

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

Present: JEREMY GRAHAM–JULIE O’ROURKE–DREW PEARSON

Guests: Sally Bennett

The meeting was called to order at 5:31 p.m.

1. **Approve February 22, 2022 meeting minutes** – A motion was made by MRS. O’ROURKE, seconded by MR. PEARSON to approve the minutes. Roll call – all approved.
2. **Disclosure of any Conflict of Interest** – None.
3. **Public Comment** – There was no public comment.
4. **Budget 2022** –Income Tax and Sales Tax revenue are both higher than expected for January and February.
5. **Aging/Write-Off Review – IDROP** – The February aging report was reviewed by the Committee. The list keeps improving with Mrs. Symonds direction. The Collection policy draft was sent to Attorney Gaziano for legal review in hopes of approval by the Board at the April 11th Board Meeting.
6. **Bank Reconciliation Review – January** –The January reconciliation was not finished in time for the meeting.
7. **Credit Card Review – February** - The February credit card bill was reviewed and explained by Mrs. Bennett. This will be included in the consent agenda at the April 11th Board Meeting.
8. **Permit Software** – A message was sent to Attorney Gaziano asking if there is a resolution, ordinance or policy in place that dictates that the Village will absorb credit card user fees, vs. charging the fees back to the payor.

The staff are still waiting to hear back from Tyler Technologies about implementing and training for the Building projects module.

- **Utility Billing Online** – The Village staff need to coordinate the training for the online Utility Billing software.
9. **Grant Updates** –Nothing discussed.
 10. **New Business** – No update on the onset of Codification.

Mrs. Bennett will begin including the Finance draft minutes with the Board meeting packet for review.

The office staff have been receiving quotes for the replacement of park equipment in Memorial Park. It has come to Mrs. Bennett's attention that, according to state statute, the park project will require utilizing the bid process. She is recommending that the Board use Fehr Graham to put together a bigger project including a water feature and pavilion. This may be a planning year for both Memorial Park and the Village-owned commercial parcels that need to be sold for economic development.

- 11. Executive Session** – The committee did not go into Executive Session.
- 12. Information for Next Board Meeting** – To be included in Board packet: January Reconciliation, February credit card, draft minutes for March 16 & Collection Policy.
- 13. Next Meeting** - Wednesday, April 13th , 2022 at 5:30
- 14. Adjourn** – A motion was made to adjourn at 6:01 p.m. by MRS. O'ROURKE, seconded by MR. PEARSON, roll call vote – all approved. The meeting was then adjourned.


Sally Bennett, Treasurer