



VILLAGE OF WINNEBAGO

FINANCE COMMITTEE MEETING MINUTES

Wednesday, October 18, 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

The meeting was called to order at 5:31PM

PRESENT

CHAIRMAN JEREMY GRAHAM- JULIE O'ROURKE- RILEY PITNEY

GUEST

Sally Bennett, Treasurer

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 September 25, 2023

Motion made by O'Rourke, Seconded by Pitney.

Voting Yea: Chairman Graham, O'Rourke, Pitney

5. DISCUSSION

a. Budget 2023

2023: Chairman Graham questioned why the health insurance expenses and the 911 Dispatch line item were both over budget in the Police fund. Treasurer Bennett believes the health insurance line-item is over budget due to an overlap of employees in the police department. The 911 Dispatch line-item has an erroneous charge that will be moved to the correct line item.

Trustee O'Rourke inquired whether the revenue shortfall from not receiving the body camera grant this year will impact the budget. Treasurer Bennett stated that this should not be an issue as other line items have exceeded expectations. Chairman Graham noted that while the police grant for the body cameras was not received this year, we are eligible to re-apply next year.

There was discussion regarding 2023 tax revenue and possible declines in the 2024 budget.

2024 Budget: Treasurer Bennett will request 2024 Budget expenses from Department Heads, with a deadline of October 31. Chairman Graham questioned if it would be possible for the department heads to get their budgets in for 2024 by October 31. The Committee recommended using a 5% increase as a placeholder until salaries are finalized for 2024.

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

No Discussion

c. Software Upgrades

i. Transition from Postcard Bill

The transition from the postcard bill to full 8.5x11 paper size has been completed.

Treasurer Bennett noted that the utility bill is now able to be viewed from the municipal billing site.

ii. Credit Card Fees

Treasurer Bennett is waiting for more information from Tyler Tech. Treasurer Bennett confirmed the Village will request a 3% charge to be setup for Credit Cards and will no longer take American Express.

d. Bank Reconciliation Review - September

The Committee will review this next month

e. Credit Card Review - September

The Committee discussed the charges with no concerns at this time. Treasurer Bennett noted that the prior card will only be used until all of the reward points are used and then will be closed. She also mentioned that the only significant difference in the monthly charges is advertising for the Village Administrator job postings.

f. Grant Updates

It was noted that the police camera grant was not received for this year, but the police department will be eligible to apply again next year.

A discussion between Trustee O'Rourke and Treasurer Bennett occurred regarding the outlook for bank interest in 2024. The Village may decide to get information regarding investors in T-bills.

g. Tax Levy

Treasurer Bennett questioned if the Committee felt it would be most beneficial to hold the property taxes at their current rate or increase by the maximum allowed without referendum. Chairman Graham stated that his preference would be to raise it the minimum amount and dedicate any extra funds to a specific project for the community.

h. Errant Water

No Discussion

6. NEW BUSINESS

Treasurer Bennett invoiced the school district for 1st Quarter reimbursement for the School Resource Officer.

Health insurance rates for 2024 are reported to be lower than 2023.

Chairman Graham noted that the local carwash is thinking about selling his property and had dropped off information about the property at the Village Hall.

7. EXECUTIVE SESSION

The Committee did not go into executive session.

8. NEXT MEETING DATE

Next meeting is scheduled for November 28, 2023 at 5:30PM

9. ITEMS FOR BOARD AGENDA

There are no items for the Board

10. ADJOURNMENT

Motion made by Pitney, Seconded by O'Rourke.

Voting Yea: Chairman Graham, O'Rourke, Pitney

Meeting was adjourned at 6:24PM

APPROVED: DECEMBER 12, 2023

Sally Bennett, Treasurer