

CITY OF BRODHEAD AUDIT COMMITTEE MEETING

January 13, 2016

4:30 p.m.

Present: Rosheisen, Naramore, Tallman, Olson, Strommen, Anderson

Absent: None

Also present: City Clerk/Treasurer Teresa Withee, Debra Fox, Deputy Police Chief Raupp and Police Chief Hughes

Rosheisen called the meeting to order at 4:35 p.m. in the City Hall Conference Room.

1. Old Business- There was no old business to discuss.
2. Approve Minutes- Motion by Anderson, seconded by Naramore to approve the minutes of the November 11, 2015 meeting as presented. Motion carried.
3. Ken Herdeman, Ehlers Investment Group results of Financial Review: Teresa will need to determine which bank accounts can be a part of the investing pool used. Motion by Anderson with a second by Naramore to allow up to 1.5 million dollars to be invested on behalf of the City by Ehlers, per their recommendations. Motion carried.
4. Police Department December 2015 Purchases. End of year purchases made by the Police Department were looked at in regards to what budget year these items should go against. After some discussion, a motion was made by Anderson, with a second by Naramore to establish a guideline of the Audit and Finance Committee, which reflects past practices of City Departments: Items purchased in December of a Budget Year will be allowed in that year's budget, if the item is paid for and received by the end of January of the new budget year. Any items received after that time, will need to be included in the next year's budget. Motion carried.
5. Motion by Anderson with a second by Strommen to go into Closed Session per WI State Statutes Sec. 19.85(1) (c), to consider Employee Salaries, Wages & Benefits. Re: Employee Wages. Roll call vote-Strommen-aye, Anderson-aye, Tallman-aye, Naramore-aye, Olson-aye. Clerk/Treasurer Withee and Debra Fox were also included in closed session. Motion by Tallman, with a second by Naramore to return to Regular Session. Roll call vote-Strommen-aye, Anderson-aye, Tallman-aye, Naramore-aye, Olson-aye.  
  
Possible action on Closed Session topics: Motion by Anderson with a second by Tallman to recommend that all Department Heads create a comprehensive 5 year Employee Salary, Wage and Benefit Plan. Motion carried.
6. Treasurer's Report December 2015- Clerk/Treasurer reviewed the Treasurer's Report for December.
7. Budget to Actual as of 12/31/15 was reviewed.
8. Procurement Policy-No action was taken.
9. Date and time for next meeting-February 10<sup>th</sup> at 4:30 p.m.in the City Hall Conference Room.
10. Motion to adjourn the meeting by Tallman and seconded by Anderson. Motion carried.

Minutes taken by Carol Tallman, Acting Secretary