



## REGULAR COUNCIL MEETING and PUBLIC HEARING

THURSDAY, AUGUST 13<sup>th</sup>, 2020 @ 6:00 p.m.

### MINUTES

**Present:** Mayor Davis, Council Brockway, Parkin and Strand. Williams absent. Staff: Office Manager, Collins and Clerk, Hutchings

**Public attending:** Stephanie Mueller. See attached sign in and webinar participation pages for additional attendees.

- I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE-** Mayor called the meeting to order at 6:00pm. Parkin led all in pledge of allegiance.
- II. **PUBLIC COMMENT:** Written comment submitted by Freda King read into record, attached hereto
- III. **PUBLIC HEARING:** Proposed Ordinance for Anti-Stalking – Title 5 (Public Safety) – Mayor opened public hearing at 6:03pm. No public testimony was given. No questions from council. **Strand motioned** to close the public hearing, **2<sup>nd</sup> by Parkin. All in favor.** Public hearing closed at 6:04pm.
- IV. **PUBLIC HEARING:** Proposed Budget for Fiscal Year 2020-2021 (FY2021) – Mayor opened public hearing at 6:06pm. No public testimony was given. No questions from council. **Strand motioned** to close the public hearing, **2<sup>nd</sup> by Brockway. All in favor.** Public hearing at 6:07pm.
- V. **NEW BUSINESS:** [All New Business items listed below are **Action Items**]
  - 1) Proposed Ordinance for Anti-Stalking – Title 5 (Public Safety)- Council had little deliberation. All agreed with ordinance text. **Strand motioned** to dispense with the rules, **2<sup>nd</sup> by Brockway. Roll call vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Absent. **Strand motioned** to adopt the ordinance by reading of title, **2<sup>nd</sup> by Parkin. Roll call vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Absent.
  - 2) Proposed Appropriations Ordinance for Fiscal Year 2020-2021 (FY2021) – Council had little deliberation. Brockway satisfied with final budget, Strand and Parkin agreed and thanked Brockway and Collins for the thorough work. **Strand motioned** to dispense with the rules, **2<sup>nd</sup> by Parkin. Roll call vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Absent. **Strand motioned** to adopt the ordinance by reading of title, **2<sup>nd</sup> by Brockway. Roll call vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Absent.
  - 3) Engagement letter/contract for Certified Public Accounting (CPA) services- Review and discussion by council. All agreed for change to termination of services to read within 10 business days' notice by either party. **Strand motioned** to engage the services of Will Crook CPA with the addition of 10 business day termination notice, **2<sup>nd</sup> by Brockway. Roll call vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Absent.
  - 4) Engagement letter/contract for utility billing services- Stephanie Mueller with PAS (Practical Accounting Solutions) attended via phone. Collins introduced contract, need and, expectations of new service. Parkin expressed concerns about outsourcing and level of customer service. Council asked Mueller to describe the customer service response process. Brockway very supportive and notes one employee of service provider is Dover resident. Parkin asked to better understand need for service. Brockway noted it would allow for more time for the Treasurer to focus on other duties, it was something that had been attempted back in March, and it would help to get ACH payment processing up and running, something we have wanted for 2 years. Strand stated that PAS provides service to South Side Water and he is aware they are very happy. He suggested review on regular basis. Collins will be providing regular monthly reporting as requested by council. **Brockway motioned** to engage the services of Practical Accounting Solutions as outlined in the contract as presented, **2<sup>nd</sup> by Strand. Roll call vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Absent.
  - 5) Resignation of Councilor- Mayor announced receipt of email from Williams announcing his resignation. **Strand motioned** to acknowledge Williams' resignation, **2<sup>nd</sup> by Brockway. All in favor.** Mayor announced receipt of resignation from Strand as well. **Brockway motioned** to acknowledge Strand's resignation, **2<sup>nd</sup> by Parkin. All in favor.**
  - 6) Mayor's appointment of Councilor- Mayor asked for council to affirm appointment of Marty Hoffman to complete Williams' term. **Parkin motioned** to accept appointment of Martin B. Hoffman, **2<sup>nd</sup> by Strand. Roll call vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Absent. Mayor asked council to affirm appointment of Annie Shaha

to complete Strand's term. **Parkin motioned** to accept appointment of Annie Shaha, **2<sup>nd</sup> by Strand. Roll call vote:** Brockway-Aye, Parkin-Aye, Strand-Aye, Williams-Absent.

**VI. CONSENT AGENDA** – Brockway stated the ABS aging reports presented have not been helpful and requested they not be included until better presentation solution can be achieved. Brockway also gave notes regarding financials to Collins. **Parkin motioned** to accept the consent agenda as presented, **2<sup>nd</sup> by Brockway. All in favor.**

**VII. FUTURE AGENDA ITEMS/MEETINGS** : Mayor reviewed items as listed on agenda.

**VIII. ADJOURNMENT:** Strand motioned to adjourn the meeting, **2<sup>nd</sup> by Brockway. All in favor.** Meeting adjourned at 6:50pm

Respectfully submitted, Michele Hutchings - Clerk