



## FINANCE COMMITTEE MINUTES

3:00 PM July 20, 2020  
Via Remote

### Present:

Mayor Scott Korthuis  
City Administrator Mike Martin  
Finance Director Anthony Burrows  
Human Resources Manager Denise Bosman  
Public Works Director Steve Banham

### Councilmembers:

Kyle Strengtholt  
Gerald Kuiken  
Nick Laninga

1. **The Committee reviewed and approved the June 2020 meeting minutes**
2. **The Committee reviewed and approved the Payroll for the month of June 2020**
3. **June 2020 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 135 hours, which was down from last month's 179 hour total. Leave coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 256 hours of overtime, which was up slightly from last month's 247 hours. The OT was mostly for Leave and Kelly day coverage. The Stone Garden Grant did not incur any OT hours. Remaining overtime was incurred by other staff and was usual and minimal.

### 4. **Sales Tax - YTD Review and Source Breakdown**

Sales Tax year to date budget to actuals indicated that sales tax receipts were -7.5% or -\$99,108 less than the projected budget. When year to date 2020 is compared with year to date 2019 collections, sales tax revenue reflects an -5.1% overall decrease of \$65,425. These numbers are tracking closely to what we forecast for COVID-19 impact to tax revenues.

**5. Council Packet items presented:**

- A. Consent: The 2019 Berthusen Park Annual Report was reviewed and approved for review by the full Council.
- B. Consent: Ordinance No. 1606 – Line of Credit Renewal was reviewed and approved for review by the full Council.
- C. New Business: YMCA Supplemental Expense was modified to \$50,000 from it's original \$60,000 amount and then approved for review by the full Council.
- D. New Business: Resolution No. 1024 – Business License fees was reviewed and approved for review by the full Council.

**6. Finance Department Informational or Added Items**

- A. Reviewed the Monthly Financial Reports. No issues or Further action.
- B. Police Holiday Overtime correction was discussed and it was agreed that the correction take place immediately.

**Meeting was adjourned at 4:16 p.m. The next Finance Committee meeting is on August 17th, 2020.**