



FINANCE COMMITTEE MINUTES

3:00 PM June 21, 2021
City Hall

Present:

Mayor Scott Korthuis
City Administrator Mike Martin
Finance Director Anthony Burrows

Councilmembers:

Kyle Strengholt (Chair)
Gerald Kuiken
Nick Laninga

1. **The Committee reviewed and approved the May 2021 meeting minutes.**
2. **The Committee reviewed and approved the Payroll for the month of May 2021.**
3. **May 2021 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 332 hours, which was 102 above last month's 240 hours total. Shift coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 250 hours of overtime, which was up from last month's 174 hours. The OT was predominately undefined. The Stone Garden Grant incurred 7 hours of OT. 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 30.9% or \$293,399 over the projected budget. When year to date 2021 is compared with year-to-date 2020 collections, sales tax revenue reflects an 23.2% overall increase of \$234,326. The numbers were once again remarkably stronger than anticipated and better than what we forecast mostly due to the benefits of online buying and destination sales tax.

5. Council Packet items presented:

- A. Consent: Approval of Payroll and Claims. Approved for full Council.
- B. New Business: None.

6. Finance Department Informational or Added Items

- A. The monthly financial reports were reviewed and discussed. No critical items were flagged and no further action was required.
- B. Delinquent utility bill collections were discussed. It was agreed that with opening of the State on June 30th and the lifting of several COVID moratoriums that the City could again at a date in the near future begin collecting for delinquent utility accounts and issue shut off notices. A letter to notify delinquent account holders is being drafted for review at the next Finance Committee meeting.
- C. Finance staffing and new hires were discussed. No further action required.

Meeting was adjourned at 3:56 p.m. The next Finance Committee meeting is on July 19th, 2021.