



VILLAGE OF WINNEBAGO

FINANCE COMMITTEE MEETING MINUTES

Tuesday, January 30, 2024 at 5:15 PM

108 West Main Street and Virtually

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

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1. CALL TO ORDER

The meeting was called to order at 5:19 p.m. PRESENT: Chairman Jeremy Graham, Julie O'Rourke (arrived at 5:27 p.m.), Riley Pitney. Guests present: Attorney Mary Gaziano, Rachel Windgassen, Joey Dienberg, Kellie Symonds, and Sally Bennett.

A quorum was established.

2. PUBLIC COMMENT - No public comment.

3. DISCLOSURE OF ANY CONFLICT OF INTEREST - There was not disclosure of any conflict of interest.

4. APPROVAL OF MINUTES

a. Minutes from January 16, 2024

The minutes were discussed after the arrival of Trustee O'Rourke.

Motion made by Pitney, Seconded by O'Rourke. Voting Yea: Chairman Graham, O'Rourke, Pitney. Motion carried on a unanimous roll call vote.

5. DISCUSSION

a. Budget 2023 and Budget 2024

Sally Bennett provided the updates made to the Budget for 2024. It was decided at the January 8, 2024 Board Meeting to make a changes wages by removing the step-pay amounts and increase of 5% to the 2023 wages for 2024. She also updated the revenues to account for UTV registration fees. She explained the recording of the fees in Community Development and then would be transferred to the Fourth of July.

(Village Events Fund 90). The expense for the Electrical Inspector was increased to account for the additional cost for the Electrical Inspector to maintain his own liability insurance and workman's compensation. (To reimburse the Electrical Inspector). She also mentioned that the G.O. Bond Account at First National Bank will be closed. The G.O. Bond Fund was needed at one time years ago, but is no longer needed. An account with Illinois Funds has been created, "Strategic Reserves" (Fund 24) which would consist of half of the ARPA Funds, the remaining balance of the Hail Damage funds. This fund would be used for capital expenditures.

- b. Aging/Write-Off Review-IDROP & Water Bill Delinquency: Not discussed.
- c. Software Upgrades
 - i. Credit Card Fees
Software Updates was not discussed.
- d. Bank Reconciliation Review - Month
Bank Reconciliation - November and December are in process.
- e. Credit Card Review - Month
The credit card reconciliation have been completed for November and December. The reward points have been reconciled, with a remaining balance of \$5.88.
- f. Grant Updates: Not discussed.
- g. Errant Water: Not discussed.
- h. Discuss the Interim Treasurer Duties and Responsibilities
Attorney Gaziano has drafted the agreement addressing the Interim (Temporary Treasurer) which is based on what he had stated in his letter he would do.
- i. Discuss Agreement between the Village of Winnebago and the Interim Treasurer
Attorney Gaziano provided a draft agreement between the Village of Winnebago and Mark Olson for the position of Temporary (Interim) Treasurer. The current role of internal auditor was addressed in the agreement as well. The members were in favor of the draft and also agreeable to negotiating the levels of liability insurance if that is not acceptable to Mark Olson. The offer will be present to Mr. Olson for his review and if agreed then a straw-poll of the Board will be conducted to permit a start date as early as February 5, 2024.

A motion was made by Trustee O'Rourke, seconded by Trustee Pitney to approve the contract with recommendation of Board Approval, obtain Board Approval by straw-poll, and send to Mark Olson for his response with proposed start date of February 5, 2024. A straw-poll of Board would be conducted to finalize the agreement and would be affirmed at the Board Meeting on February 12, 2024. Motion carried on a unanimous roll call vote.

j. Discuss the updated Job Description of the Village Treasurer

The updated draft Job Description for the Treasurer was discussed. The draft included points from the 2010 and 2015 Job Description. Motion made by Trustee Pitney, seconded by O'Rourke. Following the motion it was noted by Attorney Gaziano that the 2015 Job Description was approved by the Board when it was drafted. Attorney Gaziano also proposed the following changes: Under "Purpose" following the ILCS reference she suggested adding "et seq. and editing the statement in parenthesis attached at the end of this job outline as Exhibit "A". After further discussion the recommendation to omit the Job Status designation.

Trustee Graham called for a motion to approve the Job Description from the committee to the Board for final approval without designation of the job status and the correction to the statutory reference. Trustee Pitney amended the previous motion, seconded by Trustee O'Rourke. Motion carried.

There was discussion of Rachel Windgassen covering the current duties of the Treasurer and the additional hours she works beyond the part-time cap of 29.75 hours per week, and the cap of accrued vacation earned of 1.50 per pay period. Trustee O'Rourke suggested granting an extra day off, as a temporary remedy.

k. Discuss continuation of training of staff by former treasurer

Discussion of the continuation training of staff with former treasurer. This discussion of a rate to continue training has not happened. Trustee Graham requested that information but there has been no response. The list of items to be completed prior to her leaving remains incomplete. Attorney Gaziano stated it should be in writing and added that according to the statute the treasurer remains until a replacement is named.

6. NEW BUSINESS

7. EXECUTIVE SESSION

Trustee Graham called for a motion to go to closed to discuss training with the former Village Treasurer. Motion by Riley Pitney, second by Julie O'Rourke. Discussion: Attorney Gaziano stated that alone would not allow to go to Closed Session, Riley Pitney amended the motion to state that the closed session would be to discuss the compensation issue for the former Village Treasurer to assist in the interim period, seconded by Julie O'Rourke. Motion carried. The committee moved to Closed Session at 6:29 p.m.

The committee returned from Executive (Closed) Session at 7:05 p.m. PRESENT Chairman Jeremy Graham, Julie O'Rourke, Riley Pitney, and guests: Attorney Mary Gaziano, Joey Dienberg, Deputy Clerk Symonds, and Rachel Windgassen. Trustee O'Rourke made the motion to draft a resolution to pay Sally Bennett \$750 upon completion of the specific list of tasks to train Rachel Windgassen regarding the Treasurer duties and would include the hours already spent in training thus far since termination and to be completed by February 29, 2024, seconded by Riley Pitney. Voting Yea: Chairman Graham, O'Rourke, Pitney. Motion carried.

8. NEXT MEETING DATE

A follow-up meeting is February 13, 2024 at 5:15 p.m. and the regular scheduled committee meeting of February 27, 2024.

9. ITEMS FOR BOARD AGENDA

10. ADJOURNMENT

Motion to adjourn made by O'Rourke, Seconded by Pitney. Voting Yea: Chairman Graham, O'Rourke, Pitney. Motion carried. Meeting adjourned at 7:08 p.m.

APPROVED: FEBRUARY 27, 2024

Jeremy Graham, Chairman