

**FINANCE/PERSONNEL COMMITTEE MEETING**  
**Wednesday, February 12, 2025**

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

Also present: Library Director Kristina Kelley-Johnson via Zoom.

**Public Comment on Agenda Items:** None

**Minutes:** *Motion by Kern, second by Dubak to approve the minutes of January 8, 2025 and motion carried.*

**Library Report:** Kristina provided the February Library Board report.

**Discussion/Possible Recommendation-Request to Use Impact Fees:** *Motion by Kern, second by Dubak to allow the use of Library Impact Fees to purchase chairs and tables as allowed in the needs assessment in an amount not to exceed \$8,000 and motion carried.*

**Impact Fee Report:** Two fees were collected in January and two additional fees were collected this week.

**Department Head Meeting Report:** No meeting this month.

**2024 Budget & 2025 Budget Review:** Committee reviewed the budgets.

**Unfinished Business:**

**Discussion/Possible Recommendation-2025 Budgets Water & Sewer Utilities:** Kern stated the revised numbers are still under review with staff. Hoping to have a recommendation at the Village Board meeting. *Motion by Kern, second by Dubak to table the 2025 budgets to the Village Board and motion carried.*

**New Business:**

**Discussion/Possible Recommendation-Performance Evaluation Process:** The committee reviewed the current performance evaluation process. The consensus of the committee was to set-up 30 minute timeslots and complete the process by March 31<sup>st</sup>. Self-evaluations will be due by February 28<sup>th</sup>. Special meeting on March 4<sup>th</sup> at 1:00 and March 5<sup>th</sup> at 1:00 if needed. The committee also agreed to change the language from every six (6) months to every twelve (12) months.

**Discussion/Possible Recommendation-Financing TID 5 and TID 6 Incentives:** Capstone is requesting the incentive established in their developer's agreement for the improvements installed in TID 6/Pine Vale. Bob Gunther and the treasurer met with Ehler's regarding financing this incentive and the incentive for Capital Investment Group in TID 5. They are not requesting any funds yet but will probably be ready this summer. The committee requested a special meeting with Sean Lentz and Josh Low from Ehlers to discuss the forecasting for the TIDs and the financing. The meeting could be scheduled for late afternoon on February 19<sup>th</sup>, 20<sup>th</sup> or 21<sup>st</sup>.

**Discussion/Possible Recommendation-CWS Security Camera System Replacement Quote:** *Motion by Kern, second by Dubak to recommend approval of the quote from CWS Security to upgrade the Village cameras in the amount of \$3,964.12 and motion carried.* Kern asked if there would be a larger discount if the invoice was paid in full upfront. The treasurer will ask.

Andrea Otto, Village Treasurer

**Future Agenda Items:** Direct Seller Fee and Ordinance Review

**Adjourn:** *Motion by Kern, second by Dubak to adjourn and motion carried.* The Finance/Personnel Committee meeting adjourned at 7:38 p.m.