

FINANCE/PERSONNEL COMMITTEE MEETING
Wednesday, October 9, 2024

Chair Kappers called the Finance/Personnel meeting to order at 7:00 p.m. Present: Mike Kappers and Chris Dubak at the Village Hall. Donnie Kern was present via Zoom.
Also present: Kristina Kelley-Johnson, Library Director

Public Comment on Agenda Items: None

Minutes: *Motion by Kappers, second by Dubak to approve the minutes of September 11th and motion carried.*

Library Report: Kristina provided the October Library Board report and highlighted the Baby Academy program.

Impact Fee Report: The committee reviewed the report through October 8, 2024. Nineteen (19) fees have been collected this year.

Department Head Meeting Report: The department heads met twice since the last meeting. Both meetings focused on the budget. The clerk is looking for additional election inspectors. The committee recommended posting on the Village website and Facebook pages.

2024 Budget to Date & Fund Balances: The committee reviewed the budget report and fund balances. The committee questioned the building permit revenue and expenses. The treasurer explained the process for collecting permit fees and payment to the building inspector.

Unfinished Business:

Discussion-Implementation of Impact Fee Needs Assessment: Kern asked when the Impact Fee will be effective. The treasurer stated the Public Hearing will be held at the next Village Board meeting. If the board approves the Impact Fee Ordinance, it will need to be published in the Star-Observer. The new Impact Fee amounts will be effective the day after publication.

New Business:

Discussion/Possible Recommendation-Village Office Hours: The committee discussed the village offices being closed at noon on Fridays. There was a complaint on Facebook about not being able to pay a utility bill on Friday afternoon. The treasurer stated the offices have been closed on Friday afternoons since 2015. The reason being there is not a lot of people coming in on Fridays. Dubak agreed with the treasurer. Kern asked if the office could be open on Friday October 25th until 5:00 for absentee voting. The consensus of the committee was to keep the office hours as they are now. If more complaints are received, the committee will re-address.

Discussion-2025 Proposed Budgets: The committee reviewed the proposed 2025 budgets. The first budget meeting will be on October 22nd.

Future Agenda Items: None.

Adjourn: *Motion by Kern, second by Kappers to adjourn and motion carried.* The Finance/Personnel Committee meeting adjourned at 7:48 p.m.

Andrea Otto, Village Treasurer