

City Council Operations

MINUTES

Wednesday, September 9, 2020 – 5 PM | Council Chambers, City Hall

Members Present: Dick Bauman, Mary Hathaway, & Rob Kersch

Members Absent: None

Staff: Brian Bender, & Cyndi Thompson

Mayor: Diana Solle

Public: None

1. Member Kersch called the meeting to order at 5:10 PM
2. **Approval of Minutes:**
 - a. August 10, 2020
Member Hathaway moved to approve the minutes. Member Bauman seconded the motion, and the minutes were approved unanimously.
3. **Public Comment** - Limit to three minutes per person.
 - a. None.
4. **New Business (Public Comment period prior to each topic)**
 - a. Accept the Codification RFP responses (American Legal & Municode): Brian Bender.
Mr. Bender presented the two Codification RFP responses (American Legal & Municode). He continued by saying he spoke with both companies and had a great feeling from them both and their abilities to complete the process of Codification as we need it.
 - b. Establish a selection process and schedule: Chairperson Kersch.
Chairperson Kersch led the discussion and outlined the comparison of the two companies, the cost associated between the two companies, all the features, guidelines, and support, each company provided.

The Committee discussed the merits of both vendors and the services they would provide to the City.

Mr. Kersch recommended that each Council member have a hard copy of the City Code for reference. He also suggested additional copies for the offices of Clerk, Mayor, Attorney, and Front Office.

CAO Bender stated that the proposed budget has a line item in the amount of \$7K for the Codification Project.

After careful review of American Legal and Municode, the Committee was all in favor using American Legal. This decision was based on American Legal support, cost, and experience.

Member Hathaway motioned with Chairperson Kersch seconding to recommend American Legal. The full motion contains the following: *The recommendation will first go to the Finance Committee at their October 5th meeting as the Budget does not have enough allocation to support the project. The Finance Committee will forward the recommendation to the City Council later that same day.* The Committee approved the motion through a vote of three to zero.

5. Old Business (Public Comment period prior to each topic)

- a. None.

6. Staff or Committee Comments/Concerns:

Chairperson Kersch discussed Council behavior.

7. Announcement of Next Meeting:

Tuesday, October 13th at 5 PM – Confirmed.

8. Adjournment:

- a. The meeting was adjourned at 6:40 PM by consensus.

Prepared by: Cyndi Thompson, City Clerk

Rob Kersch, Chairperson

Date

City Council Operations Committee Members

Rob Kersch (Chair) | Dick Bauman | Mary Hathaway