

**NOTES FROM A FINANCE COMMITTEE MEETING HELD TUESDAY,
JANUARY 11, 2011 – ROCKVILLE CITY HALL – 5:00 P.M.**

The meeting was called to order by Chair Susan Palmer. Roll Call was taken and the following members were found to be present: Chair Palmer, Mayor Hagen & Randy Volkmuth. Absent: None.

Also present: Administrator/Clerk Rena Weber

INTERVIEW AUDITORS – Chair Palmer announced that the purpose of the meeting was to interview the three remaining audit firms:

- ◆ KDV – Steve Wischmann and Janelle Bitzel
- ◆ ABDO – Tom Olinger
- ◆ Larson Allen – Doug Host and Sara Utsch

After the interviews the committee determined that each firm would be invited to negotiate either a better price for the audit or provide some service (and what the value of that would be).

Rena Weber to contact each firm and get this information as soon as possible since the committee wants to make a recommendation to the full council on 1/19/11.

REIMBURSEMENT FOR MEALS – In December of 2010 Fire Chief Rodney Schaefer paid for the meals served to fire fighters who were in training (requirement of the position) for which they did not get paid for. The cost of meals was \$368.21. Since the fire department budget had neither a training or a meal budget, administration staff was unable to pay for the cost of meals.

Fire Chief Schaefer had submitted a request for reimbursement indicating the fire fighters saved the city a substantial amount of money by not getting paid for the training.

Motion by Member Volkmuth, second by Mayor Hagen, to recommend reimbursement for the cost of the meals (\$368.21) to Rodney Schaefer and further that it be paid out of the training fund. Motion carried.

ADJOURNMENT – The meeting adjourned at 6:40 p.m.

Submitted by
Rena Weber
Administrator/Clerk

**NOTES FROM A FINANCE COMMITTEE MEETING HELD WEDNESDAY,
DECEMBER 15, 2010 – ROCKVILLE CITY HALL – 5:15 P.M.**

The meeting was called to order by Chair Susan Palmer. Roll Call was taken and the following members were found to be present: Chair Palmer, Mayor Hagen, Randy Volkmuth & John Koerber. Absent: None.

Also present: Administrator/Clerk Rena Weber & Jerry Schmitt.

INTERVIEW AUDITOR – Molly Thompson, Schlenner/Wenner Co. was present to interview for the completion of the audit 2010, 2011 & 2013.

Chair Palmer asked the questions.

Discussions were held regarding reference checks, concern that S/W audits 4 cities, and a termination clause. It was further determined that KDV (next lowest bidder) would be interviewed and also that Sue Palmer would remain on the Finance Committee.

BANK AND INVESTMENT RECONCILIATION – A review of the November bank reconciliation and investment balance was done.

Motion by Member Volkmuth, second by Mayor Hagen, to recommend approval of the reports as presented. Motion carried unanimously.

DISCUSS FIRE DEPARTMENT MUNICIPAL CONTRIBUTION –

Discussion was held:

- ◆ \$5,000 was budgeted for 2011 - \$24,532 is required
- ◆ Could use the Equipment & Machinery budget \$19,449 with no allowance for training
- ◆ Or could use the designated funds \$10,000 wages, \$7600 training to make up the loss

Motion by Member Volkmuth, second by Mayor Hagen, to recommend Reducing Designated funds in 2011 to cover the \$19,532 to cover the municipal contribution. Motion carried unanimously.

ADJOURNMENT – ***Motion by Member Volkmuth, second by Chair Palmer, to adjourn the meeting at 5:59 p.m. Motion carried.***

Submitted by Rena Weber-CMC
Administrator/Clerk

ESCROW AGREEMENT AND
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT
RELATING TO THE ROCORI TRAIL PROJECT

OWNERS: The Cities of Rockville, Cold Spring, and Richmond; and the ROCORI Trail Construction Board Joint Powers Organization (“RTCB”)

- 1) The parties above hereby appoint Randy Schreifels, Stearns County Auditor as “ESCROW AGENT”.
- 2) The following funds shall be deposited with said ESCROW AGENT and shall be designated as matching funds for grant moneys received by the County and the RTCB for the ROCORI Trail Project (hereinafter referred to as “the Escrow Account”):
 - a) \$180,000 – Local Matching Funds from OWNERS
 - b) Any additional money secured by OWNERS for the ROCORI Trail Project.
- 3) These funds will be held by the ESCROW AGENT in a separate financial account.
- 4) Said funds shall be held by the ESCROW AGENT and paid out as required by the grant agreements relating to the ROCORI Trail, until completion of the following items: Completion of the ROCORI Trail Phase 1 Project from 178th Avenue east of Richmond to the eastern city limits of Cold Spring (“Project”). Payments shall be made upon submission of required agreements, including grant agreements, and presentation of required documentation to substantiate solicitation of bids, contacts with selected contractors, invoices from those contractors, and all other reports and records required under the grant document. Partial payments shall be made in accordance with the above and the grant documents.
- 5) The Project shall be completed no later than September 15, 2015.
- 6) After said date, the ESCROW AGENT, after consulting with the Stearns County Assistant Highway Engineer (Jodi Teich or her designee) , shall have the option to have the project completed by someone of the ESCROW AGENT’s choice and

Jeff Hagen, Mayor, City of Rockville.

This instrument was acknowledged before me on

By Jeff Hagen, Mayor, City of Rockville.

Verena M. Weber, Rockville City Administrator

Doug Schmitz, Mayor, City of Cold Spring

This instrument was acknowledged before me on

By Doug Schmitz, Mayor, City of Cold Spring.

Paul Hetland, Cold Spring City Administrator

Jim Hemmesch, Mayor, City of Richmond

This instrument was acknowledged before me on

By Jim Hemmesch, Mayor, City of Richmond.

Martin Bode, Richmond Interim City Administrator

Randy Schreifels, Stearns County Auditor

This instrument was acknowledged before me on

By Randy Schreifels, Stearns County Auditor.

Notary Public