

**MINUTES
BUDGET/FINANCE COMMITTEE
FEBRUARY 20, 2018 4:30 P.M.
COUNCIL CONFERENCE ROOM**

MEMBERS PRESENT: Bruce McGee
 Richard Klose Scot Stokes

OTHERS PRESENT: Bethany Keefer Mayor Tom Nelson

Bruce called the regular meeting of the Budget/Finance Committee to order at 4:35 p.m.

There was no public present.

The next scheduled meeting will be March 6th, 2018 at 5:00 p.m.

The **minutes** of the February 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 January **journal vouchers**. Mayor Nelson made a motion to approve the January journal vouchers, 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. She explained to the Committee that this was how the Capital Improvement money is transferred to the correct cash account. It is also how overpayments are refunded. Bruce made a motion to approve the UB adjustments, Scot 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, Mayor Nelson seconded, all in favor, motion passed.

There were two **Purchase Requisitions** purchase requisitions presented to the Committee. The first one was from Chief of Police, Rick Musson. The Chief was requesting to purchase new HD body cameras for his officers. The new cameras would record better quality video and would be replaced at year two. Bruce made a motion to approve the purchase of new HD body cameras for the Police Department, Richard seconded, all in favor, motion passed. The second requisition was from Fire Chief Brent Peters. Chief Peters was requesting to purchase nine new sets of turnout gear for the Fire Department. This is his yearly purchasing, according to a set schedule. Bruce made a motion to approve the purchase of nine sets of turnout gear for the Fire Department, Scot seconded, all in favor, motion passed.

Claims entered through 02/16/2018, totaling \$37,435.70, 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. Mayor Nelson 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 02/11/18 was reviewed by the Committee. There were no questions regarding this Comp/Overtime report.

The **Payroll Register** for PPE 02/11/18 totaling \$178,318.24 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 handed out an email from Chief Peters regarding the meal pay/drill pay. The Committee reviewed the email and no further questions were asked. Bethany also handed out a sheet showing the enterprise fund reserves.

Mayor's Comments: The Mayor stated that he now attends Rotary meetings, and speaks on behalf of the City. He finds the meetings to be very informative and will be utilizing these meetings.

Other:

There was nothing presented under Other.

For the Next Agenda:

The meeting adjourned at 6:18 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Bethany Keeler', written over the printed name.

Bethany Keeler, City Clerk/Treasurer