

City of Brodhead

Audit and Finance Committee meeting minutes for the September 3rd, 2019 meeting

1. Meeting called to order by Paul Huffman at 3:53pm
2. Quorum was present as determined by roll call: clerk/treasurer Teresa Withee, Andy Strommen, Jennifer Naramore, Sam Woodford, Paul Huffman, Chief Hughes, and Michael Olson.
3. Public Appearances: No public appearances
4. Committee comments and questions: None
6. Funding and Job Description for a City Administrator/Clerk/Treasurer Position: Discussion regarding: administrator vs. manager; administrator duties that are currently being done by the clerk/treasurer; salaries for administrators from other communities; beginning salary range for the potential clerk/treasurer administrator position here in Brodhead.
5. Funding and selection for interim coverage for city hall: After discussion, it was determined that Ellen Popanz covers when she can, and an interim treasurer can be hired as needed, especially around tax time and budget time. Huffman made a motion to recommend to council to hire an interim treasurer as needed, at his rate of \$60/hr. plus the current IRS mileage rate, with total hours not to exceed 240 between now and the end of the year. Woodford seconded, motion carried. Strommen made a motion to recommend to council to cap deputy clerk/treasurer overtime at 10 hours per week. Huffman seconded, motion carried.
7. Future agenda items: No future agenda items were mentioned at the meeting. The one listed on the agenda, Capital Improvement Borrowing Package, will not be completed before the next meeting.
8. Next meeting: September 10, 2019; 3:45pm
9. Strommen made a motion to adjourn, seconded by Woodford, motion carried. Meeting adjourned at 5:45pm.

Submitted by Andrew Strommen