



VILLAGE OF WINNEBAGO

FINANCE COMMITTEE MEETING MINUTES

Tuesday, January 16, 2024 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

The meeting was called to order at 5:31PM

PRESENT: Chairman Jeremy Graham, Julie O'Rourke, Riley Pitney

GUEST: Joey Deinberg, Sergeant Nick Haff, Deputy Clerk Kellie Symonds, Administrative Assistant Rachel Windgassen

2. PUBLIC COMMENT

There was no public comment.

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

None

4. APPROVAL OF MINUTES

a. Minutes from December 12, 2023

Motion to approve the minutes made by O'Rourke, Seconded by Pitney.

Voting Yea: Chairman Graham, O'Rourke, Pitney

5. DISCUSSION

a. Budget 2023 & Budget 2024

Chairman Graham asked if any known changes were made to the budget since the Board meeting. Admin Assistant Windgassen noted some small changes in the pay and benefits but that it was otherwise largely unchanged.

Chairman Graham questioned whether the Finance employees had what was needed for the appropriation, to which Admin Assistant Windgassen noted that training was needed but could be done. Deputy Clerk Symonds mentioned that there wasn't a need

to publicize the appropriations unless it exceeded a certain amount, but that she would need to investigate whether a public hearing was needed.

Deputy Clerk Symonds reiterated the need for a new server, costing about \$17,750 in total and while it was already budgeted for in the 2024 budget, she would like the clearance to move forward with the purchase prior to the official adoption of the 2024 budget. Sergeant Haff stated that the software has been outdated since October and that the server is currently failing to meet the needs of the Village. Chairman Graham noted that because the cost of the new server is over his spending capabilities, it will need to go to the Board for approval.

Trustee O'Rourke questioned if there had been any gathering of quotes to see if this was a fair price for a new server. Sergeant Haff noted that since Rockford IT is the Village's contracted IT department, the Village is obligated to go with their quote.

Deputy Clerk Symonds stated that Sally Bennett's husband was in IT for most of his career and after discussing the quote with him, he said it seemed like a reasonable price. After some discussion of the logistics of the contract, it was decided that President Eubank could do a straw poll to get the new server purchased prior to the next Board meeting. Deputy Clerk Symonds will prepare a resolution for the purchase, not to exceed \$18,000.

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

None to be discussed at this time. Deputy Clerk Symonds noted that there have been no major changes. Trustee O'Rourke questioned the home that still had water services, after a lein had been placed due to delinquency status. Deputy Clerk Symonds stated that she was instructed to keep the water services turned on. Trustee O'Rourke noted that with the new meters and app, she was notified that she had a water leak in her house when they left a faucet dripping due to the cold weather and a resolution notification after they turned off the water.

c. Software Upgrades

i. Credit Card Fees

Chairman Graham stated that they are still waiting on Attorney Gaziano to locate the Ordinance that states that the Village is covering the credit card fees, so that it may be amended to pass the fee onto the resident.

Deputy Clerk Symonds noted that there is a software meeting on 1/18/24 with Tyler Tech to be able to accept e-checks. The utility billing clerks, Admin Assistant

Windgassen and Deputy Clerk Symonds will be in attendance. Deputy Clerk Symonds also voiced her concern on whether there is a toggled option to enroll in paperless billing or not with the software changes but will bring it up at the meeting.

Chairman Graham questioned why there was not a soft opening as originally planned, to which Deputy Clerk noted this largely was impacted by the technology issues that were faced.

d. Bank Reconciliation Review - November, December

Admin Assistant Windgassen stated that water payment reconciliations were completed for both November and December. She noted that she is planning to learn the rest of the reconciling process in a meeting with Sally Bennett later in the week.

e. Credit Card Review - December

Admin Assistant Windgassen stated that there were no unusual charges or any causes for concern. She will send the statement sheets to the Committee after the meeting disbands.

f. Grant Updates

Sergeant Haff states that there are no current updates, they are just waiting for the State to review the application since the applications are only reviewed once a week starting in alphabetical order.

g. Errant Water - None

h. Village Treasurer & Finance Employees

Chairman Graham stated that Deputy Clerk Symonds and Admin Assistant Windgassen are covering the Treasurer's absence to the best of their abilities, and thanked them for their continued efforts. He requested that a general list of what additional tasks are being brought onto their workload be maintained. Deputy Clerk noted that Admin Assist Windgassen has/will be picking up the bulk of the workload to the best of her abilities, but that year end reports will need to be started soon, which will require assistance from an interim Treasurer.

Deputy Clerk Symonds stated that she updated the Treasurer's job description since the addition of the Village Administrator does change a few tasks for the Treasurer, mainly the responsibilities of the budget. She also added the Illinois state statutes verbatim to the job description since they are mandatory. The Deputy Clerk also included some research on the salary ranges of local government, municipal Treasurer for the Committee's consideration.

