

FINANCE/PERSONNEL MINUTES

October 14th, 2021

At 6:00 p.m. Chair Arndt called the meeting to order and noted compliance with the open meetings law.

Members Present: Allen, Arndt, Bauman

Members Absent: None

Others in attendance: Owen Mergen, Jeremiah Conley, Dean Bothell, Raine Gardner

Moved by Bauman, second by Arndt, to adopt the agenda as posted. Motion Carried.

Clerk/Treasurer Mergen gave a brief update on the progress of the 2022 budget, noting that after expense approvals, payroll adjustment, and journal entries from the auditors, he will be able to move forward effectively.

The Committee and others present discussed current and future staffing needs of the Village. Clerk/Treasurer Mergen was directed by the Committee to return to the October meeting with a detailed plan concerning how he would suggest to implement an additional a part-time office staff member.

Raine Gardner, of MSA, presented a PSA for consideration regarding contracting with MSA to assist in completing and submitting an application for the Neighborhood Investment Fund Grant, in an effort to secure grant funding for the Village Forest development. Moved by Bauman, second by Allen, to recommend approval of the \$6,000 expense to enter into the agreement. Motion carried unanimously.

Moved by Bauman, second by Allen, to recommend renewal of all insurance policies. Motion carried unanimously.

Conley presented information about the benefits of implementing a GIS system, provided by MSA, but noted that it may be an expense that is better suited to consider implementing in 2023. No action taken.

Moved by Bauman, second by Allen, to recommend approval of up to \$300,000 for the purchase of a new dump truck, to be budgeted for 2022. Motion carried unanimously.

Moved by Allen, second by Bauman, to recommend approval of up to \$55,000 for the purchase of a booster station pump replacement, to be budgeted for 2022. Motion carried unanimously.

Moved by Bauman, second by Allen, to recommend approval of up to \$175,000 for repairs to the road and ROW of Maple street, between Mulberry St to W. Pine Street, to be budgeted for 2022. Motion carried unanimously.

Moved by Allen, second by Bauman, to approve an expense of up to \$1,200 for the installation of a public use computer kiosk in the Village hall. Motion carried unanimously.

Mergen informed the Committee about the need for new phones and system support at the Village hall. He is currently working with J-Comp Technologies and Charter Spectrum to get quotes for this expense and will return to the November meeting seeking consideration of approval. He will also be returning with more detailed information about the cost of replacing the current Board table once estimates have been provided.

The Committee viewed performance reviews and discussed cost of living expenses, in relation to considering a recommendation for annual incremental raises for Village staff. Moved by Arndt, second by Allen, to recommend to the Full Board raises of at least 5.7%. Motion carried unanimously.

Moved by Allen, second by Bauman, to approve all monthly expenditures. Motion carried unanimously.

ADJOURN: Moved by Bauman, second by Allen, to adjourn at 6:56 p.m. Motion carried unanimously.

Respectfully submitted,
Owen Mergen, Clerk/Treasurer