



FINANCE COMMITTEE MINUTES

3:00 PM July 19, 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 June 2021 meeting minutes.**
2. **The Committee reviewed and approved the Payroll for the month of June 2021.**
3. **June 2021 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 210 hours, which was lower than last month's 332 hours total. Shift coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 258 hours of overtime, which was up from last month's 250 hours. The Stone Garden Grant incurred 6 hours of OT in June. Remaining overtime by all other departments was minimal.

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

Sales Tax year to date budget to actuals indicated that sales tax receipts were 32.4% or \$373,688 over the projected budget. When year to date 2021 is compared with year-to-date 2020 collections, sales tax revenue reflects a 24.5% overall increase of \$300,423. The numbers were once again stronger than anticipated and better than what we forecast mostly due to price inflation and 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: Ordinance No.1629 - Line of Credit renewal Notes A & B. The committee reviewed the proposed renewal of the City's revolving line of credit. The Ordinance was approved for review by the full Council.
- C. Consent: Ordinance No. 1630 – Introduction of an Amendment to the 2021 Budget. This Ordinance would amend the budget in Fund 119, which is a pass-through account for protective inspection fees from \$65,000 to \$140,000. The Ordinance was sent through to the full Council as an introduction only, and set for possible adoption by the full Council at the August 2nd meeting.

6. Finance Department Informational or Added Items

- A. The monthly financial reports were reviewed and discussed. No critical items were flagged. The only action needed were minor formatting requests.
- B. Delinquent utility bill collections were discussed. A letter to notify delinquent account holders was reviewed and approved once the moratorium is lifted on September 30th.
- C. The current level of the City's debt capacity was reviewed and discussed. No further action required.

Meeting was adjourned at 4:02 p.m. The next Finance Committee meeting is on August 16th, 2021.