

City of Brodhead
Audit and Finance Committee Meeting Minutes
for the January 27, 2021 meeting

1. Meeting called to order by Mike Lowery at 6:00 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: Mike Lowery, Sam Woodford, Doug Pinnow, Richard Peach, Treasurer Miller, Fritz Wenger
Virtually: Casey Jones and Ed Hoff
3. **Public Appearances:** None
4. **Committee Comments or Questions:** None
5. **Approve Previous Minutes:**
 - Motion by Peach to approve the November 12, 2020 minutes with corrections as discussed. Second by Woodford. All ayes. Motion carried.
 - Motion by Pinnow to approve the November 17, 2020 minutes. Second by Peach. All ayes. Motion carried.
 - No minutes for December due to not having a meeting
6. **Parcel 23026 0980.0000 & 23206 0981.0000 Special Assessment:** Fritz Wenger spoke with the committee about the sewer & water laterals that were installed on his property on 17th St to 19th. Wenger stated that when the laterals were put in, he told the City he didn't want them. Also stated that he was told verbally that if he never hooked up to the sewer/water he wouldn't have to pay for the laterals. Miller sent a copy of the original resolution that was signed in 2007 stating that anyone who hadn't hooked up the sewer/water laterals when the TIF closed would be charged for the sewer/water laterals at that time to the committee. In October the City Attorney drafted a letter to all residents that this pertained to. A copy of the letter was also sent to the committee.

Pinnow made a motion to table for more information. No second. Fails for lack of a second.

Peach feels the assessment should stand due to if it's not paid for by Wenger the citizens would be paying for the assessment.

Lowery no recommendation to council
7. **2020 & 2021 Capital Projects Lists:** The committee was sent the final 2020 Capital Budget list & the 2021 Capital Projects "Wish List" put together by department heads. The 2020 Capital Projects came in under budget by \$21,895. This was due to a street project not getting completed due to time. This amount has been rolled over the street project for 2021. The committee discussed the police department wish for an admin squad truck to be used for traveling to trainings and go to range practice. Peach would rather see a small trailer purchased that could be used for range and pay milage for personnel to use their personal vehicles. Lowery stated there are trucks available from the streets dept and the parks dept that could be used instead. Finance recommends to purchase a SUV to maintain the squad rotation.
8. **Treasurer Reports:**
 - a. Voucher Report – was sent to the committee for review before the meeting. No questions
 - b. Bank Reconciliations - were sent to the committee for review before the meeting. No questions
 - c. 2020 Budget vs Actual - was sent to the committee for review before the meeting. No questions

9. **Pearl Island Financial Records:** Casey Jones spoke to the committee and would like to see the bridge completed. Says it's the right thing to do for the City. Peach discussed the finance committee's recommendation that was previously made went to council but failed. Lowery, Peach and Pinnow would like council to discuss the issue again and for the City to donate \$50,000 from the Fund Balance to put the roof on the bridge This amount would make Brodhead Foundation happy and would ensure their support of future projects in the City. Woodford said he doesn't see how finance can recommend taking money from the fund balance if fund balance wasn't used to balance the 2021 budget but rather budget cuts were made.
10. **Changing meeting date and time:** The committee discussed changing the date/time of the meeting due to a change in a committee members schedule change. At this time the committee chose to keep it the 2nd Monday of each month at 5:30 pm.
11. **Council/Mayor Pay Structure:** The committee discussed the council/mayor being paid one amount or a set amount per meeting attended. Also discussed the amount the council/mayor are paid has been the same for many years.

Pinnow made a motion to pay council members \$40/City meeting attended, mayor \$50/City meeting attended and for both to receive a 2% annual increase. Second by Peach. All ayes. Motion Carried
12. **Next Meeting:** Monday, February 8, 2021 at 5:30 pm
13. **Future Agenda Items:** Investment Policy, Capital Projects Procedure, Public Fire Protection Charge and Garbage Fees, Recommendation for excess funds, City Administrator
14. **Adjourn:** Motion by Pinnow to adjourn. Second by Peach. All ayes. Motion carried.

Submitted by: Treasurer, Keri Miller