

**City of Elmore Council
Special Meeting Minutes
June 28th, 2023, 6:30 pm
Library Community Room**

Mayor Clara Vereide called the special meeting of the Elmore City Council to order at 6:30 pm. Council present was Lorman Jahnke, Jennifer Williams, Sue Dickson and Elton Rhoda. Also present was Sharon Rhoda, Marlys Jagerson, Traci Hanson, Dennis Hanson, Edrys Viland, Lavonne Thompson and Linda Weringa.

Agenda consisted of the audit presentation and discuss hiring part-time help for Public Works. Agenda approval was moved by Dickson, seconded by Williams and all responded aye.

AUDIT PRESENTATION

2022 City Financial Audit was conducted and presented by Paul Burkhardt of Burkhardt & Burkhardt, Ltd, Certified Public Accountants. He presented the Auditor's Responsibilities for Financial Reporting, summarized audit results as far as strengths and weaknesses. Also required communications between council, staff and auditors. Recommends designating who is allowed to make EFT transactions in order to protect us from fraud transactions. Went through financial trends, included cash has increased \$162,000 over the past five years. Looking more stable but not the cash reserve they recommend of twelve months. Also spoke of how our fund balance is 40% to 50% but recommends 75%, need to get more reserves in place. Healthy overall but needs some adjustments for a stronger future.

PUBLIC WORKS HELP

Discussed options for hiring part-time public works help. Duties consist of mowing, trimming, painting, etc. What the supervisors need to help take some of the basic stuff away from them so they can concentrate on the important responsibilities. It would be nice to help area youth with local employment. It will be open to anyone over sixteen. It was agreed that 15-20 hours per week as needed would be sufficient. It was moved by Williams to advertise for part-time help, seconded by Dickson, all voted aye.

It was moved by Jahnke to adjourn, seconded by Dickson and all present voted aye.

ATTEST:

CITY CLERK