

City of Brodhead

Audit and Finance Committee meeting minutes for the June 13th, 2019 meeting

1. Meeting called to order by Paul Huffman at 3:44pm
2. Quorum was present as determined by roll call: clerk/treasurer Teresa Withee, Andy Strommen, Jennifer Naramore, Sam Woodford, Paul Huffman and Michael Olson. Also present was Scott Anderson, Linda Faessler, and Rich Bennett
3. Public Appearances: Scott Anderson spoke on behalf of the personnel committee about Linda Faessler retiring as the clerk of court. The personnel committee is in favor of combining this part time position with the part time city clerk/treasurer position to make a full time position, as it would be more appealing to applicants. Also, the personnel committee would like to begin looking for a part time city administrator to help with economic development of the city.
4. Committee comments and questions: No member comments or questions
5. Approval of previous minutes: Woodford made a motion to approve the minutes from the previous meeting, Naramore seconded, motion carried.
6. Hiring of court clerk and part time city hall position: Rich Bennett and Linda Faessler spoke on the need for a replacement court clerk. Linda will be retiring on September 1st. They stated that pairing the two positions would be good, because clerk of court is not a full time position, but it would be good to have someone available 4-5 days per week. Regarding the part time city hall position, all applicants that have applied want a full time position with benefits.
7. Investment Policy: Michael Olson did a quick presentation. Teresa will send it to the committee via email for review, and discuss at our next regularly scheduled meeting.
8. The May, 2019 treasurer's report was reviewed.
9. Budget-to-Actual: The May, 2019 budget-to-actual was reviewed
10. May 2019 bank reconciliations were reviewed by members of the committee prior to the meeting.
11. Future agenda items: Investment policy
12. Next meeting: July 11th, 3:30 pm
13. Strommen made a motion to adjourn. Huffman seconded. Meeting adjourned at 4:52pm.

Submitted by Andrew Strommen