



Finance Committee
Tuesday, September 21, 2021 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Benjamin Lee called the Finance Committee meeting for September 21, 2021 to order at 5:00 pm

Members Present - Ben Lee, Mayor Chip Dutcher, Cheryl Robertson
Absent - None

Staff present - Jim Lenner, Jack Liggett, Marvin Block, Dana Steffan, Bailey Klimchak, Deputy Chief Smart, Teresa Monroe.

Public present - Grant Halsy (Software Solutions)

2. Action on Minutes

a. August 17, 2021

ACTION: Chip Dutcher moved to Approve; Cheryl Robertson seconded and all were in favor.

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

3. Software Solutions Presentation & Discussion

Grant Halsy with Software Solutions (SSI) was present to give an overview of an option for software upgrade to Visual Intelligence Portfolio (VIP) for committee consideration; the village currently uses the older version EGov at an annual cost of \$17,000. Mr. Halsy reviewed module upgrades for finance and utility billing. Cost for full version is \$175,000, the scaled back version is \$115,000; annual cost for cloud storage \$36-37,000, without the cloud \$23-\$24,000. Discussion and questions answered on differences in the versions, function, integration with other department software and costs. Staff conversation to continue on what level of service is needed, ultimate capital expense, desire to go to the cloud, how each piece would integrate with what we currently have to understand total ROI.

2021 Committee Goals

1. Multi-year CIP Plan; Manager to provide quarterly
2. Get Budget Stabilization Fund back to \$500,000
3. Keep water sewer & rate increase to less than five percent
4. Meet annual budget deadlines

4. Finance Director Reports

a. Bank to Book Recon

Noted a couple checks outstanding to follow up on; all else within the six month allowable.

b. Director reports

Dana Steffan noted the General Fund will be under by about \$78,000, will need an additional appropriation, mainly due to the increase in health care and health care premiums and costs; sewer and water also needed some money for the same reasons, street fund good and transfer set could be reduced saving money in the General Fund. Legal expenses will need to be increased. Ms. Steffan said that we have come nowhere near expending engineering fees budgeted so a good portion should rollover into 2022. Mr. Lenner added there is an outstanding Economic Development agreement that will have some General Fund ramifications once executed.

c. October: Water/Sewer Rate Discussion (From early 2021)

Ms. Steffan said she would take another look once she gets budget in a good spot. Jack Liggett said to keep in mind we are about to spend six to seven million dollars at the water plant and probably seven to nine million at the sewer plant, to keep in mind over the next three years. Smaller yearly increases to rates are better than one large one.

5. Review Finance Legislation for Consideration

a. Ordinance 38-2021

Review of the Ordinance and context from Finance Director; discussion on appropriation items; line item for Raise Grant Contractual Services increased to the full \$35,000 approved to avoid further appropriation later.

6. Planning and Zoning

Discussions within the Planning and Zoning Department and the number of things going on have prompted a look at bringing in someone else to the department in 2022 and possibly the balance of this year. Cost for bringing in an additional employee for the remainder of the year is roughly \$18,000. Finance Director said with things moving around and extra expenses with personnel she does not feel comfortable at this time with moving forward in 2021 but will build in to the 2022 budget. Discussion on 2021 revenues; committee decision to advertise moving forward with a January 1 start date.

ACTION: Benjamin Lee moved to begin advertising for that position for a start date of January 1 and building that into the budget assumption; Cheryl Robertson seconded and all were in favor.

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

Jim Lenner said this will be a different position and will need to build the description for "Zoning Administrator".

7. Bed/Event Space Tax
Finance Director Dana Steffan to do some more research on what is allowed, moved to an October agenda item. Mr. Lenner noted this is a tax to the user, not on the business.
8. Prelim Budget Discussion - Assumptions in Draft
Discussion on assumptions for 2022 budget. Income tax; businesses coming and going or expanding, home building etc.; budget projection \$2.5 million. Continued assumptions discussed for Finance Director to build in; Tree Commission budget, personnel new positions, potential Council pay increase, Utility Billing Clerk moving to full time, bonded funds that have a time to spend requirement, equipment needs (generator etc.), saving for city status responsibilities on paving and projects.
9. Other Business
No further business.
10. Adjourn
ACTION: Benjamin Lee moved to Adjourn; Chip Dutcher seconded and all were in favor.
AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES: None
ABSTAIN: None

Passed 3 - 0

Meeting adjourned at 6:22 pm