

FINANCE COMMITTEE
MEETING AGENDA
MONDAY, JANUARY 29TH
6:00 PM

1. Call to Order
2. Establish Quorum
3. Citizen Comments
4. Approval of Minutes
5. Review and Discussion of YTD Financial Reports
6. Review of budgeted projects scheduled for 2017/2018
7. Employee Handbook revisions – select one to emulate
8. Announcements
9. Adjournment

Finance Committee
Minutes
September 28, 2017

Meeting called to order at 6:00 pm

Roll Call

Present:

Committee Members: Christine Klein, Jan Kraus, Ryan Krajecki
Others: Toby Koth, Lori Lyons

A quorum was established

No Citizen Comments

Minutes

Kraus moved to approve the minutes of April 19, 2017. Seconded by Krajecki. Motion carried by voice vote.

1st Quarter Financial Review

Lyons gave a brief update on the 1st quarter financial statement and provided a helpful "cheat sheet" to guide the committee of the various Funds of the Village. Overall Village is financially on track with our budget. Everything looks good.

Project Review

Completed projects: Purchase 2 new squad cars
Purchase 2 new mowers
Romke and Widmayer Road Improvements
Purchase new maintenance truck

Incomplete projects: Software Purchase
New chemical building
Madison alley and Panama Ave improvements
Painting of water tower
Improvements to Village building
Pension Payment - \$100,000 outstanding
Hire a Building Inspector / Code Enforcement Officer

Developer Fee

Village must ALWAYS collect the developer fee when working with the various entities/ individuals that are conducting business with the Village.

Raffle License

Krajecki moved to recommend to the board to amend the Raffle License to have the fee be refundable upon receipt of the required raffle report. Seconded by Kraus. Motion carried by voice vote.

Indemnification Agreements

The Village has signed agreements with all the necessary Districts. The agreement requires each District to file an annual fund usage report with the Village. Village needs to enforce this requirement going forward.

Employee Handbook

Lyons gave an update on the current progress on the project. Committee determined that it is a huge undertaking - beyond our expertise to draft a new handbook. Lyons will send out the handbooks from other municipalities and committee will review and discuss at next meeting.

There being no further matters to discuss, Kraus moved to adjourn - seconded by Krajecki. Motion carried by voice vote.