



# VILLAGE OF WINNEBAGO

## FINANCE COMMITTEE MEETING MINUTES

Wednesday, August 23, 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 5:35PM

PRESENT

Chairman Jeremy Graham

Julie O'Rourke

GUESTS

Treasurer Sally Bennett

Trustee Riley Pitney (not yet sworn in as a Trustee)

### 2. PUBLIC COMMENT

There was no public comment

### 3. DISCLOSURE OF ANY CONFLICT OF INTEREST

There was no conflict of interest noted.

### 4. APPROVAL OF MINUTES

a. Minutes from July 19, 2023

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

Voting Yea: Chairman Graham, O'Rourke

### 5. DISCUSSION

a. Bank Reconciliation Review - July

Treasurer Bennett went over the bank reconciliation for July and no issues were noted.

There appeared to be a glitch with payment by credit card for utility payments, so

Treasurer Bennett is looking into this issue with Tyler Technologies. Trustee O'Rourke

requested that this be followed up with at the next Finance Committee.

b. Credit Card Review - July

Treasurer Bennett went over the credit card statement with no concerns raised by the Committee. Trustee O'Rourke questioned if there was a process yet for using and tracking the rewards from the old credit card to which Treasurer Bennett answered in the affirmative.

c. Budget 2023

Treasurer Bennett went over where each department is at in their respective budgets. Chairman Graham questioned whether the sales tax expected revenue is accurate to where the budget currently sits and whether adjustments need to be made to stay within the budget. Treasurer Bennett stated that while some areas are behind what was projected, other areas are doing better than expected, so the Village is in good standing. Chairman Graham requested that the budget be closely monitored through the end of the fiscal year to verify that the budget is still on track, to which Treasurer Bennett agreed.

d. Grant Updates

Chairman Graham stated that there are several new grant items, which were discussed at the Public Works Committee meeting last week but have not been moved forward yet. Treasurer Bennett noted that the body camera grant for the Police Department is estimated to receive approximately \$30,000.00 in grant funds, but that there is not a firm number at this time.

e. Software Upgrades

- Transition from Postcard Billing

Currently waiting for all utility billing staff to be back in their roles before making the transition from post card billing.

- Credit Card Fees

Treasurer Bennett stated that she was talking with Tyler Technologies regarding whether splitting merchant fees was possible for credit card payments, to which she was told it is possible, but that they would need to call her back with additional information. Trustee O'Rourke questioned if there was a way to not take American Express due to it complicating the process, with mention that then the Village would be able to look into charging a flat fee vs percentage. Treasurer Bennett will follow up with Tyler Technologies to determine what option will be best for the Village.

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

No Discussion

- g. Errant Water  
No Discussion

**6. NEW BUSINESS**

Treasurer Bennett noted that the Department heads have started putting their budgets together for FY 2024.

Treasurer Bennett added the tentative Village Administrator job description to the new business, specifically to request that the Committee review the pay scale and any job duties that would include financial oversight, including reviewing attorney invoices. Treasurer Bennett stated that the tentative job description is ready for elected officials to review and discuss but will make adjustments as needed to the description.

Treasurer Bennett stated that there was an Administrative Team meeting recently, in which they primarily discussed step pay with the different department heads. She noted the steps for the different departments will still need to be fine-tuned, but mentioned part-time workers with consistent weekly hours should also be included in the step pay consideration.

**7. EXECUTIVE SESSION**

The meeting did not go into executive session.

**8. NEXT MEETING DATE**

Next meeting is scheduled for September 27, 2023, at 5:30PM.

**9. ITEMS FOR BOARD AGENDA**

No items to be brought before the Board

**10. ADJOURNMENT**

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

Voting Yea: Chairman Graham, O'Rourke

Meeting adjourned at 6:10PM

APPROVED: 09/25/2023

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Sally Bennett, Treasurer