



Admin and Finance Standing Committee Minutes

Date: March 12, 2024
Time: 9:00am
Location: City Hall

Participants:

Council Members:

Jody Ronning, Kristin Keys, Chelsea Toupin

City Staff:

Loni Hanson, DeNaye Kern, Dave Westwood

Citizens:

Sandy Conlee (Council member), Rod Bastain

Remote/Online: None

Agenda

1. Approve Feb 27, 2024 Meeting Minutes

Kris Keys motions. Chelsea seconds.

2. Business Registrations & Liquor Licenses: Review Resolution, Ordinance & Applications

DeNaye had made changes reflecting the change from type to tiers. This is to stay compliant with State ordinance so that we are not duplicating fees for licensing if the business is already licensed in the state. There are 4 total tiers. There are no price changes. Dennison made revisions as needed.

Tier 1: Non-resort tax businesses, general businesses

Tier 2: Temporary vendor license

Tier 3: Lodging

Tier 4: Food products

Registrations cannot be stacked and the highest cost tier would be applied.

There was discussion, changing the language for tier 4 from food products to consumables. Food does not best cover the category as bars, smoke shops, gas stations do not fit. Consumables covers a larger category.

Forms, applications, and categories will need to be updated as well to reflect these changes.

DeNaye discussed the changes that she made to Resort Tax remittance form and the process she does through for new business.

There was discussion on the business registration ordinance for temporary license and the 90-day consecutive business. There will need to be some language changes.

This was a point of contention as there are some folks that are temporary but also food vendors, some temporary folks that operate under another registration, and there are other businesses that come as contractors for one-time services. There are some temporary vendors that have additional requirements through the planning department when additional services are needed. Anyone who does business in City limits needs a registration and if they qualify they need to pay a resort tax bond.

There was discussion of making sure that we also change the short-term rental ordinance as well to reflect the proper language and that there is no conflicting policies with the ordinances or the resolution.

One conflict is the short-term rental ordinance states that the license is non-transferable but in our business registration ordinance, registrations are transferrable. We discussed whether we allow str licenses to be transferred or if no business registration can be transferred. When the STR ordinance was written that was a concern that homeowners would scoop up licenses so that they could be locked into the home for resale value and in return hitting the cap with properties that are not operating the home as a short-term rental.

The city already has to change all the documentation and the records and collect new bonds for the new owners regardless, so the work required for that registration is justified.

If you sell your *business* and the *business* owns the land/property and that is included in the sale then it would transfer whether its an STR, a restaurant, or shop as the owner has not changed just who owns that business.

It was decided we would change the ordinance that registrations do not transfer.

Rod Bastain suggests that we send reminders, which we do.

Loni presented additional changes for the ordinance including language for bonds, temporary vendors, changes to branch establishments, and the highest vendor will applied.

There were concerns with a temporary vendor who is sponsored by a local business now having to get a business license for a special event or a featured seller. It is recommended that we continue to have these conversations with city staff and the city attorney. We will need to clarify the difference and the expectations for the sponsoring business. This will help create clarification of temporary vendor and sponsored vendor.

3. Council Rules and Procedures: Update with existing changes so we have the correct document in Google Drive.

a. Standing Committees: Define and specify appointment procedures.

b. Discuss minutes requirements for standing committees.

c. Work session – timing/council business at the end of the meeting or have a work session before our official council meeting.

d. Deadline to Submit items for the packet and agenda.

e. Other

An updated procedure was presented and there are some changes.

There needs to be a change for deadline for the submitting documents for the agenda where it read Wednesday and Thursday, that would be changed. It should read Wednesday, by midnight.

There were some typos that need to be fixed.

We should change that proposed agendas are due by Wednesday. This gives the opportunity for the city staff, mayor, or council president to make changes if needed.

This will be presented as a Resolution as a new document.

4. Personnel Policy Update

There are some changes that needed to be done in the personnel policy to be compliant with insurance. The changes reflect MMIA changes as needed and council will need to vote on it. We will need to eventually update the entirety of the personnel policy. The city attorney is reviewing it now.

There was discussion about vehicles and insurance and the procedures and policies for city staff using vehicles. There will need to be discussion about what is allowed.