

## **FINANCE COMMITTEE MEETING MINUTES –12/4/2024**

**Government Unit Conducting Meeting:** Finance Committee  
**Date:** December 4, 2024  
**Time:** 4:30 P.M.  
**Place:** 410 Division Street, Park Falls, WI 54552

**Members of the Finance Committee Present:** Mayor Tara Tervort, Dina Bukachek, Dan Greenwood, Dixie Weidman, Jim Corbett

**Staff:** City Administrator Scott Kluver, Clerk Shannon Greenwood, Treasurer Becky Michels

**Also Present:** Michael Mader

The meeting was called to order by Finance Committee Chair Dina Bukachek at 4:30 pm.

Public Comment – None.

Discussion on financial policies and procedures and how the Finance Committee can take a more active role. Discussed the duties of the Finance Committee and how much oversight is necessary in order to establish good practices. Finance Committee to meet one half hour prior to council meetings to review invoices. Will review budget vs. actual comparison on a quarterly basis. Treasurer to provide monthly statements. There is currently no review or approval outside of the general account. Budget process to begin much earlier than past practices.

The meeting was adjourned at 6:01 p.m.

**Prepared by:** Shannon Greenwood, Clerk