

Finance Committee Meeting

Held via GoToMeeting (Due to the COVID-19 Stay At Home Order)

1. **Call to Order**- The meeting was called to order at 5:30 p.m.
2. **Recording of Meeting and Meeting Guidelines**- Discussed
3. **Roll Call**-

Present: JEREMY GRAHAM-JULIE O'ROURKE- DREW PEARSON

Guests: Sally Bennett, Treasurer

4. **Conflict of Interest Disclosure**- None
5. **Public Comment**- There was no public comment.
6. **Approve Finance Committee Minutes**

- a. March 2, 2023- A motion was made by Trustee O'Rourke, seconded by Trustee Pearson. Roll call — all approved.

7. Discussion

- a. **Budget 2023**- Mrs. Bennett stated that there are no issues with the 2023 budget at this time. Mrs. Bennett noted that Sergeant Haff questioned whether there would be enough in the budget to finance another patrol, in addition to the SRO vehicle that was recently approved. Trustee O'Rourke mentioned that there is currently \$200,000 in the ARPA Grant Fund that is unclaimed and as the police department grows, they will subsequently need more vehicles. Trustee O'Rourke noted that she requested Sergeant Haff to put together information on scheduling and the current patrol vehicle usage for her to review logistically but was in favor of using a portion of those funds for another patrol vehicle. Mrs. Bennett stated that if there was agreement about purchasing another vehicle, that a supplemental appropriations ordinance would be needed. Trustee Graham questioned whether the police department would be able to make do with the current fleet for the time being, given that two vehicles were recently purchased and will need maintenance around the same time. Mrs. Bennett questioned whether leasing the fleet would be beneficial, especially if able to enter a co-op with another small local municipality.
- b. **Aging/Write-Off Review – IDROP & Water Bill Delinquency**- The aging report was discussed by the Committee.

- c. **Bank Reconciliation Review- February, March-** The February and March reconciliations were reviewed by the Committee with no additional questions. The reconciliation will be included in the Consent Agenda at the May 8th Board Meeting.
- d. **Credit Card Review- February, March-** The February credit card bill was reviewed and explained by Mrs. Bennett; there were no major concerns.
- e. **Software Upgrades**
 - i. **Transition from postcard bill-** Mrs. Bennett has made several inquiries to the software provider with no updates. Trustee O'Rourke mentioned that in the last committee meeting, there was discussion on elevating these issues to either President Eubank or Attorney Gaziano, and felt these issues warranted taking the next step at this time. Trustee Pearson voiced his agreement and noted that if the Village is paying an annual maintenance fee, that the company should be doing maintenance rather than still setting things up. Mrs. Bennett stated that she will talk to President Eubank about writing a letter of complaint to Tyler Technologies.
 - ii. **Credit card fees-** After some discussion, Mrs. Bennett stated that she will find out whether the \$1.25 charge will be seen on each individual billing or if Tyler Technologies will remove it and send the Village a total bill. Trustee Pearson noted that by inputting the ACH information, the consumer can bypass the credit card fee, but that if the consumer wanted to use a credit card, that the fee should fall onto the consumer, not the Village. Trustee Graham questioned what the Village would do about the consumers who have already paid the \$1.25 before the Village could absorb the fee. Trustee Pearson recommended that the Village hold off on reimbursing at this time, until it goes live, then take the total extra fees paid and apply that discount to their next bill. Mrs. Bennett questioned whether the Village logo could be added to the email and payment site after Trustee O'Rourke raised her concern about the email appearing to be a phishing scam at first look.
- f. **Grant Updates-** Mrs. Bennett stated that Sergeant Haff is working on the camera grant. Trustee O'Rourke elaborated on the details of the camera grant. There was discussion of using a payment plan to cover what the grant does not.

Trustee Graham mentioned that Public Works is still in the process of applying for the Axis Geospatial Grant.

8. **New Business-** none
9. **Executive Session-** The Committee did not go into Executive Session
10. **Next Meeting-** May 4, 2023, at 5:30p.m.
11. **Items to be included on the agenda for the next Board of Trustees Meeting-** none
12. **Adjourn-** Motion was made to adjourn at 6:20 p.m. by MR. PEARSON, seconded by MRS. O'ROURKE, roll call vote — all approved. The meeting was then adjourned.

Sally Bennett, Treasurer

APPROVED: May 4, 2023

Prepared by: Rachel Windgassen, Admin Assistant