

**Finance Committee Meeting Minutes**  
**January 16, 2007**

**Acting Chairman Larsen** called the meeting to order at 7:29 p.m. and the Clerk confirmed that appropriate notice was given.

**Members present:** Mayor Sullivan and Aldermen Larsen and Cochrane

**Members absent:** Alderman Jones

**Staff present:** Gard, Kitsembel, Dodge, Gallo, Maurer and Coenen

**Others present:** Aldermen Snyder, Gross and Antonneau

**2. Consider/Act on Purchasing Card Program Policy**

Dodge reported that at the June 7, 2005 Finance Committee and Council meetings, the Finance Department was authorized to participate in the purchasing card program through the VALUE group. It was discussed then that we would bring a policy forward for the Committee's review prior to implementing the program. The policy is ready and the program will start with five employees issued a City purchasing card. The City Logo will be on top of the card and under the employee name, the Sales Tax ID will be embossed to avoid any sales tax issues. These employees will sign the cardholder agreement form, which acknowledges the cardholder's responsibilities for participating in the program. There will also be a number of restrictions placed on each cardholder, including a \$1,000 single purchase limit, a maximum charge per cycle and daily/cycle transaction limits. Merchant Category Codes (MCC), which categorizes the type of vendor the employee will be authorized to purchase from, will also be restricted and cash advances will not be allowed.

Gross asked if an employee can make charges for other employers and he questioned meal purchases. The control on the use of the card is that there will be a periodic audit and the same chain of command that we have in place now for approving purchases will still be followed, which is by the Department Head. Some merchants offer discounts when purchases are made with the card. One example is a percentage off of our supply purchases. Gross suggested that only city staff, not elected officials be issued a purchasing card and that this statement be made part of the policy procedure book. Antonneau suggested that on the back of the card, where the signature would go, it could be pre-printed "show picture ID," which is another level of protection for the City. Staff will look into this option.

Motion by Larsen to approve the Purchasing Card Program Policy with the addition of only city staff be issued Purchasing Cards; second by Cochrane. Motion carried 2-0.

**3. Consider/act on Vouchers**

Motion by Cochrane to approve the vouchers in the amount of \$2,441,553.93; second by Larsen. Motion carried 2-0.

Motion by Cochrane to adjourn; second by Larsen. Motion carried 2-0. The meeting adjourned at 7:39 p.m.

Minutes taken by  
Diane Coenen, City Clerk  
Ald. Larsen, Secretary