

## City of Brodhead

### Audit and Finance Committee meeting minutes for the September 10th, 2019 meeting

1. Meeting called to order by Paul Huffman at 3:48pm
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
5. Approve Previous minutes: Huffman made a motion to approve the August 20<sup>th</sup>, 2019 meeting minutes. Naramore seconded, motion carried. Huffman made a motion to approve the September 3<sup>rd</sup>, 2019 meeting minutes. Naramore seconded, motion carried.
6. Credit reports from Green and Rock county: After discussion, Huffman made a motion to subscribe to the Green and Rock County credit reports. Strommen seconded, motion carried.
7. Investment Policy: After discussion, Strommen made a motion to table until the January, 2020 meeting. Huffman seconded, motion carried.
8. Treasurer's report: The August, 2019 treasurer's report was reviewed.
9. Budget to Actual: The budget to actual through August 31<sup>st</sup>, 2019 was reviewed. It was noted that Hydrant Rental expenditures for the year had dropped to 0% from 58% the month prior.
10. Bank reconciliations: The bank statement balances were compared to the CIVIC balances for each account by committee members prior to the meeting.
11. Future Agenda items: Project description document example (Woodford to provide), Capital Improvement Borrowing Package
12. Date and time of next meeting: Wednesday, October 16<sup>th</sup>, 2019; 4pm.
13. Adjourn: Woodford made a motion to adjourn, Naramore seconded, motion carried. Meeting adjourned at 4:25 pm.

Submitted by Andrew Strommen