



VILLAGE OF WINNEBAGO

FINANCE COMMITTEE MEETING MINUTES

Wednesday, April 17, 2024 at 5:00 PM

108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/582766925>

Or by (Toll Free): 1 877 309 2073 | Access Code: 582-766-925

1. CALL TO ORDER

The Meeting was called to order at 5:01 PM.

PRESENT

Chairman Jeremy Graham

Julie O'Rourke

ABSENT

Riley Pitney

GUESTS

Joey Dienberg, Village Administrator

Dana Novinson, Treasurer

Rachel Windgassen, Administrative
Assistant

2. PUBLIC COMMENT

None

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

None

4. APPROVAL OF MINUTES

a. Minutes from March 20, 2024

Motion made by O'Rourke, Seconded by Chairman Graham.

Voting Yea: Chairman Graham, O'Rourke

5. DISCUSSION

a. Budget 2024

Trustee O'Rourke questioned how Public Works employees were being paid from an overdrawn line item. Treasurer Novinson responded with various ways this problem can be rectified. Trustee O'Rourke questioned when line-item transfers are required, to which Village Administrator Dienberg and Treasurer Novinson answered her questions. Trustee O'Rourke noted that she is asking additional questions only to

verify that reports are accurate due to the many transitions that are taking place within the Village Hall.

Discussion ensued regarding grant tracking and what is statutorily required to be tracked once the grant funds were received and allocated. Treasurer Novinson stated that there is an upcoming ARPA reporting webinar that she and Assistant Windgassen will be attending in the near future to make sure things are accurately reported.

Chairman Graham questioned if the responsibilities that Assistant Windgassen took on have started to be transferred to Treasurer Novinson yet, or if there is a list of things to be taught during training. Assistant Windgassen stated that there is a list of tasks that will be transferred starting next week. Chairman Graham also questioned what the transition will look like from the Temporary Treasurer to new Treasurer Novinson.

Village Administrator Dienberg stated that he will speak with Temporary Treasurer Olson to verify the schedule but that he was aware that Mark Olson had previously stated that he is planning to stay through the audit at minimum.

Chairman Graham questioned why the ComEd Utility Tax revenue was significantly lower this past month. He noted that if April's revenue was also significantly lower than normal, some investigation may be warranted. Village Administrator Dienberg voiced that he believed the lower revenue could be due to the unusually warm weather.

Chairman Graham noted that the tax rebate for Sullivan's is nearing completion and once completed, he would like those funds that would be going to Sullivan's, to be put into Strategic Reserves every month for future capital projects.

b. Aging/Write-Off Review-IDROP & Water Bill Delinquency

The current delinquent totals were reviewed by the Committee. Chairman Graham noted that the delinquent property discussed in the last meeting now has a lien and has been submitted to IDROP.

c. Software Upgrades

i. Credit Card Fees

Village Administrator Dienberg stated that in a few weeks, there will be a demo for a new software option. Trustee O'Rourke mentioned that a valuable resource for going over potential software options may be Mark Olson.

Chairman Graham noted that while there has been a lot of transitions going on in Village Hall recently, he does not want the credit card fees to fall off the radar. Trustee

O'Rourke requested that the Credit Card Fees stays on the Agenda until it has been resolved so that it does not get forgotten about.

d. Bank Reconciliation Review

Chairman Graham reviewed the status of bank reconciliation with Treasurer Novinson and Assistant Windgassen. Treasurer Novinson stated that bank reconciling will be caught up by the end of June due to the annual Treasurer's report needing to be completed by that time. Assistant Windgassen confirmed that notes have been taken in recent months to prepare for a smoother reconciling process.

e. Credit Card Review - March

The Committee reviewed the March purchases, with no anomalies noted.

f. Grant Updates

There were no updates on grants.

g. Errant Water

None. Chairman Graham questioned whether this item needs to continue being on the Agenda since the meters are being swapped out and are able to be closely monitored by the residents. Trustee O'Rourke recommended keeping the item due to a large portion of the Village population not being tech savvy.

6. NEW BUSINESS

None

7. EXECUTIVE SESSION

The Committee did not go into Executive Session.

8. NEXT MEETING DATE

Tuesday, May 28, 2024 at 5:15PM

9. ITEMS FOR BOARD AGENDA

None

10. ADJOURNMENT

Motion made by O'Rourke, Seconded by Chairman Graham.

Voting Yea: Chairman Graham, O'Rourke

Meeting adjourned at 5:32PM

APPROVED: MAY 28, 2024

Prepared from recording by: Rachel Windgassen