



FINANCE COMMITTEE  
MEETING AGENDA  
Tuesday, November 27<sup>th</sup>, 2018  
6:30 PM

1. Call to Order
2. Establish Quorum
3. Citizen Comments
4. Approval of Minutes
5. Prime Time Fitness, LLC – request for loan modification
6. Employee Handbook Discussion
7. 2<sup>nd</sup> Quarter Financial Review
8. Announcements
9. Adjournment

Finance Committee  
Minutes  
October 30th, 2018

Meeting called to order at 6:32 pm

Roll Call

Present:

Committee Members: Christine Klein, Ryan Krajecki

Absent: Jan Kraus

Others: Lori Lyons

A quorum was established

No Citizen Comments

Minutes

Krajecki moved to approve the minutes of July 10, 2018 . Seconded by Klein. Motion carried by voice vote.

Employee Handbook

The committee recognizes this is a monumental task and the amount of work is overwhelming. The committee finalized an initial plan to break the task into manageable sections to get things moving along.

The committee will meet monthly to discuss the ongoing progress by each member of the committee. The meeting dates are as follows:

November 27th

December 18th

January 22nd

February 26th

March 26th

April 23rd

The committee set a target date of May 1, 2019 to implement the new Employee Handbook.

2nd Quarter Financial Reports

We will review at the November meeting.

Annual Financial Reports

2016 is complete and will be uploaded this week to the Village website. 2017 is in the auditing phase and should be completed soon.