



FINANCE COMMITTEE MINUTES

3:00PM May 16, 2022
City Hall – 300 4th Street

Present:

Mayor Scott Korthuis
Finance Director Anthony Burrows

Councilmembers:

Kyle Strengholt (Chair)
Nick Laninga

1. **The Finance Committee reviewed and approved the April 2022 meeting minutes.**
2. **The Committee reviewed and approved the Payroll for the month of April 2022.**
3. **April 2022 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 173 hours, which was lower than last month's 213 hours total. Shift coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 188 hours of overtime, which was lower than last month's 251 hours. Shift coverage accounted for the bulk of the overtime. The Stone Garden Grant incurred 59 overtime hours. 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 33.4% or \$63,243 over the projected budget. When year to date 2022 is compared with year-to-date 2021 collections, sales tax revenue reflects a 12.1% overall increase of \$117,083. The numbers were stronger than forecast with the highest April on record.

5. Council Packet items presented:

- A. Consent: Approval of Payroll and Claims. Approved for review by the full Council.
- B. None.

6. Finance Department Informational or Added Items

- A. Review of the Monthly Financial Reports. No further action.
- B. The Committee discussed implementation of an “NSF Check Policy”. The policy would instruct the Finance department to not accept any checks from a person or business that has written the City 3 NSF checks in the trailing twelve months. The committee approved the creation of such a policy and instructed Finance to move ahead with the drafting of such a policy. Next steps would be consultation with the City’s attorney.

Meeting was adjourned at 3:32 pm. The next Finance Committee meeting is on June 20, 2022.