



## FINANCE COMMITTEE MINUTES

3:00 PM January 18, 2022  
Online via Microsoft Teams

### Present:

Mayor Scott Korthuis  
City Administrator John Williams  
Finance Director Anthony Burrows

### Councilmembers:

Nick Laninga  
Gerald Kuiken

1. **The Finance Committee reviewed and approved the December 2021 meeting minutes.**
2. **The Committee reviewed and approved the Payroll for the month of December 2021.**
3. **December 2021 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 532 hours, which was slightly lower than last month's 559 hours total. Shift coverage and holidays accounted for the bulk of the overtime. For the Fire Department, there was a total of 359 hours of overtime, which was lower than last month's 369 hours. Shift coverage accounted for the bulk of the overtime. The Stone Garden Grant incurred 118 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 28.3% or \$736,277 over the projected budget. When year to date 2021 is compared with year-to-date 2020 collections, sales tax revenue reflects a 18.0% overall increase of \$507,589. The numbers were stronger than forecast with the highest December on record coming in at \$272,605. Destination Sales Tax and inflation account for much of the increase.

## **5. Council Packet items presented:**

- A. Consent: Approval of Payroll and Claims. Approved for the full Council.
- B. Consent: Agreement for legal services with Carmichael Clark. This contract for legal services was reviewed and approved for consideration at full Council. No further action needed in committee.

## **6. Finance Department Informational or Added Items**

- A. The letter regarding utility fee shut off and re-instatement of fees that was sent to customers was discussed. In addition, the Mayor brought forward the idea of furthering our campaign to promote paperless billing. Further research on paperless billing will be required and will be brought forward at the next committee meeting.
- B. The status of the year end Monthly Financial Reports was discussed and general timeline for when the 2022 reports would be available. No further action required at this time.
- C. A second discussion regarding the North Lynden Regional Sports Field was undertaken and the Committee agreed again to give the Finance Director permission to form an exploratory committee and proceed with the creation of this artificial turf field at the Huesinkveld Benson Road property.
- D. It was agreed for now that Finance Committee would remain online via Microsoft Teams.

**Meeting was adjourned at 3:40 pm. The next Finance Committee meeting is on February 22, 2022.**