



## 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 2<sup>nd</sup> 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 30<sup>th</sup>.
- 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.**