

## City of Brodhead

### Audit and Finance Committee meeting minutes for the February 13, 2019 meeting

1. Meeting called to order by Withee at 4:07 p.m.
2. Quorum was present as determined by roll call: Woodford, Naramore, Strommen, clerk Withee, and Olson
3. Public Appearances – Tim Stocks had a question regarding closed session from January's agenda. This was just put on the agenda in case it was needed. There was no discussion or action taken.
4. Committee Comments – Audit is scheduled for February 25, 2019. Settlements went out to county and schools. Crosswalk lights are still in process. It was decided to have someone come in and help for technical knowledge on installation.
5. Approval of minutes – Motioned by Strommen, seconded by Woodford to approve the December meeting minutes. Motion carried.
6. Locksmith estimates – Two bids were given, one for just the necessary locks and the other was for all locks. Question came up regarding key fobs for at least the external doors. Key fobs would keep track of who had keys, can be disabled, be programmed for access at specific times, and tracked. It was recommended to get more quotes and discuss at a later date.
7. Treasurer's Report reviewed – Motioned by Woodford and seconded by Strommen to approve
8. Budget to Actual reviewed. Motioned by Woodford and seconded by Naramore to approve
9. Bank Reconciliation Reports
10. Future Discussions – Debt schedule, 2018 Status update on approved projects, write off old checks
12. There being no further business, the meeting was adjourned at 4:43 p.m.

Next Meeting date: March 13, 2019 at 4 p.m.

Submitted by Jennifer Naramore, acting as secretary