

MEMORANDUM

To: Mayor Lewis, City Council and Manager Guetschow
From: Ginger Terpstra, City Clerk
Subject: Questions regarding the February 12, 2018 Claims Submitted for Payment
Date: February 9, 2018

The following questions were received from Councilmember Bahmer regarding items submitted for payment.

- On page #4 of claims and accounts, there are a couple expenditures being charged to the street funds. First, a \$750 to the major street fund with terminology: “block below grade windows”
 - ✚ The \$750 charge was for work on the Lovett Street project; we just received the bill. While excavating for new sidewalk, several old window openings were discovered just below grade. These needed to be properly secured before compaction to replace the sidewalk. After hearing the contractor’s high price to block up the openings, we chose to contract directly with a local mason to save money.
- A couple of line items south of that is a \$60 purchase of a mailbox from Ace Hardware. This is paid from the local street fund.
 - ✚ The mailbox charge is for a new mailbox that was backed over during snowplow operations.
- And on page #31, Tyler Technologies is receiving a couple payments; one, totaling \$5,564.10 for a 2018 annual maintenance fee;
 - ✚ This is an annual fee for Fund Balance support
- The other, an amount of \$2,240.75 for “pervasive software maintenance” as with anytime an expenditure exceeds \$5,000, a brief synopsis of these items would be appreciated.
 - ✚ This is software needed for the Fund Balance database.