

City of Brodhead

Audit and Finance Committee meeting minutes for the July 11th, 2019 meeting

1. Meeting called to order by Paul Huffman at 3:38pm
2. Quorum was present as determined by roll call: clerk/treasurer Teresa Withee, Andy Strommen, Jennifer Naramore, Sam Woodford, Paul Huffman, and Michael Olson.
3. Public Appearances: No public appearances
4. Committee comments and questions: Teresa reported on the quotes to replace windows in City Hall.
5. Approval of previous minutes: Huffman made a motion to approve the minutes from the previous meeting, Strommen seconded, motion carried.
6. Update on hiring of court clerk and part time city hall position: The city council decided to work towards hiring 1 part time position for clerk of court, rather than combine that position with the part time city hall position to make one full time position.
7. Fire District Audit: After discussion, Strommen made a motion that the audit and finance committee recommends to council that they request that the Brodhead Fire District undergo an audit rather than a financial analysis. Huffman seconded, motion carried.
8. Investment policy: Michael Olson provided a policy from another municipality for review. Members will review, and address again at the next meeting.
9. Funding for a City Administrator/Economic development position: this item tabled until next meeting, will look at general Budget to Actual's for years'-end over the last three years or so.
10. The June 2019 treasurer's report was reviewed.
11. The June, 2019 Budget to Actual was reviewed by members prior to the meeting.
12. The June 2019 bank reconciliations were reviewed prior to the meeting.
13. Closed Session per WI State Statutes Section 19.85(1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Re: City Hall Security

Woodford made a motion to enter closed session, Strommen seconded, quorum as determined by roll call. Entered closed session at 4:35pm. Woodford made a motion to return from closed session at 4:48, Huffman seconded.
- Huffman made a motion to recommend that we proceed with ordering a new door for the municipal court clerk so long as the funds are available and does not exceed \$2200. Woodford seconded, motion carried.
14. Future agenda items: Investment policy, city administrator position, capital improvements borrowing package, fund balance spreadsheet
15. Next meeting: August 15th, 2019 at 3:30pm
16. Strommen made a motion to adjourn, Woodford seconded, meeting adjourned at 4:58pm

Submitted by Andrew Strommen