

**MINUTES
BUDGET/FINANCE COMMITTEE
MARCH 06, 2018 5:00 P.M.
CONFERENCE ROOM**

MEMBERS PRESENT: Emelie Eaton Richard Klose
 Scot Stokes

OTHERS PRESENT: Tom Nelson Bethany Keeler

Chairwoman Emelie Eaton called the meeting of the Budget/Finance Committee to order at 5:04 p.m.

The next regular Budget/Finance meeting will be on Tuesday, March 20, 2018 at 5:00 p.m. The Budget/Finance meetings will continue to be held at 5:00 p.m. unless the committee felt there was a need to meet earlier.

Kurt Markegard was present to discuss a purchase requisition that would be presented to the Budget Finance Committee on March 20th. The purchase requisition is for a replacement circulation pump needed for aeration of the SED Basins. Kurt stated that one of the pumps was broken when ice built up, pulling out the cord. Another pump was making a grinding noise and had to be taken out of commission. The Mayor asked what Great West Engineering's stance on the pumps was. Kurt read aloud from Chad Hanson, with Great West Engineering's email. Kurt stated that the pump had to be replaced in order for the SED Basins to continue to operate. The Committee thanked Kurt for his time and looked forward to reviewing the purchase requisition at the next meeting.

The **minutes** of the February 20, 2018 meeting were reviewed. Richard made a motion to approve the minutes, Scot seconded the motion, all in favor, motion passed.

Claims entered through 03/02/2018 which totaled \$44,342.00 were presented to the committee. Emelie reviewed both the Claims Detail Register and the Check Register to ensure accuracy. Scot asked what Transfirst was. Bethany explained that it was the company responsible for the processing, collection and depositing of ambulance payments made by credit card. Scot asked why the fees associated with this was so high. Bethany stated that she did not know and would ask Kara and Brent. Emelie made a motion to approve the claims, Richard seconded the motion, all in favor, motion passed.

One **purchase requisition** was presented from the Police Chief to the Committee for updated heating and cooling at the Police Department. Richard asked if there was anyone local that could perform the services. Bethany stated that she did not know but would ask the Police Chief. Richard made a motion to approve the purchase requisition for updated heating and cooling in the Police Department, Scot seconded the motion, all in favor, motion passed.

The **Comp/OT report** for PPE 02/25/2018 was reviewed by the Committee. The Committee questioned the continued overtime and or comp time accrual by Brittney. Bethany explained that her work schedule was M-F 8am-5pm and attending council meetings fell outside of that time so she would accrue the overtime or comp time. The Committee asked if her schedule could be changed to reduce the amount of overtime or comp time. Bethany stated that she would ask our human resources advisor at Avitus Group.

The **Payroll Registers** for PPE 02/25/2018 totaling \$186,280.22 was reviewed by the Committee. Scot made a motion to recommend Council approval of the payroll register, seconded by Richard, all in favor, motion passed.

Clerk/Treasurer Comments:

Bethany stated that there has been some discussion regarding the utilization of interest gained from the money set aside for a new pool. Bethany stated that she didn't see any financial reason why the interest couldn't be used for pool shading and seating but wasn't sure about the legalities behind using the interest funds. Sam Painter would need to give his opinion.

Mayor's Comments:

The Mayor stated that there would be a business meeting of the Council to discuss the current ambulance situation. He would like to have a fully staffed ambulance but was concerned about the funding required to do so. Scot mentioned that the public voted down the levy which would have made this possible.

Other:**For next agenda:**

Brittney OT/Comp Time
Transfirst Fees
Local HVAC Vendor

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'B. Keeler', with a long horizontal flourish extending to the right.

Bethany Keeler, Clerk/Treasurer