FINANCE & BUDGET COMMITTEE

MINUTES

Biron Municipal Center

October 21st, 2026 6:00 pm

MEMBERS: Dan Sullivan, Chairperson; Jamie Biegel, Tim McKellips via Teams
Others present: Samantha Daugherty, Village Clerk and Kayla Lumaye, Public Works Director

AGENDA ITEMS:

1. **Call to Order –** Chairperson Dan Sullivan called the meeting to order at 6:10 pm

2. **Review 2027 budget –** The committee reviewed the revenues and expenditures in the general fund budget, including the Expenditure Restraint Program (ERP) requirements. The committee discussed several significant increases in revenue and expense line items and how to plan for these changes while remaining within the ERP. The committee did not have an opportunity to review the water and sewer budgets but noted that those committees have finalized their respective budgets. The preliminary general fund budget will be presented for discussion at the November 2nd Board meeting.

3. **Discussion and possible action on creating new line items in the budget for Election Expenses 100-00-51420-033-000, Vacation Pay All Employees 100-00-51420-011-000, Holiday Pay All Employees 100-00-51420-012-000 and Sick Time Pay All Employees 100-00-51420-013-000-** Kayla discussed that she and Samantha discovered two budget line items were being charged for all staff paid time off (PTO). Since this is not an accurate way of accounting for PTO, Samantha recommended reactivating previously inactive line items to separate PTO expenses from regular wages. Samantha also noted that election expenses had previously been charged entirely to the election wages line item and recommended separating these expenses from wages. Motion Sullivan, second Biegel to create the four new budget line items as presented. Motion carried.

4. **Adjourn –** Motion Biegel, second Sullivan to adjourn at 7:43 pm.

   Minutes by: Samantha Daugherty