staff present: Bill Stephens, City Manager; Shelby Hennigan, Administrative Assistant.

II. Pledge of Allegiance

Mayor Schoaf led the Pledge of Allegiance.

III. Business

A. Approval of Amendment No. 1 with Pat Walker Consulting, LLC

Mr. Stephens stated he was happy to report the City has hired a Director of Finance. Mr. Lars Johnson will begin August 13, 2018. He provided a brief overview of Mr. Johnson's background.

He stated that since the resignation of the former Director of Finance, the City has been consulting with Ms. Pat Walker, of Pat Walker Consulting, LLC. Ms. Walker's current contract will end August 3, 2018, leaving the City with a 10-day period in which there will be no one to oversee the City's finances.

Mr. Stephens stated this will be Mr. Johnson's first position as Director and he has not worked with the finance program, Caselle. He will be attending training and learning on the job. Ms. Walker is an expert in Caselle, has many years of municipal finance experience, and is familiar with the City's finances. She would be a wonderful mentor for Mr. Johnson and would be able to assist while he familiarizes himself with the City's finances.

Extending Ms. Walker's contract through February 2019 will also make her available on an as needed basis for this year's audit and the early stages of preparation for the FY2020 Budget.

Mr. Stephens stated Ms. Walker's current contract reads, and will continue to read, that Ms. Walker's services will be used on an as needed basis. Mr. Johnson would need approval from the City Manager to request her services and Mr. Stephens is committed to using prudent and conservative judgment.

Under the current contract, Council approved up to 208 hours of service from Ms. Walker. To date, she has billed the city for 35.5 hours. She is conservative and efficient with her time. The City also pays Ms. Walker mileage to travel, but she is able to complete most of her work via phone or computer and will only travel when necessary.

Council Member Raible asked if the Amendment simply extends the time frame in which the City can utilize Ms. Walker's services or if it also increases the maximum number of hours of service allowed.

Mr. Stephens confirmed the Amendment does not add to the total possible hours Ms. Walker can work. Mr. Johnson will be the primary go-to person for the City's financial needs, with Ms. Walker assisting him with Caselle training and on special matters. Mr. Stephens stated he does not anticipate needing 208 hours of her time between now and February. If for any reason additional hours are required, he will submit a proposal to Council for review.

Mr. Stephens stated the Scope of Work has changed in the Amendment because the original contract did not reference Ms. Walker working with a City Finance Director, which is what she will now be doing.

Mayor Schoaf asked if there was any further discussion. There was not.

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|------------------|---|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | John Romack, Council Member |
| SECONDER: | Ann Donahue, Council Member |
| AYES: | Ann Donahue, Jeff Raible, John Romack, Tom Schoaf |
| ABSENT: | Tim Blake, Paul Faith, Peter Mahoney |

IV. Adjournment

Council Member Romack **moved, seconded** by Council Member Raible; **unanimous passage**. The special meeting adjourned at 5:10 PM.

APPROVED:

CITY OF LITCHFIELD PARK

Thomas L. Schoaf, Mayor
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CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the City Council of the City of Litchfield Park held on **Wednesday, August 1, 2018**.

I further certify that the meeting was duly called and held and that a quorum was present.

Terri Roth, CMC, City Clerk