



VILLAGE OF WINNEBAGO

FINANCE COMMITTEE MEETING MINUTES

Tuesday, December 12, 2023 at 5:30 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

PRESENT

Chairman Jeremy Graham

Julie O'Rourke

Riley Pitney (arrived at 5:35 PM)

GUEST

Treasurer Sally Bennett

The meeting was called to order at 5:30 PM

2. PUBLIC COMMENT

None

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

None

4. APPROVAL OF MINUTES

a. Minutes from October 18, 2023

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

Voting Yea: Chairman Graham, O'Rourke

5. DISCUSSION

a. Budget 2023

Treasurer Bennett stated that the 2023 fiscal year is wrapping up without any major concerns.

b. Budget 2024

Chairman Graham noted that the budget looks to be balanced at this time, to which Treasurer Bennett confirmed. Treasurer Bennett mentioned that some office salaries changed line items in the budget and the Village Administrator position will be split between three funds.

Chairman Graham led the discussion about the island properties in the Village and the tax revenue from them. No change in the current plan was made.

Chairman Graham questioned whether the ARPA funds and Hail Damage funds could be combined into one account so it would be easier accounting of funds for future strategic planning. After some discussion, Chairman Graham reiterated that there should be the creation of a new fund, in which there would only be one line item named "Strategic Reserves", made up of the approximately \$346,000 from both the Hail Damage and ARPA funds.

Chairman Graham questioned what the scheduling would look like if only one full time police officer would be hired, rather than two. Further questions regarding police pay was answered by Trustee O'Rourke.

The Committee discussed equipment costs for both Public Works and Police.

Treasurer Bennett questioned if the Police or Public Works departments had discussed hiring administrative assistants. Chairman Graham questioned if the current administrative assistant in Utility Billing, Stephanie King, would be assisting with Public Works as needed, such as the writing of resolutions. Further job description clarification is needed at this time.

Road projects were discussed and the use of MFT and TRF by the Committee.

Chairman Graham and Treasurer Bennett discussed the depreciation expenses line item in the O&M account.

Treasurer Bennett clarified that additional revenue that is not budgeted for is not an issue, but a supplemental appropriation would need to be passed to spend any of the unexpected revenue.

Treasurer Bennett answered questions relating to the different funds, as raised by the Committee.

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

Trustee O'Rourke questioned why there is a new lien on a vacant property, but the water has not been turned off. After some discussion, Chairman Graham stated that he would follow up with the front office staff on the matter.

d. Software Upgrades

i. Transition from Postcard Bill

Chairman Graham stated that the transition seems to be going smoothly. Treasurer Bennett noted that the price difference for printing in Black and White vs Color is \$0.01 vs \$0.07 respectively, which translates to a difference of approximately \$84.00 per month. The Committee made the recommendation to print the bills in Black and White.

Treasurer Bennett noted that the E-check option should be available by the end of the year.

ii. Credit Card Fees

Chairman Graham noted that at prior Board meeting, Attorney Gaziano had stated that she was going to look into the Village's Ordinances and Resolutions to verify whether there was already a procedure in place about covering credit card fees.

Treasurer Bennett noted that Deputy Clerk Symonds is working on determining whether a barcode on the statements is required by USPS, but does not have an update at this time.

e. Bank Reconciliation Review - September and October

Treasurer Bennett stated some small discrepancies in both the September and October reconciliations. She also noted that navigating the various fees and charges from the credit cards takes some time, but that once epay is eliminated, this should streamline the process.

f. Credit Card Review - October

The credit card statement was reviewed by the Committee and any questions regarding the old credit card was answered by Treasurer Bennett.

g. Grant Updates

There were no new updates. Treasurer Bennett confirmed that all known grants have been entered into the 2024 budget.

h. Errant Water

Not Discussed

6. NEW BUSINESS

None

7. EXECUTIVE SESSION

None

8. NEXT MEETING DATE

Tuesday, January 16, 2023 at 5:30PM

9. ITEMS FOR BOARD AGENDA

None

10. ADJOURNMENT

Motion made by O'Rourke, Seconded by Pitney.

Voting Yea: Chairman Graham, O'Rourke, Pitney

Meeting adjourned at 7:29PM

APPROVED: JANUARY 16, 2024

Jeremy Graham, Chairman

Prepared from recording by:

Rachel Windgassen, Administrative Assistant