



Special Finance Committee
Tuesday, September 22, 2020 - 5:30 PM
MINUTES

1. Call to Order

Committee Chair Benjamin Lee called the Special Finance Committee meeting for September 22, 2020 to order at 5:31pm

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

Staff present - Jim Lenner, Dana Steffan, Bailey Klimchak, Chief Haroon, Marvin Block, Teresa Monroe.

Public present - None

2. Design Proposal - Admin

a. Quote / Committee discussion & approval

Proposal presented; \$9,400 to assess the cost for design on rehab of the Administration offices. Primary reasoning for rehab is COVID-19 and safety precaution with security being secondary. \$9,000 left in CARES Act phase two money to be put toward this proposal.

ACTION: Cheryl Robertson moved to go forward with the entirety coming from round two; Chip Dutcher seconded and all were in favor.

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

3. CARES Act Community Assistance Program

Jim Lenner said in discussion with another municipality concern arose on sub grantees accounting for the money that is granted to them by the village so he created a program for tracking. Chip Dutcher expressed concern on the complexity of the program for the sub grantees; discussion on the possibility of a form that would provide details of their plan for the money but not be overly complicated, possibly having just a notarized statement of what the money is for. Finance Director opinion is that it is good to have the strict stipulations in place and they are cumbersome but it should not prohibit us from sub-granting; she is more than willing to provide a guideline for applicants to help them and this will provide a record if there were ever an audit.

Phase three money allocation discussion; village could receive \$183,000. Discussion on using funds for 1) online permitting software estimating \$25,000; 2) Admin building lobby rehab \$49,999; 2) Community Assistance Program \$75,000.

a. Assistance Program Review

Committee reviewed the program draft, discussions on policy and wording within and made edits as necessary.

Finance Committee recommended approval by Resolution of Council.

Mr. Lee summarized action for motion: creation of a simple form for tracking and notarization for application; \$75,000 is the number being assigned internally to this program contingent upon \$183,000 being the sum received in round three; removing the individual aspect and keeping it limited to non-profits, community organizations, businesses etc. and to move it to a resolution and council for approval.

ACTION:	Mayor Dutcher moved to Approve as summarized; Ben Lee seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

4. Other Business

1. Trees are budgeted for planting on US 62; n
2. Bailey has a form drafted for the Memorial Tree Fund.

5. Adjourn

ACTION: Cheryl Robertson 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 6:16 p.m.

