

**MINUTES
BUDGET/FINANCE COMMITTEE
JANUARY 16, 2018 5:35 P.M.
COUNCIL CONFERENCE ROOM**

MEMBERS PRESENT: Emelie Eaton Bruce McGee
 Richard Klose Scot Stokes

OTHERS PRESENT: Bethany Keeler Mayor Tom Nelson

Chairperson Eaton called the regular meeting of the Budget/Finance Committee to order at 5:35 p.m.

There was no public present.

The next scheduled meeting will be February 6th, 2018 at 5:35 p.m.

The **minutes** of the January 5th, 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 December **journal vouchers**. Bruce made a motion to approve the December 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. 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. Scot made a motion to accept the financial statements, Tom seconded, all in favor, motion passed.

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

Claims entered through 01/12/2018, totaling \$82,326.40, were presented to the Committee. Chairperson Eaton had previously reviewed the claims detail register and check register. There were no questions regarding the claims. Chairperson Eaton made a motion to recommend approval of the claims to Council, Scot seconded the motion, all in favor, motion passed.

The **Comp/Overtime** report for PPE 12/31/17 was reviewed by the Committee. There were no questions regarding this Comp/Overtime report.

The **Payroll Register** for PPE 12/31/17 totaling \$188,936.12 was reviewed by the Committee. Richard 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 presented the Fiscal Year 2017 audit findings to the Committee. She briefly went over each finding and the associated correction. Bethany also gave the Committee an update on Karen Courtney's overtime from pay period ending 12/17/2017. Bethany requested that the enterprise fund reserves be put on the next agenda.

Mayor's Comments: The Mayor commented on several projects that are upcoming for Fiscal Year 2018. There will be road work done on E 6th St., several chip seal projects throughout the City, the SED Basin's and some work done at the Solid Waste Plant. The Mayor explained that the SED Basin project is a high priority because the City is risking roughly \$2 million in funding if the project is not started by December 2018. He is hoping that we can get some more competitive bids this time. Great West Engineering will complete the project, not KLJ. The Mayor would still like to have two engineering firms under contract.

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