

**MINUTES
BUDGET/FINANCE COMMITTEE
MARCH 20, 2018 5:00 P.M.
COUNCIL CONFERENCE ROOM**

MEMBERS PRESENT: Emelie Eaton Bruce McGee
 Richard Klose

OTHERS PRESENT: Bethany Keeler Mayor Tom Nelson

Emelie called the regular meeting of the Budget/Finance Committee to order at 5:00 p.m.

There was no public present.

The next scheduled meeting will be April 3rd, 2018 at 5:30 p.m.

The **minutes** of the March 6th, 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 February **journal vouchers**. Bruce made a motion to approve the February 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. Richard 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. Richard made a motion to accept the financial statements, Bruce seconded, all in favor, motion passed.

There were two **Purchase Requisitions** presented to the Committee. The first one was from Kurt Markegard for a new replacement recirculation pump for aeration at the sewer plant. Richard asked why the original pumps were cast iron and not stainless steel. The Mayor stated that the same question was posed to Great West Engineering. Great West stated that the manufacturer said either pump would be fine. Bruce made a motion to approve the purchase of a new recirculation pump for the sewer plant, Richard seconded, all in favor, motion passed. The second requisition was from Kurt Markegard to purchase 50 new 300 gallon garbage cans. These are replaced yearly as they get damaged or misplaced. Richard made a motion to approve the purchase of 50 new 300 gallon trash cans for the Solid Waste Department, Bruce seconded, all in favor, motion passed.

Claims entered through 03/16/2018, totaling \$107,421.18, were presented to the Committee. Emelie had previously reviewed the claims detail register and check register. There were a few clarification questions submitted by Emelie, which Bethany answered. Emelie 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 03/11/18 was reviewed by the Committee. There were no questions regarding this Comp/Overtime report.

The Payroll Register for PPE 03/11/18 totaling \$173,338.75 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 answered a few questions posed at the last Budget Finance meeting. The Transfirst CC fees are being reviewed by the Ambulance Department. As soon as Bethany receives information from that department she will present it to the Committee. Bethany asked the Police Chief about a local HVAC vendor performing the work at the Police Department and he responded that Encode has extensive knowledge on the department's dispatch equipment and all areas of the department so they are the trusted vendor. Bethany did speak to Mich with Avitus Group regarding Brittney's schedule. Mich stated that as long as Brittney doesn't have a signed contract her schedule can be adjusted.

Mayor's Comments: The Mayor stated that he had a meeting with Sam Painter, City Attorney, regarding the ambulance situation. He is working on some options to help with the issues. One of the options would be to speak with AMR and have them submit a proposal to run the Ambulance Department. That creates lots of questions like area of coverage.

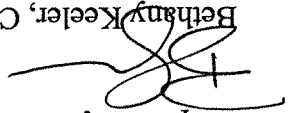
Other:

There was nothing presented under Other.

For the Next Agenda:

The meeting adjourned at 6:18 p.m.

Respectfully submitted,



Bethany Keeler, City Clerk/Treasurer