



FINANCE COMMITTEE MINUTES

3:00 PM May 17, 2021
Via Remote

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 April 2021 meeting minutes.**
2. **The Committee will review both April and May Payroll at the June 21st meeting.**
3. **April 2021 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 240 hours, which was down from last month's 273 hours total. Shift coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 174 hours of overtime, which was up from last month's 167 hours. The OT was predominately for shift coverage. The Stone Garden Grant did not incur any 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 27.9% or \$211,018 over the projected budget. When year to date 2021 is compared with year-to-date 2020 collections, sales tax revenue reflects an 18.3% overall increase of \$149,532. The numbers were once again 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. Consent: Resolution No. 1037 Net Increase in the Revolving Cash Fund. This item was approved for approval of the full Council.
- C. New Business: Approval of one additional full time employee for the Finance Department. This item was discussed in committee and approved for review by the full Council.

6. Finance Department Informational or Added Items

- A. Discussion of the hiring process to backfill the open payroll position. FYI only no action required.
- B. The milestone of initiating credit card payments across the City for the first time in the City's history was discussed. No further action required.
- C. An update on the progress of the monthly reports re-write was given with the new reports being ready at June's meeting.
- D. It was agreed that the next Finance Committee meeting on June 21st will be held in person.

Meeting was adjourned at 3:53 p.m. The next Finance Committee meeting is on June 21st, 2021.