



FINANCE AND BUDGET COMMITTEE

Monday, February 22, 2021 at 6:30 PM

MINUTES

CALL TO ORDER

The Finance and Budget Committee met on Monday, February 22, 2021, via Zoom video conference call. Andy Anderson called the meeting to order at 6:32 p.m.

ROLL CALL

Committee members present and establishing a quorum (a quorum being four):

Curt Armstrong

Gregg Brelsford

Andy Anderson

Alice Ruby

Anita Fuller

Bill Rodawalt – excused

APPROVAL OF MINUTES

1. Approve minutes of October 21, November 10, and December 22, 2020.

MOTION: Anita Fuller moved and Alice Ruby seconded the motion to approve the minutes of October 21, November 10, and December 22, 2020 in block.

VOTING Yea: Alice Ruby, Andy Anderson, Curt Armstrong, Anita Fuller
Abstain: Gregg Brelsford

APPROVAL OF AGENDA

MOTION: Alice Ruby moved and Curt Armstrong seconded the motion to approve the agenda.

VOTING Yea: Alice Ruby, Andy Anderson, Curt Armstrong, Anita Fuller, Gregg Brelsford

STAFF REPORTS

2. Financial Report 1.31.2021
 - Revenue; considering COVID impacts overall revenue is at expected levels.
 - Expenditures; overall status of expenditures is low due to CARES contra wages.
 - Adjustments will be made to expenditures due to the CARES Act date extension.
 - Accounting Department is currently fully staffed. However, due to COVID related needs many positions have been absent for extended times. Additionally, the workload in accounting indicates the need for an additional position to free up the Director and Assistant Director for regular job duties. A temporary position could be created, while a staffing plan is formalized for long term needs.
3. Audit progress
 - Audit was virtual in October. Audit support has been interrupted due to staffing shortages. Remaining requested audit items are being addressed, should be completed, and to the auditors in the next week.
4. Property Tax Status

- Assessor information for real property and personal property has been received and will be integrated for the process this year.
- MARS software will not be ready for final use this tax season.
- Preliminary assessments will be reviewed the first week of March.

NEW BUSINESS

5. FY21 Budget Revision
 - Target date for completion, March 22, 2021.
6. FY22 Budget Schedule
 - Timeline of milestones was reviewed. Proposed schedule of weekly meetings for FY22 was presented. Poll committee for week of March 8th to hold first meeting.
7. CARES Funding as of 02/17/2021
 - CARES expenditures were reviewed.
 - The municipal CARES funding has been expended / encumbered at 100 %.
 - Restructure from contra wages to capture the emergency communication project will be done.
8. Impact of Federal prohibition on Foreclosure
 - This act prohibits foreclosure and eviction of federally funded singly family mortgages through March 31, 2021.
 - This could apply to all foreclosures to meet the federal obligation.
 - The city currently has two foreclosure actions in process. One has passed the redemption period. The City Attorney will be contacted for clarification.
9. Action Memorandum 2021-01 Progress
 - Five businesses that met the requirements were contacted regarding this city program.
 - Two have paid taxes current, one has not responded, two have contacted the city to participate in the promissory note program.

PUBLIC/COMMITTEE COMMENT(S)

Aksel Buholm: presented the following items for budgeting consideration:

- Increase staffing wages, rewriting job descriptions.
- Dedicate funds to the capital improvement fund.
- Offer a stipend to city staff that are required to attend after hour’s meetings.

ADJOURNMENT

The meeting adjourned at 8:02 p.m.

Andy Anderson, Chair

ATTEST:

Lori Goodell, City Clerk

Approved: _____