

**City of Decorah Budget & Finance Committee Meeting
Monday, October 5, 2020 – 4:45pm**

The City of Decorah city council committee meeting of the Budget & Finance committee met on Monday, October 5, 2020 at 4:45pm.

The meeting was held electronically pursuant to Iowa Code section 21.8 – In circumstances where such a meeting is impossible or impractical due to concerns about COVID-19 and social distancing for the safety of Council members and the public.

Chairperson Randy Schissel called the meeting to order and the following answered roll: Andy Carlson and Emily Neal (*joined at 4:55pm*). Steve Luse and Mayor Lorraine Borowski was also in attendance.

Kirk Johnson was absent.

Others in attendance: City Manager Chad Bird, City Clerk / Treasurer Wanda Hemesath, and several Dept Heads.

Agenda
Budget and Finance Committee
Chair Schissel, Bergan, Carlson, Johnson

1. Administrative Policies and Procedures Manual
Hemesath opened the meeting by reviewing the policies she has been drafting for many months. She noted many of the polices have been in place, by practice or previous council action for several years. She stated the reason for this manual is to compile all relevant policies and practices into one place.

Luse asked about the metric of \$50,000 as a mark to require two signatures on checks. Hemesath noted the amount could be any level the council is comfortable with; they key is to have that elected official oversight on check signing.

Carlson asked where these policies came from.

There was general discussion about tax increment financing and the City's use in relation to possible total amounts available.

Neal asked to see comparable documents from other cities.

Bird stated there is not a rush to get this document approved and acknowledge it is a lot of work and a big undertaking, he suggested in may take a couple of meetings for the committee / council to review and discuss.

There was no other business and the meeting adjourned at 5:40pm.

Respectfully submitted,



Budget and Finance – *Schissel, _____, Carlson, Johnson
Works with staff to provide input and feedback during the budget preparations process. Reviews and makes recommendations on budget issues that occur throughout the year. Also provides feedback on revenue projects and matters regarding debt.