

## City of Brodhead

### Audit and Finance Committee meeting minutes for the February 14, 2018 meeting

1. Meeting called to order by Huffman at 4:33pm
2. Quorum was present as determined by roll call: clerk/treasurer Teresa Withee, Sam Woodford, Jennifer Naramore, Andy Strommen, Alderman Paul Huffman, and Michael Olson. Also Tim Stocks to observe.
3. Public Appearances: none.
4. Committee comments and questions: Teresa Withee explained tax settlements (payments) to Green and Rock counties, Brodhead Schools, and Blackhawk Technical Center.
5. Approval of previous minutes: Motion made by Woodford, seconded by Naramore. Motion carried.
6. The treasurer's report was reviewed.
7. Budget to actual was reviewed by members prior to the meeting.
8. January bank reconciliation reports were discussed.
- 9, and 10. Motion was made by Huffman, seconded by Woodford, to table agenda items 9 and 10 until next month when Chief Hughes could be present. Motion carried. Item 9: City sponsoring employees attending police academy training, and Item 10: Wage scales for non-represented employees.
11. Server/phone system upgrade: The new server installation was moved up to March.
12. Funding for Regional housing study: City of Brodhead was approached by the Southwestern Wisconsin Regional Planning Commission, regarding the purchase of a housing study report for our area. The cost would depend on the number of other municipalities who would also purchase the study results. Currently, there is one other municipality committed, and another one that is considering. A rough indication of the cost would be \$2000 if 2 municipalities purchase, \$1300 if 3 municipalities purchase. Huffman made a motion to recommend to council to go ahead with the purchase of the report so long as the cost does not exceed \$2500. Naramore seconded, motion carried.
13. Future agenda items: February 2018 agenda items 9 and 10 which were tabled until March, 2016 audit update, regional housing study update.
14. Date and time of next meeting: March 14<sup>th</sup>, 4pm
15. Adjourn: Strommen made a motion to adjourn, Huffman seconded. Motion carried. Meeting adjourned at 5:26pm.

Submitted by Andrew Strommen, secretary