



FINANCE COMMITTEE MINUTES

3:00 PM November 16, 2020
Via Remote

Present:

Mayor Scott Korthuis
Finance Director Anthony Burrows

Councilmembers:

Kyle Strengtholt (Chair)
Gerald Kuiken
Nick Laninga

1. **The Committee reviewed and approved the October 2020 meeting minutes**
2. **The Payroll certifications are being re-written in the new software. Once complete all certifications will be brought current.**
3. **October 2020 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 108 hours, which was down from last month's 272 hours total. Leave and Court coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 360 hours of overtime, which was up significantly from last month's 208 hours. The OT was mostly for Leave coverage. The Stone Garden Grant did not incur any OT hours. 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 -3.8% or -\$91,436 less than the projected budget. When year to date 2020 is compared with year to date 2019 collections, sales tax revenue reflects an 1.0% overall increase of \$22,140. These numbers are tracking close to our budget, but better than what we forecast for COVID-19 impact to tax revenues.

5. Council Packet items presented:

- A. Consent: Set the date for the Final Public Hearing regarding the 2021 Preliminary Budget was set for December 7th and approved for full Council review.
- B. Public Hearing: Conduct a public hearing for the 2021 Budget at tonight's full Council was approved.
- C. New Business: Ordinance No. 1609 – Real Estate Property Tax for 2021 was approved and sent forward to full Council for approval.
- D. New Business: Resolution No. 1027 – Fire Station Remodel Project Funding proposal was reviewed and agreed upon without revision. Sent o full Council for approval.
- E. New Business: Forge Fitness Pre-Lease agreement was reviewed and approved for the full Council.
- F. New Business: The Forge Fitness Lease agreement was reviewed and approved for review by the full Council.

6. Finance Department Informational or Added Items

- A. Monthly Financial Reports have been put on hold until they new reports can be created in the new software.
- B. Discussed the Software conversion status.
- C. Confirmation of the \$363k grant from the Coronavirus Relief Fund.

Meeting was adjourned at 3:46 p.m. The next Finance Committee meeting is on December 21st, 2020.