



MINUTES
TOWN OF MIAMI
WORK SESSION
OF THE MAYOR AND COUNCIL
MONDAY, MARCH 28, 2022 AT 5:30 PM

1. CALL TO ORDER:

Mayor Gonzales calls the meeting to order at 5:36 p.m.

2. PLEDGE OF ALLEGIANCE/INVOCATION:

Mayor Gonzales led the pledge of allegiance and Councilmember Medina gave the invocation.

3. ROLL CALL OF COUNCIL MEMBERS:

PRESENT: Mayor Gonzales, Vice Mayor Moat, Councilmember Black, Councilmember Medina, Councilmember Reiman and Councilmember Sosh.

EXCUSED: Councilmember Licano.

STAFF PRESENT: Town Manager Gaudet, Town Attorney Estes, Finance Director Lopez, Public Works Director Derhammer and Town Clerk Norris.

4. BUSINESS:

A. Information and discussion only: Review and discussion regarding proposed Town of Miami Finance Policies and Procedures.

Town Manager Gaudet presents this item to Council and explains that it is one part of the corrective action plan from the Town's financial audit. The proposed policy is modeled off the Town of Springerville's policy. Town Manager Gaudet reviews the proposed changes to the policy so that it meets the needs of the Town of Miami. Financial Reports are to be given monthly as opposed to quarterly. Town Manager Gaudet reviews proposed changes to the draft policy section Bank Accounts and Bank Reconciliation, Cash Receipts and Reserve Fund. Discussion regarding what portion of this policy is bound by state statute and why do this if it is provided for by state statute. Town Attorney Estes explains that this helps to combine everything into one place instead of all over like state statute. Also, the Town can add more detail in this policy, with more specific guidelines. Review of Unclaimed Property, Grants, Donations and Special Events, Purchasing Policy, Credit Card Use and Travel and Training. Brief discussion regarding the Town's current Donation and Special Events Policy. Discussion regarding control of credit card holder issuance and list. Discussion regarding the travel reporting policy as well as per diem rates. Council makes

recommendations of increased per diem rates. It is noted that the utility billing procedure and rates is provided for in the Town Code and will remain the same.

5. ADJOURNMENT:

Councilmember Sosh moved to adjourn the work session. Seconded by Councilmember Medina. Mayor Gonzales calls for the vote. Vote – Mayor Gonzales – aye, Vice Mayor Moat - aye, Councilmember Black – aye, Councilmember Licano – excused, Councilmember Medina – aye, Councilmember Reiman – aye and Councilmember Sosh - aye. MOTION PASSED.

Meeting adjourned at 6:23 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of the Town Council of the Town of Miami, AZ held on the **28th** day of **March**, 2022.


I further certify that the meeting was duly called and that a quorum was present.

DATED this **11th** day of **April** 2022.



Karen Norris, Town Clerk

APPROVED:



Sammy Gonzales, Mayor