FINANCE & ADMINISTRATION COMMITTEE MEETING
July 1, 2026 – 3:00 PM
Council Chambers, 42 N. Main Street
Minutes prepared by: Barb Schmidtknecht

The meeting was called to order at 3:00 pm by Barb Schmidtknecht. Roll call: Scott Feraro, Stephen Qualy, Barb Schmidtknecht all present. Others present: Mayor Ben Adank, Clerk-Treasurer Marcia Larson and Deputy Clerk Michele Klein. The Pledge of Allegiance was recited.

There were no public comments.

Motion Scott, second Stephen to approve the June 3, 2026 open and closed minutes of the Finance and Administration Committee meeting. Motion carried 3-0.

Marcia reported that the final review of the audit will happen next week by Bauman. Following review, journal entries will be made and final trial balances checked.

The committee reviewed information from the Fountain City Business and Community Group bandshell project status. Jen Tepovich offered a brief summary of information she was aware of. Jen agreed to schedule a FCBC meeting to gather more detailed information and report back to the committee.

The committee reviewed a draft document on council standards of excellence. It was agreed to continue review of this policy and the draft of offensive behavior mitigation policy along with the Council Handbook. Review and discussion will continue.

Budget comparison reports were reviewed for all funds: cemetery, sewer, water and general.

A brief notice of the proposed city administrator-treasurer position coming up to a referendum vote on November 3 will be included in utility bills. Additional information and resources will be mailed and posted in the coming months.

A draft of a Common Council remote attendance policy was reviewed. Review and discussion will continue at the next meeting.

Scott shared a sample of a city newsletter. Motion Scott, second Stephen to recommend to Council to move forward with a monthly newsletter. Motion carried 3-0.

The vacation benefit in the Employee Handbook was reviewed. Motion Scott, second Stephen to include 88 hours annual equivalent for over 2 years of employment. Motion carried 3-0. Scott will review the entire paid time off policies in the Handbook for consideration.

It was recommended to remain with CIMS cemetery software.

The committee agreed to authorize the deputy clerk to administer and conduct elections. A resolution will be prepared and presented to Council for action.

Motion to adjourn by Scott, second Stephen. Motion carried and the meeting adjourned at 5:25 pm.