

FINANCE/PERSONNEL COMMITTEE MEETING
Wednesday, February 7, 2024

Chairman Kappers called the Finance/Personnel meeting to order at 7:00 p.m. Present: Mike Kappers, Donnie Kern and Chris Dubak at the Village Hall.

Kristina Kelley-Johnson, Library Director was present via Zoom. Bob Gunther, PW Director and Chuck Schwartz, MSA were also present at the Village Hall.

Public Comment on Agenda Items: None

Minutes: *Motion by Kern, second by Dubak to approve the minutes of January 10th as presented and motion carried.*

Library Report: Kristina presented the February Library Board report. The library hired a new circulation staff member.

Impact Fee Report: No impact fees have been collected.

2024 Budget to Date & Fund Balances: The committee reviewed the budget report and fund balances through January.

Unfinished Business:

Discussion/Possible Recommendation-Impact Fee Needs Study: The committee reviewed the proposals from Ehlers and MSA. Gunther stated the best way to move forward is to have the two companies work together. Schwartz has spoken with Ehlers and they are comfortable providing assistance on the financial piece and MSA will work on the technical piece. *Motion by Kern, second by Dubak to recommend approval of the proposal from MSA in the amount of \$19,000 with a draft study provided by May 21st and motion carried.*

Discussion/Possible Recommendation-2024 Tubing User Fee: The budget provided by the Police Chief is \$4,408 for officer assistance during the tubing season. Kern asked if the Public Works staff was considered in the budget. The consensus of the committee was to invite the tubing businesses and Police Chief to the March meeting.

New Business:

Discussion/Possible Recommendation-Guidelines for Meeting Attendance by Building Inspector: The committee discussed the meeting attendance fee in the building inspector fee schedule. Kappers made a motion to change the ordinance from “Building inspector shall attend all Plan Commission meetings” to “Building inspector may be requested to attend Plan Commission meetings” and give a 5 day notice to the meeting. Kappers rescinded his motion. *Motion by Kern, second by Dubak to recommend changing the ordinance to “Building Inspector may be required to attend meetings upon request” and motion carried.*

Discussion/Possible Recommendation-Municipal Prosecuting Attorney Agreement, Deanne Koll: *Motion by Kern, second by Dubak to recommend the Agreement for Legal Representation by Deanne Koll, Bakke Norman as the Municipal Prosecutor and motion carried.*

Discussion/Possible Recommendation-Savings Plan for Future Fire Truck: The committee discussed ways the Village can save for the upcoming Ladder Truck purchase. Kern asked if a monthly

Andrea Otto, Village Treasurer

charge could be added to the water/sewer bills. Andrea and Amy will reach out to the Public Service Commission to see if an extra charge is allowed.

Discussion/Possible Recommendation-Municipal Bond Deposit Schedule Proposed Increase:

Motion by Kern, second by Dubak to recommend approval of the Municipal Bond Schedule Increases as presented and motion carried.

Discussion/Possible Recommendation-Table Skirts/Village Seal and Flags on Wall: Kappers would like to have table skirts on the meeting tables and the Village seal and flags on the wall behind the table. The consensus was to table the item to obtain quotes.

Discussion/Possible Recommendation-Scheduling Evaluations: The Finance/Personnel Committee will hold two sessions for Department Head Performance Evaluations on Monday, March 11th from 3:30 to 5:30 and Wednesday, March 13th from 2:30 to 5:30.

Future Agenda Items: None

Adjourn: *Motion by Kern, second by Dubak to adjourn and motion carried.* The Finance/Personnel Committee meeting adjourned at 8:09 p.m.