Chairman Graham questioned what the status was of using the temporary agency Robert Half vs Mark Olson. Deputy Clerk Symonds noted that Robert Half would not proceed in gathering applications for the Village until they had a job description. Chairman Graham stated that he would request the Committee members to read through the job description and give feedback by end of day Friday, with mention that if there are no changes, Deputy Clerk Symonds has the go ahead to send Robert Half the job description. Chairman Graham questioned when payment would need to start for Robert Half's services, to which Deputy Clerk Symonds will look into. Mark Olson supplied his proposal for the interim Treasurer position but did not have enough detail for thorough review and discussion; Deputy Clerk Symonds is to call Mark Olson for hours of availability tomorrow during business hours.

Chairman Graham questioned what gaps are present between Mark Olson's proposal and what is on the job description, that will need to be filled. Trustee O'Rourke noted that the requested rate is significantly higher than what the Village's Treasurer would have been making. Deputy Clerk Symonds mentioned that the higher rate is likely due to it being a contractor rate vs employee. Chairman Graham stated for further discussion of employment and wages, the Committee will need to go into executive session.

Deputy Clerk Symonds stated that the Finance employees need further time with Sally Bennett on a contracted agreement for training to keep things running smoothly.

Chairman Graham expressed his understanding of the need for training, but without a list of what is being taught, approximately how many hours it will take to train on those topics, and her rate for services to the Village, he cannot approve anything at this time. There is training on Saturday that is currently scheduled with Sally Bennett.

Admin Assistant Windgassen requested that \$2,000 from the General Fund be moved into the disbursing account for overdraft protection in case payments came out prior to when they were scheduled, or the money being moved.

Motion to approve the transfer of \$2,000 from General to Disbursing for Overdraft Protection made by O'Rourke, Seconded by Pitney. Voting Yea: Chairman Graham, O'Rourke, Pitney

Chairman Graham stated that this would be a good time to decide if a restructuring of the positions at Village Hall is warranted, and whether they would like to keep the position as is or split into several positions. Chairman Graham recommended the idea

that there be a part time administrative assistant for each department who handles all aspects of that department including AP, AR, and reconciling, with one Financial Manager/Treasurer, who could also likely be part time, overseeing them all and completing the larger tasks, such as those listed in the state statutes. Deputy Clerk Symonds requested that if the Board chose to follow this plan as outlined, that an organization chart be created to better show which department oversees which employees. Trustee O'Rourke noted that she would need time to process and consider all aspects prior to making a decision. Administrative Assistant Windgassen voiced her concern for several administrative assistants handling the payables/receivables, for fear that things would get missed, especially since there are several purchases that are split between departments. Deputy Clerk Symonds noted that having so many people that have access to accounting could be cause for concern, due to lack of controls. Admin Assistant Windgassen also questioned where everyone would sit since there is a very limited room as is with current staffing. Chairman Graham agreed that this would be something to think about and that the Village Administrator could look at the current roles and allocations of duties and advise from there.

Chairman Graham questioned if it is necessary to have two part time employees in the front office currently and if two additional administrative assistants would change that. Deputy Clerk Symonds stated that both employees are essential in both scenarios. Chairman Graham noted that historically, the Village has looked at roles fit for the specific person in that position, rather than what the position should be and finding someone to fill the position; he recommended this be reviewed when considering a possible restructuring.

The Committee came back into regular session at 7:05PM.

Motion to accept the terms of Mark Olson in his letter dated January 16, 2024 for the Interim Treasurer role for 15 hour max weeks for the first 30 days and evaluate from there, if Mark is available, for a 90 day term made by O'Rourke, Seconded by Pitney. Voting Yea: Chairman Graham, O'Rourke, Pitney. Attorney Gaziano to draft the contract.

Trustee O'Rourke questioned if the Village should post the Treasurer's job in the interim, which Chairman Graham denied due to needing to have a better grasp on which way the position is going to go prior to posting anything.

6. NEW BUSINESS

None

7. EXECUTIVE SESSION

Motion made by Pitney, Seconded by O'Rourke. Voting Yea: Chairman Graham, O'Rourke, Pitney

The Committee went into executive session pursuant to 5ILCS 120/2(c)(1) for the discussion of the interim Treasurer position employment and compensation at 6:28PM. Joey Deinberg, Deputy Clerk Symonds, and Admin Assistant Windgassen were invited to be part of the executive session. The Committee returned to regular session at 7:05PM.

8. NEXT MEETING DATE

Tuesday, January 30, 2024, at 5:15PM

9. ITEMS FOR BOARD AGENDA - None

10. ADJOURNMENT

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

Voting Yea: Chairman Graham, O'Rourke, Pitney

Meeting adjourned at 7:12PM

APPROVED: JANUARY 30, 2024

Jeremy Graham, Chairman

Prepared by: Rachel Windgassen, Admin Assistant