

**MINUTES
BUDGET/FINANCE COMMITTEE
JULY 17, 2018 5:30 P.M.
COUNCIL CONFERENCE ROOM**

MEMBERS PRESENT: Emelie Eaton Bruce McGee
 Richard Klose Scot Stokes

OTHERS PRESENT: Bethany Langve Mayor Tom Nelson
 Matthew Lurker

The Chairperson called the regular meeting of the Budget/Finance Committee to order at 5:31 p.m.

There was no public present.

The next scheduled meeting will be August 7, 2018 at 5:30 p.m.

The **minutes** of the June 2, 2018 meeting were presented. Richard made a motion to approve the minutes as presented, seconded by Bruce, all in favor, motion passed.

The Mayor has reviewed and signed the June **journal vouchers**, including closing journal vouchers for all Fiscal Year 2018 months. The Committee reviewed all journal vouchers. The Committee asked is the figure was accurate for outstanding accounts receivable for the courts. Bethany stated that those figures come directly from the courts. Bethany explained how the outstanding accounts receivable figure is calculated using the information from the courts. The Committee asked what was being done to collect the outstanding \$431,941.32. Bethany explained that some accounts cannot be collected on for various reasons and some are turned over to SABHRS for collection through taxes. The Committee asked what SABHRS charges for collections. Bethany did not know the answer but would find out. Scot made a motion to approve the June journal vouchers and all closing journal vouchers for Fiscal Year 2018, Bruce seconded, all in favor, motion passed.

The **Utility Billing adjustments** were reviewed by the Committee. Bethany noted that there was nothing unusual about the adjustments. The adjustments were reviewed by each committee member. Scot made a motion to approve the UB adjustments, Bruce seconded, all in favor, motion passed.

The monthly **financial statements** were reviewed by the Committee. Bethany briefly went through the reports. Bethany also noted that the Committee will continue to receive the June financial statements until June is hard closed. Scot made a motion to accept the financial statements, Richard seconded, all in favor, motion passed.

There were no **Purchase Requisitions** presented to the Committee.

Claims entered through 07/13/2018, totaling \$136,284.23, were presented to the Committee. Scot had previously reviewed the claims detail register and check register. There no questions from the committee regarding the claims. Scot made a motion to recommend approval of the claims to Council, Bruce seconded the motion, all in favor, motion passed.

The **Comp/Overtime** report for PPE 07/01/18 was reviewed by the Committee. There were no questions regarding this Comp/Overtime report.

The **Payroll Register** for PPE 07/01/18 totaling \$211,328.80 was reviewed by the Committee. Emelie made a motion to recommend approval of the payroll register to the Council, Scot seconded the motion, all in favor, motion passed.

Clerk/Treasurer's Comments: Bethany stated that the audit has been moved up to September 10. Bethany showed the Committee how changes made in January to investment monies has increased the amount of interest revenues. The STIP interest has increased by \$3,414.64 since September 2017. The interest from the City savings account has increased by \$1,111.29. The amount of interest from the Altana CD account has increased by \$510.06. Amber Hatton brought it to Bethany's attention, back in January, that Altana was doing a CD special and the money was moved from the Altana savings account into an Altana CD account.

Mayor's Comments: The Mayor reminded Chairwoman Eaton that she needed to go to Western Security Bank and sign an agreement for the City accounts being held there. The Mayor stated that there were a lot of things in the works and the City is very busy.

Other:

The Clerk/Treasurer stated that she was unaware Employee + Child insurance premiums were paid at the Employee only rate. She felt this penalized Employees with children and brought it to the Mayor's attention. The Mayor agreed that it didn't seem right and wanted it brought to the Budget Finance Committee for discussion. Bethany stated that back in 2002 the amount of money the City would contribute to the employee's insurance premiums was set during a union negotiation. Back in 2002 the amount contributed by the City for employee only covered the Employee + Child 100%. As insurance costs have gone up, this amount was no longer enough to cover the Employee + Child 100%. The Mayor stated that he would like to investigate doing tiered amounts. Employee Only is covered at 100%, Employee + Spouse and Employee + Child would be \$1,100 and Employee + Family would be \$1,376.13. These figures are only ideas and the final costs to the City would need to be calculated but he felt the amount would be minimal to the City. The Committee stated that they agreed the City contribution for insurance premiums needed to be reevaluated after 16 years. The Committee doesn't agree with penalizing employees for only having their children on insurance. The CAO stated that his income for the month of July was only \$1,000 due to the amount of money taken out for insurance premiums. He felt having your family on the insurance was a penalty. The Committee requested of the Mayor dollar amounts for review and they be provided at the August 7 meeting. The Clerk/Treasurer stated that she would like to see this decided prior to Fiscal Year 2019 final budget. The Mayor stated that he would speak with the City Attorney to discuss how this needed to be changed and he would get dollar figures to the Committee at the August 7 meeting.

The Committee decided to remove the clean-up day figures from the agenda as there was a presentation at a City Council meeting about this event.

The Committee decided to move the dumping station discussion to the Public Works Committee.

The Committee asked why certain items are not bought in bulk to try to reduce the cost. The CAO stated that he is looking a quartermaster type system. New items will be standardized through attrition. The Mayor stated that he was unsure of storage capacity to buy in bulk. The Committee stated that they wanted to make sure that local businesses were still supported by the City and didn't want to see everything purchased through online retailers.

For the Next Agenda:

- Insurance Cap Figures
- Court Accounts Receivable Discussion
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The meeting adjourned at 6:25 p.m.

Respectfully submitted,
Bethany Langve, City Clerk/Treasurer

