

## **BUDGET & FINANCE COMMITTEE MINUTES**

**November 5, 2019**

Chairman Peterson called the regular meeting of the Budget & Finance Committee to order at 6:35 pm. Members present: Mayor Adams, Scott Fridly (6:39 pm), Corine Hughes, John Peterson, Jaye Quimby and Dave Winters

Also present: Dan Barber, Chief Dickson, Arianne Honkamp (6:40 pm) and Cory Magnus (6:41 pm)

Motion by Mr. Winters, second by Mr. Peterson, to waive the reading of and approve the minutes of October 15, 2019. All ayes. Motion approved 2-0.

### **PUBLIC COMMENT**

None.

### **SPECIAL WARRANT CONSIDERATIONS**

None.

### **RECOMMENDATION OF PAYMENT**

Bills were reviewed and recommended for approval in the amount of \$778,170.05.

### **MAYOR ADAMS**

None.

### **JAYE QUIMBY, TREASURER**

Ms. Quimby advised that she was \$120,000 short to cover the bills. Ms. Quimby said that it's early in the month and that there is also payroll this week. Ms. Quimby stated that there are some things that she can hold until she receives the sales tax which should be approximately \$130,000.

Ms. Quimby updated the Committee in reference to some things that came up during the audit. Ms. Quimby said that the Village needs to update the internal control policy because it's outdated. Ms. Quimby added that the auditors were inquiring about how the utility billing was monitored as well as delinquent accounts. Mr. Winters suggested that they should provide a monthly report so that the accounts can be better monitored.

Ms. Quimby added that she is looking into a policy for credit card usage due to fraud at other agencies. Ms. Quimby stated that she also sent out the tax levy for everyone to review.

### **JOHN PETERSON, CHAIRMAN**

None.

### **DAVE WINTERS, TRUSTEE**

None.

### **SCOTT FRIDLIDY, TRUSTEE**

None.

### **VILLAGE COLLECTOR, CORINE HUGHES**

Ms. Hughes stated that she and Mr. Barber met with a representative from Azavar Government Solutions in reference to them completing an audit to make sure that the Village is receiving all of their franchise fees. Ms. Hughes said that if Azavar Government Solutions doesn't find anything then there is no fee for their services, but if they do find that the Village isn't receiving their franchise fees they will split the fee with the Village. Ms. Hughes advised that the proposal was given to the Committee to review and see if they are interested in doing this. No further action was taken.

**ANY OTHER BUSINESS ALLOWED BY LAW**

None.

**ADJOURN**

Motion by Mr. Winters, second by Mr. Fridly to adjourn at 6:55 pm.

Respectfully submitted,

Christina Stewart  
Village Clerk