

FINANCE & BUDGET COMMITTEE

MINUTES

Biron Municipal Center

June 2nd, 2026 4:00pm

MEMBERS: Dan Sullivan, Chairperson; Jamie Biegel, Tim McKellips, Also present Kayla Lumaye DPW, Peggy Doughty Utility Clerk, Samantha Daugherty Village Clerk/Treasurer.

AGENDA ITEMS:

1. **Chairperson Dan Sullivan called the meeting to order at 4:00pm.**
2. **Review all bills paid in May, non-lapsing accounts, and journal entries for Utility accounts and General accounts.** The committee reviewed and discussed the bills that were paid in May. General Checking bills were paid using checks 27266-27309. Utility bills were paid using checks 5492-5508. The committee discussed the savings accounts balances and how the funds are transferred between the accounts.
3. **Discussion and possible action on early allocation of \$40,000 from 2026 budget to Non-Lapsing Truck Equipment account and \$2112.95 to Storm/Sanitary Sewer Replacement account.** Discussion took place on how the non-lapsing account is used and how the funds are entered. Discussed budgeted allocation is applied at the end of the year. The committee discussed both allocations and agreed we needed more information on the non-lapsing allocation timing at the board level. Committee members preferred to wait on both early allocations of the budgeted funds.
4. **Discussion and possible action on invoice from Great Lakes TV Seal and using non lapsing Storm/Sanitary Sewer replacement account.** Motion McKellips second Biegel to approve the use of \$2112.95 of non-lapsing Storm/Sanitary Sewer Replacement funds to pay Great Lakes TV Seal invoice. Motion carried.
5. **Review Time Sheets for full-time staff.** Committee reviewed time sheets for all full-time staff members.
6. **Clerk/Treasurers Report for May.** Daugherty reporting. We received a letter from WE Energies regarding the main extensions along N Biron Drive. All 7 residents have committed to services so there will be no upfront cost for installation and the only cost to the Village is a permit fee of \$100. Our auditors have completed the 2025 financial review and submitted Form C to the Department of Revenue. Clerk Daugherty discussed a new election literature display she would like to order from Printelect for \$130.
7. **Discussion on opening a new checking account for Safe Drinking Water Loan.** DPW Lumaye reported for the upcoming Safe Drinking Water Loan, there is a requirement of opening a non-interest bearing checking account to receive disbursements. This account will receive wire transfers only and will transfer money to Utility Checking to pay the invoices received from the contractors for the project. This will be through Nekoosa Port Edwards State bank and setup the same as our existing accounts. The wire fee cannot be waived and therefore will be included in the budget for the project.
8. **Next meeting date July 7th, 2026 at 4:00pm.**
9. **Motion Biegel second Sullivan to adjourn at 4:44pm. Motion carried.**

Minutes respectfully submitted by: Samantha Daugherty