



# VILLAGE OF WINNEBAGO

## FINANCE COMMITTEE MEETING MINUTES

Wednesday, June 14, 2023 at 5:30 PM

108 West Main Street and Virtually

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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 5:30 p.m.

PRESENT

Jeremy Graham

Julie O'Rourke

GUEST PRESENT

Treasurer Sally Bennett

It was noted that the Agenda had a misprinted date and structure, so the Committee did not take a vote on any matters and will leave all voting matters to be taken care of at the next Finance Committee meeting.

### 2. PUBLIC COMMENT

There was no public comment.

### 3. DISCLOSURE OF ANY CONFLICT OF INTEREST

None

### 4. APPROVAL OF MINUTES

a. Minutes from May 08, 2023

May 4, 2023- Vote not able to be taken due to misprint. Trustee O'Rourke noted that under the Grant section, there needed to be some added language to make it more easily understood. Treasurer Bennett will make needed changes and present it at the next Committee meeting for approval.

## 5. DISCUSSION

### b. Budget

\*Point of Clarification\* There is no 5A. The budget falls under 5B.

Treasurer Bennett states that she believes the budget is in good standing and that there will be a line item transfer to move money from contingency to professional fees for Insko Environmental. Trustee Graham noted no further issues or concerns. Trustee O'Rourke looked for clarification regarding whether the budget is behind or if it is where it was expected to be by this point in the fiscal year. Treasurer Bennett stated that the budget is balanced at this time.

### c. Audit 2022

The draft of the 2022 Audit done by Benning Group is expected to be done by July 4, 2023. They are currently waiting on grant information and the Economic Factors section to be updated by Treasurer Bennett and anticipate finishing on time. Treasurer Bennett stated they are in good shape for this year's audit.

### d. Aging Report

Trustee Graham noted that the IDROP report was much improved from prior months. No concern or complaint raised by the Committee.

### e. Software Updates

#### i. Transition from postcard bill

Deputy Clerk Kellie has been in contact with Tyler Technologies and stated that the online bill view is ready for consumers to start utilizing.

#### ii. Credit Card Fees

Treasurer Bennett stated that she was able to finally reach someone at Tyler Technologies regarding the online billing fee, of \$1.25 per credit card transaction, after being given incorrect contact information. Trustee Graham questioned whether the village should have the consumers pay the online billing fee and the Village take the funds it would have spent on covering that fee to pay back into the community (sidewalk fund, etc). Trustee O'Rourke questioned if the Village would be taking on both the credit card fee and online billing fee. Trustee Graham stated the consumer should be responsible for the credit card merchant fee since they have the option to pay via debit card or ACH without the fee, but currently the Village is incurring those fees.

f. Bank Reconciliation Review - April and May

Trustee Graham noted that both months are balanced but questioned why there was a large amount outstanding in one of the months. Treasurer Bennett stated that this was due to a large equipment purchase that is still outstanding, not due to the old outstanding checks that were voided. Treasurer Bennett updated the Committee on the status of the old outstanding checks and noted that only one more vendor remains outstanding and we are currently waiting on a response from the company on how they would like to proceed.

g. Credit Card Review - April and May

Trustee Graham questioned whether the Village gets the body armor returned to it after police officers leave. Treasurer Bennett responded that the village does not get the armor back due to being fitted for each individual. She did note that other municipalities will sometimes pay the Village for the armor that their new officers coming from the Village, bring with them.

Treasurer Bennett stated that she was finally able to access the credit card website and noted the rewards have a cash value of \$1,325.00. She noted that it was talked about at the Administration Committee earlier in the day with a few courses of action that could be taken. Option one: have the credit card company put the reward funds into the Village's bank account. The issue there is that since it is not in the current budget, those funds would not be able to be used. Treasurer Bennett also noted her concern of being able to divide the funds equitably between the departments. Option two: Put the points to the Amazon account used by the Village since the Deputy Clerk buys supplies for all of the departments. Trustee Graham questioned if legally there would be an issue with going this route. Treasurer Bennett stated this may be a question for the Village Attorney, but will need to go before the Board for approval regardless. Trustee O'Rourke suggested bringing this option up under new business at the next Board meeting.

Treasurer Bennett stated that the new credit card is set up and that it will only be about another month or two of using the old credit card before it is cancelled.

h. Grant Updates

Treasurer Bennett stated that Sergeant Haff submitted the application for the police grant on May 30 and is currently waiting on a response.

**6. NEW BUSINESS**

None

**7. EXECUTIVE SESSION**

Committee did not go into Executive Session

**8. NEXT MEETING DATE**

Not discussed

**9. ITEMS FOR BOARD AGENDA**

No items to be brought before the Board

**10. ADJOURNMENT**

Motion made by O'Rourke, Seconded by Graham.

Voting Yea: Graham, O'Rourke

Meeting adjourned at 5:55PM

APPROVED: 07/19/2023

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Sally Bennett, Treasurer

Prepared by: Rachel Windgassen, Admin Assistant