

City of Brodhead
Audit and Finance Committee Meeting Minutes
for the October 12, 2020 meeting

1. Meeting called to order by Paul Huffman at 4:04 pm
2. **Quorum was present as determined by roll call: (Meeting was done virtually via GoToMeeting & open to the public at City Hall)**
At City Hall: Doug Pinnow, Treasurer, Keri Miller, Troy Nyman, Jerry Elmer, Ray Pawlisch
Virtually: Paul Huffman, Sam Woodford, Richard Peach, Angela Noel, Chris Hughes, Deb Fox
3. **Public Appearances:** None
4. **Committee Comments or Questions:** None
5. **Approve Previous Minutes:** Motion by Pinnow to approve the previous minutes with corrections as discussed. Second by Woodford. All ayes. Motion carried.
6. **Capital Projects Procedure:** Treasurer Miller sent 2 examples to the committee before the meeting. The committee discussed both versions but felt both versions lacked the actual procedure that Dept Heads are supposed to do to get a project approved. Woodford has an example he will send to Treasurer Miller and work on to make updates and present to the committee at a future meeting.
7. **Capital Projects Update:** The committee reviewed the list of capital projects that was emailed on Wednesday, October 7th 9th from Treasurer Miller.
8. **Treasurer Reports:** The committee reviewed the September 2020 voucher report, bank reconciliations for September 2020 and September 2020 YTD budget vs actual reports the was emailed on Wednesday, October 7th.
9. **City Financial Records, Pearl Island & BID:** Jerry Elmer discussed that based on information he was given from City Hall he thought there should be about \$70,000 in the Pearl Island Fund which would be enough to put a roof on the bridge in Putnam Park. Treasurer Miller says that all of the money that was donated was spent on the last phase of the Pearl Island Bridge and in fact actually over spent the donated money by \$22,000. There was an error made with the general fund paying the expenses for Pearl Island but the Pearl Island Checking Account not reimbursing the general fund for those expenses. Elmer stated that unless the Pearl Island Fund is made whole back to \$70,000 that the Brodhead Foundation will not support any projects for the City in the future. Pinnow asked if we could compromise and Jerry said if the City gives the Pearl Island Fund \$50,000 that would be ok. Peach said he doesn't support giving Pearl Island Fund money from the general fund since the money was spent on Pearl Island. Miller will put together Pearl Island questions for the next meeting.

Motion by Pinnow to table Pearl Island Fund discrepancy until we have more information. Second by Woodford. All ayes. Motion carried.

No one from BID showed at City Hall or virtually.

Motion by Pinnow to table BID Fund discrepancy until someone from BID can attend the finance meeting. Second by Peach. All ayes. Motion carried.

10. **2021 Proposed Budget:** Treasurer Miller sent the committee the proposed budget summary for 2021. As of this meeting the proposed budget is over the levy limit by \$95,000. Asking Dept Heads to review their budgets to see if they can make any changes. Budgets will be presented to council Tuesday, October 20th.
11. **Future Agenda Items:** Investment Policy, Garbage Fees, Public Fire Protection Fees, Budget 2021, Pearl Island Fund, BID Fund
12. **Set Date/Time for Next Meeting:** Joint meeting with Personnel Monday, October 19th at 6:00 pm & Finance Committee Monday, November 9, 2020 at 4:00 p.m.
13. **Adjourn:** Motion by Pinnow to adjourn. Second by Woodford. All ayes. Motion carried.

Submitted by: Treasurer, Keri Miller