



**Finance and Administration Committee
Record of Proceeding
March 12, 2018**

The Finance and Administration Committee met on Monday, March 12, 2018. Those in attendance included: Chairperson Tom DeCampi, Ward IV; Council Committee Member Barbara McGuinness, Ward I; Council Committee Member Ben Keathley, Ward II; Council Committee Member Randy Logan, Ward III; and City Administrator Mike Geisel. Those also in attendance included: Mayor Bob Nation; Councilmember Guy Tilman, Ward II; Councilmember Michelle Ohley, Ward IV and City Attorney Chris Graville; Public Works Director Jim Eckrich; Planning & Development Services Director Justin Wyse; Parks Recreation & Arts Director Tom McCarthy; CHLPC committee members Michael Kane and Jane Durrell.

Chairperson Tom DeCampi called the meeting to order at 5:31 p.m.

Approval of Minutes

Chairperson DeCampi asked if there were any comments or changes to the January 29, 2018 F&A Committee Minutes. Hearing none, Councilmember McGuinness made a motion, seconded by Councilmember Logan, to approve the January 29, 2018 minutes. A voice vote was taken with a unanimous affirmative result (4-0) and the motion was declared passed.

Per Unit Purchasing Policy

Finance Director Chris DesPlanques presented Chapter IV of the City of Chesterfield Purchasing Policy which details the purchasing procedures of the City of Chesterfield. Sections one through four of Chapter IV provide the framework for the actions necessary to approve purchases based upon the unit cost of commodities where appropriate. He further explained that per the City's policy, the F&A Committee is authorized to annually review and approve the list of commodities which may be purchased on a "unit cost" basis, and staff had prepared an updated list for their consideration.

Councilmember McGuinness made a motion, seconded by Councilmember Logan to approve the list of "Per Unit" purchase commodities as provided by staff. A voice vote was taken with a unanimous affirmative result (4-0) and the motion was declared passed.

Grant Process

City Administrator Mike Geisel explained that Council had directed that staff provide an explanation of the current procedures employed by staff to obtain grants. Mr. Geisel shared his memo dated 6/9/2015 which outlined the types and processes associated with seeking grants on behalf of the City. City Engineer\ Director of Public Works Jim Eckrich described the normal sequence of application, design, land acquisition, construction and reimbursement associated with most grant projects.

Councilmember Logan made a motion, seconded by Councilmember McGuinness directing staff to inform Council by electronic communication, at not less than a quarterly basis, advising them of grants being sought. A voice vote was taken with a unanimous affirmative result (4-0) and the motion was declared passed.

Insurance Renewals

City Administrator, Mike Geisel discussed his memorandum dated March 7, 2018, wherein he describes the various insurance coverages managed by the City and the role that the St. Louis Area Insurance Trust (SLAIT) performs as a broker on behalf of the City. Mr. Geisel requested that the F&A Committee affirm the City's practice of annual insurance renewals being an administrative process which does not require any separate approvals by City Council.

Councilmember McGuinness made a motion, seconded by Councilmember Logan to affirm the City's practices of using SLAIT and Daniel & Henry for brokerage and negotiation of insurance coverages, continuing the City's practice of annual renewals as an administrative function without requirement of separate or further individual Council action. A voice vote was taken with a unanimous affirmative result (4-0) and the motion was declared passed.

Chesterfield Historic and Landmark Preservation Committee Discussion

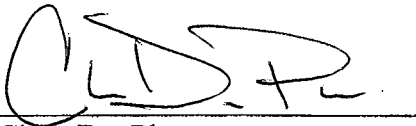
Councilmember Keathley stated that this agenda item needs no action and that the Planning and Public Works Committee should discuss committee functions with members of the CHLPC.

Councilmember DeCampi made a motion, seconded by Councilmember Keathley to postpone indefinitely. A voice vote was taken with a unanimous affirmative result (4-0) and the motion was declared passed.

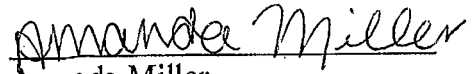
Adjournment

The meeting was adjourned at 6:11 p.m.

Respectfully submitted:



Chris DesPlanques
Finance Director



Amanda Miller
Deputy City Clerk

Approved: 4/2/2018