

CITY OF HILLSBORO

Office of City Administrator

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Finance and Personnel Committee Meeting Minutes from August 9th, 2005.

Present were Helgerson, Ehler, Picha, Onsager and Coppernoll. Also present were Administrator Bierke, Jones and Kubarski.

Meeting was called to order at 7:00 PM.

Administrator Bierke was asked for an affirmation of proper public notice to which he replied, "Yes, the meeting was properly posted."

Motion by Coppernoll, seconded by Ehler to approve the minutes of July 18th, 2005. Motion carried.

Administrator Bierke updated the committee on the refunding of the City's 1995 Water and Sewer Revenue Bonds. Bierke reported that in total the City would be saving \$281,992.55 over the next ten years by refinancing.

Administrator Bierke noted to the Committee that he had been working to complete employee evaluations in the past week. Of the nine employees he still had four remaining and expected to be prepared to discuss recommended wage increase at the next meeting.

The Committee discussed how the City would complete an evaluation of the City Administrator. It was determined that there would be a reverse evaluation as a part of his 2005 review. The plan will be to distribute evaluation forms for staff to evaluate the City Administrator and have those forms returned to Committee Chair, Jeri Helgerson. The Committee would then review the evaluations and discuss them at a City Council Meeting in September. After the City Council meeting, Jeri Helgerson and Mayor Picha will meet with the City Administrator.

Bierke handed out the draft timetable for the 2006 budget meetings. The committee decided that since this would be an even tighter budget than previous years that they would like to meet earlier than planned. The draft was amended to start the timeline with distribution of a proposed budget by August 29th at a Special Meeting at 7:00 PM.

Motion by Coppernoll, seconded by Onsager to adjourn. Motion carried at 7:34 PM.