

**MINUTES  
BUDGET/FINANCE COMMITTEE  
JUNE 19, 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

The Chairperson called the regular meeting of the Budget/Finance Committee to order at 5:30 p.m.

There was no public present.

The next scheduled meeting will be Monday July 2, 2018 at 5:30 p.m. due to the 4<sup>th</sup> of July holiday

The **minutes** of the June 5, 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 May **journal vouchers**. Bruce made a motion to approve the May journal vouchers, Richard 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. Bruce made a motion to approve the UB adjustments, Richard seconded, all in favor, motion passed.

The monthly **financial statements** were reviewed by the Committee. Bethany briefly went through the reports. Richard made a motion to accept the financial statements, Scot seconded, all in favor, motion passed.

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

Claims entered through 06/15/2018, totaling \$130,449.70, were presented to the Committee. Richard 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, Richard seconded the motion, all in favor, motion passed.

The **Comp/Overtime** report for PPE 06/03/18 was reviewed by the Committee. There were no questions regarding this Comp/Overtime report.

The **Payroll Register** for PPE 06/03/18 totaling \$188,106.13 was reviewed by the Committee. Bruce made a motion to recommend approval of the payroll register to the Council, Richard seconded the motion, all in favor, motion passed.

**Clerk/Treasurer's Comments:** Bethany had no comments.

**Mayor's Comments:** The Mayor stated the City is preparing for street overlay and chip-sealing of streets to begin. West Railroad is being evaluated for repairs to keep it reasonable until urban funds can be used to completely redo the street. The 6<sup>th</sup> street project will be done in Fiscal Years 19 and 20.

**Other:**

The Committee asked how the Fire Driver pay is calculated for a journal voucher transfer. Bethany stated that Chief Peters calculates those figures and provides the accounting to her. The Committee stated that the calculations did not seem correct and asked Bethany to talk with the Chief regarding this.

The Committee asked if the CHS traffic shifts were done. Bethany stated that yes, they were done and CHS will be invoiced for the overtime incurred for these shifts.

The Committee stated that a citizen questioned if the Fire Department had purchased a \$3,000 drone and asked if this was factual. Bethany stated that she has not recalled the Fire Department purchasing any drone since she was hired. Bethany stated that she would investigate that purchase and report back to the Committee at the next meeting.

The Committee stated that there was a request for an ambulance, but no driver was available. The Mayor stated that the number of calls not being responded to have drastically decreased, but things are still not perfect. Everyone agreed that the department is operating more efficiently and thanked the ambulance staff for all their hard work.

**For the Next Agenda:**

- Clean-up Day Numbers
- Dumping Station Figures
- Fire Driver Pay
- Fire Department Drone

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

  
Bethany Langve, City Clerk/Treasurer