



VILLAGE OF WINNEBAGO

FINANCE COMMITTEE MEETING MINUTES

Monday, September 25, 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 5:00 PM

PRESENT

Chairman Jeremy Graham

Trustee Julie O'Rourke

Trustee Riley Pitney (arrived at 5:34 PM)

GUESTS

Treasurer Sally Bennett

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 August 23, 2023

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

Voting Yea: Chairman Graham, Trustee O'Rourke

5. DISCUSSION

a. Budget 2023

Trustee O'Rourke asked why full-time police salaries are higher than anticipated.

Treasurer Bennett explained that the officer that has taken the School Resource

Officer position has been paid from that line-item, but it can be corrected with a line-

item transfer. All other accounts are on track with the budget.

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

The committee reviewed the report with no further discussion.

c. Software Upgrades

- Transition from Postcard Billing

The October bill will be a full sheet of paper. Treasurer Bennett explained that we are still hammering out some formatting details with Tyler Technologies, but it will not stop us from mailing the new full-sized bills.

- Credit Card Fees

A motion was made by Trustee O'Rourke, seconded by Trustee Pitney to draft an ordinance that will pose a \$1.25 fee to those receiving paper statements, the fee will be removed for those that opt out of paper billing and use our new web payment system. Secondly, the ordinance will ratify the change from the Village waiving credit card transaction fees, to customers paying those fees. The change will take effect January 1st 2024.

d. Bank Reconciliation Review - August

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

e. Credit Card Review - August

Treasurer Bennett provided the credit card statement for review, with no concerns raised by the Committee. Treasurer Bennett also provided a tracking sheet for the credit card rewards points, to be exclusively used to purchase office supplies.

f. Grant Updates

Chairman Graham reaffirmed that we should use grant funds to cover the expenses incurred with hiring the Village Administrator.

g. Errant Water – 603 Goodling Street request for adjustment

A motion was made by Trustee O'Rourke, seconded by Chairman Graham to accept the request to give a credit of \$856.21 to the account at 603 Goodling, per our Errant Water Policy.

h. SRO Contract & Invoicing

Treasurer Bennett asked for guidance on billing Winnebago School District for the School Resource Officer and police car, as it isn't specific in the contract. Trustee O'Rourke will confirm these details at the Police Committee meeting later in the week and report back to Finance.

- j. Tax Levy
No Discussion

6. NEW BUSINESS

No Discussion

7. EXECUTIVE SESSION

The meeting did not go into executive session.

8. NEXT MEETING DATE

Next meeting is scheduled for October 18, 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 Trustee Pitney.

Voting Yea: Chairman Graham, Trustee O'Rourke, Trustee Pitney

Meeting adjourned at 6:02 PM

APPROVED 10/18/23

Sally Bennett, Treasurer