



VILLAGE OF WINNEBAGO

FINANCE COMMITTEE MEETING MINUTES

Wednesday, July 19, 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: Jeremy Graham, Julie O'Rourke

Guests Present: Treasurer Bennett

2. PUBLIC COMMENT

No Public Comment

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

None stated

4. APPROVAL OF MINUTES

a. Minutes from May 04, 2023

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

b. Minutes from June 14, 2023

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

c. Minutes from Errant Water March 13, 2023

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

d. Minutes from Errant Water April 10, 2023

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

5. DISCUSSION

a. Budget 2023

Budget was discussed, with the mention that everything is currently on track. The Fiscal Year Budget is approximately 50% complete at this time.

b. Audit 2022

Treasurer Bennett stated that the Audit for FY 2022 has been completed. A draft was sent to Benning Group where a couple of errors were discovered; Treasurer Bennett will discuss with Benning Group to make the necessary corrections.

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

No issues

d. Bank Reconciliation Review - June

Treasurer Bennett stated that the June Bank Reconciliation is currently off by \$106, which may be due to the reissuing of outstanding checks but will need to investigate further.

e. Software Upgrades

The \$1.25 credit card transaction fee should be being charged to the Village now, but the Utility Bill is still not available online yet. It was noted that the online bill should be ready by September 2023.

Chairman Graham proposed that the credit card usage fee be capped at 3.5% for the consumer, with the remainder being covered by the Village. Treasurer Bennett stated that she was unsure if it was able to be divided or if it needed to be paid in its entirety by either the consumer or the Village and that each credit card company has a different assigned fee. Treasurer Bennett will be looking into how much each credit card charges and how easy it is to charge the customers for a portion if the fee is greater than 3.5%.

It was also recommended that any customer still receiving paper billing after January 1, 2024, be charged a fee of \$1.25 to encourage use of the online payment system.

f. Credit Card Review – June

The Elan Credit Card statement from June was reviewed with no discussion. The new Community Card has not had a statement to be reviewed at this time.

g. Grant Updates

No updates at this time.

h. Errant Water

None

6. NEW BUSINESS

Police will be adding a line item to encompass all expenses related to Motorola. Treasurer Bennett will work with Chief White to define it.

7. EXECUTIVE SESSION

The Committee did not go into Executive Session.

8. NEXT MEETING DATE

Aug 23, 2023 5:30PM

Sep 27, 2023 5:30PM

Oct 18, 2023 5:30PM

Nov 29, 2023 5:30PM

Dec 20, 2023 5:30PM

9. ITEMS FOR BOARD AGENDA

Nothing for Board approval at this time.

10. ADJOURNMENT

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

Meeting adjourned at 5:58 p.m.

Jeremy Graham, Chairman

APPROVED: AUGUST 23, 2023