



## FINANCE COMMITTEE MINUTES

3:00 PM November 15, 2021  
Online via Microsoft Teams

### Present:

Mayor Scott Korthuis  
City Administrator John Williams  
Finance Director Anthony Burrows

### Councilmembers:

Kyle Strengholt (Chair)  
Nick Laninga  
Gerald Kuiken

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

The committee reviewed the payroll overtime impacts. The Police Department had a total of 401 hours, which was higher than last month's 380 hours total. Shift coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 378 hours of overtime, which was lower than last month's 593 hours. Shift coverage was still the largest component of the overtime. The Stone Garden Grant incurred 24 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 20.6% or \$627,411 over the projected budget. When year to date 2021 is compared with year-to-date 2020 collections, sales tax revenue reflects a 19.8% overall increase of \$453,946. The numbers were once again stronger than forecast with the highest October on record coming in at \$307,999.

**5. Council Packet items presented:**

- A. Consent: Approval of Payroll and Claims. Approved for the full Council.
- B. Consent: Set the date for the Final Public Hearing on the 2022 Preliminary Budget. Approved for the full Council.
- C. Public Hearing: Conduct the required hearing for Ordinance No. 1638 – Real Estate Property Tax for 2022. Approved for the full Council.
- D. Public Hearing: Conduct the second required Public Hearing for the 2022 Budget. Approved for the full Council.
- E. New Business: Ordinance No. 1638 – Real Estate Property Tax. The 1% increase to the 2022 Property Tax was discussed and approved for review by the Council.

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

- A. A proposal was put forth by the Finance Department to move the City from 26 pay periods to 24 pay periods. After some review the Finance Committee approved the idea and gave approval to move forward to the full Council for review.
- B. The Monthly Financial Reports were distributed for individual review and discussed. No further action required.
- C. The State Auditor's report out was distributed and discussed. The report will be made available to the full Council. No further action required.
- D. No other items added.

**Meeting was adjourned at 4:04 pm. The next Finance Committee meeting is on December 20, 2021.**