

# Finance Committee Meeting Minutes

## September 12, 2023

Finance Committee members present: Kelly Kreger, Tom Thatcher, Diane Redsten

City Officials Present: Mayor Vince Howe, City Clerk-Treasurer Jennifer Hess

Other council members present: Jean Wallner

Public present: None

Absent: None

Meeting called to order at 4:30 p.m.

New Business:

1. Review and approve the bills for payment at the September Council meeting: Done.
2. Review August 2023 Treasurer's report to bank statements: Done
3. Verify Check registers for payroll and accounting: Done
4. Verify Journal entries: Done
5. Stale dated check policy: Diane Redsten motion to recommend adopting stale dated check policy as presented. Kelly Kreger 2<sup>nd</sup> the motion. The motion carried.
6. Autopay and paperless billing notification: Jennifer Hess notified committee of new autopay and paperless billing availability.
7. Police Department charge account at Express Mart: Jennifer Hess notified committee of opening a charge account at the Express Mart for the police department because the Holiday Gas station where the city had an account closed.
8. Review Budget comparison for General, Sewer and Water accounts: Done
9. Review City Procurement Policy: Kelly Kreger motioned to recommend amending the procurement policy as discussed. Tom Thatcher 2<sup>nd</sup> the motion. The motion carried.

Meeting adjourned at 5:54 p.m.