



# VILLAGE OF WINNEBAGO

## FINANCE COMMITTEE MEETING MINUTES

Wednesday, March 20, 2024 at 5:00 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 5:11PM

PRESENT

Chairman Jeremy Graham

Julie O'Rourke

ABSENT

Riley Pitney

GUESTS

Joey Dienberg, Village Administrator

Rachel Windgassen, Administrative Assistant

### 2. PUBLIC COMMENT

There was no public comment

### 3. DISCLOSURE OF ANY CONFLICT OF INTEREST

None

### 4. APPROVAL OF MINUTES

a. Minutes from February 27, 2024

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

Voting Yea: Chairman Graham, O'Rourke

### 5. DISCUSSION

a. Budget 2023/2024

The budget for 2023 is wrapping up nicely and the majority of the invoices from 2023 have been processed. Mrs. Windgassen stated that she ran an extra set of checks

earlier in the week to help keep invoices in the appropriate fiscal year. End of Year closing checklist still needs to be completed, but Mrs. Windgassen will work with Temporary Treasurer Mark Olson to make sure this is completed prior to the deadline. Chairman Graham requested a copy of the 2024 budget in its entirety, including notes, be sent to both himself and Trustee O'Rourke.

Village Administrator Dienberg stated that he and Mrs. Windgassen have begun working on reformatting the budget for 2025. He noted that a meeting has been set with the Department heads on May 1, 2024 to begin the preliminary work for next year's budget.

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

Chairman Graham discussed the possibility of one of the delinquent properties being written off, and requested that Village Administrator Dienberg verify it is within the Village's policy to do so at this time.

Trustee O'Rourke questioned the rationale behind the protocol, to which Chairman Graham explained that the Village was not initially part of a system in which the closing title company pays the last water bill. However, the Village is now within that system to reduce the number of similar situations in the future.

c. Software Upgrades

i. Credit Card Fees

There is no update at this time.

d. Bank Reconciliation Review - November, December

Mrs. Windgassen reviewed the completed reconciliation for November with the Committee.

Mrs. Windgassen stated that December's reconciliation is almost complete, but that she will need to work with the Temporary Treasurer to complete the month.

Chairman Graham questioned how the reconciling for the beginning of 2024 was looking. Mrs. Windgassen stated that she has been keeping an eye on the other months that need to be reconciled, and is working on making the process easier moving forward.

e. Credit Card Review - February

The credit card statement for February was reviewed. Mrs. Windgassen answered the Committee's questions.

f. Grant Updates

Ongoing grants were reviewed, but no updates were available. Chairman Graham stated that he would like to see prior grants removed from the tracking sheet once funds are allocated and completed. Mrs. Windgassen stated her understanding and will update the spreadsheet.

g. Errant Water

None to be discussed

h. Update on Treasurer Position

Village Administrator Dienberg stated that resumes have been compiled and are in the process of reviewing. He noted that there are currently three interviews scheduled for next week. Village Administrator Dienberg noted that there have been no RFPs from accounting firms at this time, but that those generally come in right at the deadline so he is not surprised. Trustee O'Rourke questioned whether she or Chairman Graham should be present at the interviews. Village Administrator Dienberg stated that they are welcome, but that there will likely be multiple rounds and may prefer them to sit in on the higher level interviews.

Mrs. Windgassen stated that there are some processes that she and Temporary Treasurer Olson are trying to streamline prior to a new Treasurer coming in.

Chairman Graham questioned whether the time allocated for Mrs. Windgassen and the Temporary Treasurer is enough and whether it needs to be reevaluated.

i. Vehicle Replacement Guideline Evaluation Form

Village Administrator Dienberg explained the Vehicle Replacement Guideline Evaluation Form and answered the questions that rose from the discussion. Village Administrator Dienberg also reiterated that this form would be a guide and not necessarily policy; that the Board would have ultimate overruling power given circumstances at that time. Chairman Graham questioned whether it is possible to add a line for the trade-in value.

Motion made to approve the Vehicle Replacement Guideline Evaluation Form, pending review and approval by Public Works and Police Committees.

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

Voting Yea: Chairman Graham, O'Rourke

## 6. NEW BUSINESS

Trustee O'Rourke stated that she noticed some of the finance reports from the last Board Packet were missing information or not up to date, but did not remember which ones

specifically. Mrs. Windgassen noted that the Construction in Progress spreadsheet is not up to date, but that she has a meeting with Public Works Director Insko next week to verify the information that needs to be on there. Trustee O'Rourke noted that she will review the packet again and forward which reports she specifically is referring to.

Chairman Graham questioned if Trustee O'Rourke was planning to take the chair for the Finance Committee when he resigns for military deployment.

**7. EXECUTIVE SESSION**

None

**8. NEXT MEETING DATE**

Wednesday, April 17, 2024 at 5pm

**9. ITEMS FOR BOARD AGENDA**

Approval of the Vehicle Replacement Guideline Evaluation Form

**10. ADJOURNMENT**

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

Voting Yea: Chairman Graham, O'Rourke

Meeting was adjourned at 5:49PM

APPROVED: APRIL 17, 2024

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Jeremy Graham, Committee Chairman