

**City Council Special Meeting
MINUTES**

February 6, 2023, at 6:00 PM

CALL TO ORDER

Mayor Byron Sanford called the meeting to order at 6:00 p.m.

Present: Byron Sanford Mayor
 Carol Langley City Council Place #1
 Casey Olson City Council Place #2
 Cheryl Fox City Council Place #4
 Patricia Easley City Council Place #5

Absent: T.J. Wilkerson City Council Place #3

Also Present: Gary Palmer City Administrator
 Nici Browe City Secretary & Director of Administrative Services

CALL TO ORDER

Mayor Byron Sanford called the meeting to order at 6:00PM.

INVOCATION

Mayor Sanford conducted the Invocation.

PLEDGE OF ALLEGIANCE TO FLAGS

VISITOR/CITIZENS FORUM:

Beth Gault of the Friends of the Stewart West Branch Public Library spoke to the Council, informing them that in April it will be the Library Month. She requested that Council consider recognizing it as the Stewart West Branch in the library month. She further requested that they submit a flyer in with the utility bills informing the public of the importance of the library within the community.

CONSIDERATION AND POSSIBLE ACTION:

1. In accordance with our adopted City of Montgomery Policies and Procedures Manual, consider approval of the emergency procurement process for the City Administrator to pursue professional financial management services from qualified firms/contractors in an amount exceeding \$25,000.

Mr. Gary Palmer, City Administrator informed Council that he had submitted a memo in the packet and had followed up with an email in regards to the current situation within the Finance Office.

Mr. Palmer stated that when he read the City's Personnel Policy, it does not provide for the City Administrator to approve an emergency expense in excess of \$25,000 without first bringing it to Council.

He then provided Council with a full background to the situation the city is in with the unplanned absence of the City's Accountant. He explained the ramifications of having no one else as back up and therefore has already begun to look to procure professional Financial Management Services.

Mr. Palmer informed the Council that an RFQ has already been issued, and many phone calls have been made. It would be his intention to have a financial service come in and go through the books as it is, and provide clarity in areas that are questionable, and then have them retained as our on call service provider for any future needs.

Councilmember Carol Langley inquired what was happening at this time for bills, payroll and the like.

Mr. Palmer responded that currently Nici and her team have stepped up to do the Accounts Payable and Payroll and other staff have all dug in to help, splitting the responsibilities. He added his main concern right now is we do not have a definitive return date for the accountant and its vital we get someone in to handle the day-to-day operations, cash flow and to uncover any hiccups with the new financial software Incode 10.

Councilmember Patricia Easley asked about the Audit.

Mr. Palmer responded that is already being dealt with under contract with a separate firm. He added that we had reached out to them for some guidance as to how best procure the services we need.

Councilmember Carol Langley asked Mr. Palmer what he anticipated the cost maybe.

Mr. Palmer responded anywhere from \$30,000 to \$50,000.

Councilmember Carol Langley asked if this financial management service contract would jeopardize the accounts position within the City.

Mr. Palmer responded it would not, and indeed hoped that with the contractor in place would only assist the employee.

Council discussed the duration of the immediate service requirement.

Mr. Palmer stated he felt he wanted an immediate onsite company, for minimum of around six months, in order to provide a clear and precise budget and provide a level of confidence in the numbers again. There on he would like them to be on permanent contract for on call service.

Councilmember Casey Olson stated that at the February 14, 2023 the budget amendment was due to come back to Council, he felt in this situation it would be best to table it.

Mr. Palmer agreed with the Councilmembers assessment.

Councilmember Cheryl Fox moved to approve the City Administrator to procure professional Financial Management services under an emergency provision in an amount that EXCEEDS \$25,000. Councilmember Carol Langley seconded the motion. Motion passed (4-0).

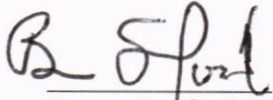
ADJOURNMENT

Councilmember Carol Langley moved to adjourn the meeting. Councilmember Cheryl Fox seconded the motion. **Motion passed (4-0).**

ADJOURNED: 6:21 P.M.

Submitted by: Nici Browe
Nici Browe, City Secretary

Date Approved: 2-14-2023

A handwritten signature in black ink, appearing to read "B. Sanford". The signature is written in a cursive style with a large initial "B" and a stylized "S".

Byron Sanford, Mayor