

**FINANCE COMMITTEE**  
**January 10, 2024 @ 6:00 PM**

Tammy Meyer called the meeting to order.

**Roll Call:** Fiscal Officer Maryann Fabian, Kevin Maloney (chair), Nina Schroeder (clerk), Steve Thorn (alternate)

**Absent:** Chuck Peterson

**Others Present:** Mayor Tammy Meyer

- ❖ Steve moved to excuse Chuck; Kevin seconded; all voted in favor.
- ❖ Nina moved to elect Kevin as chair; Steve seconded; all voted in favor.
- ❖ Kevin moved to elect Nina as clerk; Steve seconded; all voted in favor.
- ❖ Minutes from December 13 were read, and Steve moved to approve; Kevin seconded; all voted in favor.
- ❖ December Financial Reports were reviewed, and Nina moved to send said reports before council; Steve seconded; all voted in favor.

**New Business:**

- Legislation:

**ORD 2024-01** A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO MAKE FUND TRANSFERS FROM THE GENERAL FUND TO THE POLICE CAPITAL AND SHADE TREE FUNDS AND DECLARING AN EMERGENCY.

- ❖ Nina moved to send ORD 2024-01 before council; Kevin seconded; all voted in favor.

- Action Items:

- Research whether the village should continue to pay for a Zoom subscription. (*Maryann*)
- Review the last three years of work orders/tickets to determine the lodge's operating costs. (*Tammy/Nina*)
- Clarify with Solicitor Michele Stuck whether blanket certificates must show fund numbers or account code numbers, and present legislation to permit blanket certificates at the February meeting. (*Maryann*)
- Review the contract for the W. Franklin St. Phase I project with Michele, and determine how much should be appropriated. (*Tammy*)
- Redeem earned points on current credit card accounts; compare current service fees, cash back incentives/points redemption, cardholder stipulations, etc. with possible Amazon credit account. (*Maryann*)
  - Research legislation related to credit cards. (*Nina*)
- Modify the Treasury Investment Board language regarding how much the village can invest, and review this at the February meeting. (*Steve*)
- Await rescheduling of the Local Government Services presentation, and report back. (*Maryann*)

- Recommendations:

- The committee reviewed CESO's proposal for the W. Franklin Phase II and E. Prospect St. Phase I projects, weighed the costs, the financial health of the village, the safety, function, beautification, and impact of improving both roadways, and decided that undertaking both serves residents, businesses, and the village's tax base.

- As of December 31, the village's bank balances totaled \$1,587,084.30.
  - If the village maintains at least a \$1.4 million minimum carryover balance, then of the unencumbered \$187,084.30...
    - \$15,000 will be appropriated to the police department;
    - \$12,418.21 will be appropriated to operating supplies and materials;
    - \$76,500 will be appropriated for the proposed engineering of roadway projects;
    - \$83,166.09 remains.
- ❖ Kevin moved to send the proposal before council; Steve seconded; all voted in favor.
- The village is considering the purchase of the historic train station. Its owner, Charlie English, will have the property appraised and has requested that the village conduct a separate appraisal. The committee weighed the property's significance, its capacity for parking and events, its added burden to the village, and the cost of the appraisal (\$2,200). The committee agreed that it behooves the village to conduct a separate appraisal, and that the opportunity to purchase the property justifies the cost of the appraisal.
  - The village requires a new mower if it wishes to undertake complete maintenance of the cemetery. Village Administrator Ryan Klemm provided a quote from Sourcewell for a new 32" Scag V-Ride Standing Mower for \$7,409, and Tammy recommended appropriating the remaining ARPA money (current balance of \$12,418.21) to make the purchase.
    - Ryan will also acquire three landscape quotes and provide them to the trust's attorney-manager, Richard Lombardi, who has agreed to reimburse the village for cemetery maintenance based upon said quotes.
- ❖ Nina moved to appropriate remaining ARPA funds to Operating Supplies and Materials; Kevin seconded; all voted in favor.
- Discussions:
    - Clarifying attendance requirements;
    - refining minutes and recording motions;
    - purchasing a skid steer;
    - consolidating AT&T bills to eliminate separate service fees;
    - updating/making uniform the village's signage, logo, letterhead, and landmark plaques;
    - planning ahead for budget workshops throughout the year;
    - considering incentivization options for employees (e.g., flex time);
    - allocating money for council and administrator training.

Steve moved to adjourn the meeting at 7:50 p.m.; Nina seconded; all voted in favor.

Please note: An audio recording of this meeting is available via public record request.