



FINANCE COMMITTEE MINUTES

3:00 PM May 20, 2024
City Hall – 300 4th Street

Present:

Mayor Scott Korthuis
City Administrator John Williams
Interim Finance Director Christy Fowler

Councilmembers:

Kyle Strengholt (Chair)
Nick Laninga
Lee Beld

1. The Finance Committee reviewed and approved the April 2024 minutes.

2. The Committee reviewed and approved the Payroll for the month of April 2024.

The committee discussed the process of Council review of Payroll and Claims to be changed to submission as report to Council the meeting following Finance Committee review.

3. The April 2024 Overtime numbers were reviewed.

The committee reviewed the payroll overtime impacts. The Police Department had a total of 329 hours, which was an decrease from last month's 331 hours. Shift coverage, and some hold over was the majority of the time. For the Fire Department, there was a total of 485 hours of overtime, which was an increase from the prior month's 223 hours. Shift coverage and other items accounted for the bulk of the overtime.

4. Sales Tax - YTD Review and Source Breakdown.

Sales Tax revenues year to date show budget to actuals indicated that sales tax receipts were 4.4% or \$52,552 over the projected budget. When year to date 2024 is compared with year-to-date 2023 collections, sales tax revenue reflects a 4.7% overall increase of \$55,920.

5. Council Packet items presented:

- A. Consent: Approval of Payroll and Claims. Approved for review by the full Council.
- B. Consent: Approval of 2023 Berthusen Park Annual Report. Approved for review by the full Council.
- C. Consent: RES-24-1097 Request to Cancel Checks. Approved for review by the full Council.
- D. None.

6. Finance Department Informational or Added Items

- A. The Monthly Financial Reports reviewed.
- B. Councilor Laninga provided information from the City of Granite Falls regarding their processing of passports. Revenue collected, times available and services provided were researched and a brief summary given. More information to be collected.
- C. None.

The meeting was adjourned at 3:45 pm. The next Finance Committee meeting is on June 17, 2024.