

BUDGET & FINANCE COMMITTEE MINUTES
February 3, 2015

Chairman Peterson called the regular meeting of the Budget & Finance Committee to order at 6:32 pm.
Members present: Scott Fridly, Corine Hughes, John Peterson, Jaye Quimby, and Dave Winters
Members absent: Mayor Adams
Also present: Steve Dickson & Pat Hoey (6:39 pm)

Motion by Mr. Winters, second by Mr. Fridly, to waive the reading of and approve the minutes of January 20, 2015. All ayes. Motion approved 3-0.

PUBLIC COMMENT

None.

SPECIAL WARRANT CONSIDERATIONS

None.

RECOMMENDATION OF PAYMENT

Bills were reviewed and recommended for approval in the amount of \$306,763.42

MAYOR ADAMS

None.

JAYE QUIMBY, TREASURER

Ms. Quimby stated that she had to borrow \$35,000 to cover payroll this week. She stated that if she sits on cash transfers until the Village receives sales tax and income tax money she will need about \$60,000 to cover the general fund bills. The next sales tax should be just over \$100,000 and the next income tax should be \$62,000. Ms. Quimby stated that the income tax may not come until the end of the month. Mr. Fridly stated that they should let all of the department heads know that they should only be making emergency purchases. Ms. Quimby stated that there is \$180,000 in Water and \$300,000 in Sewer.

Ms. Quimby added that 10 of the W-2's have errors because they said they have Wisconsin withholding. Ms. Quimby stated that they need to be reprinted and that the individuals were lifeguards from the swimming pool. Ms. Hughes will contact these individuals to see if they have already filed their tax returns. If they have already filed, they will need to file an amended return. Ms. Quimby stated that it would cost approximately \$50 at the most if she needed to amend the returns. Ms. Hughes will contact Ms. Quimby after she makes contact with the individuals and advise her what needs to be done.

Ms. Hughes stated that as she was going through the renewal rates for health insurance she noticed discrepancies in the current policy year. She stated that two police officers owe the Village money because they were not having enough money deducted for their coverage and that the Village owes money to three public works employees because they were having too much money deducted. Ms. Hughes stated that she cannot figure out how the previous Village Collector came up with the deductions or the method that was being used. Mr. Winters suggested that Ms. Hughes call Ms. Warren and maybe she can explain the deductions. Ms. Quimby stated the easiest way to correct the issue is to make adjustments to the medical deductions in their paychecks because it's pre-taxed. She recommended deducting \$25 each pay period for the police officers that owe money until it's paid back. Ms. Hughes thought that the public works employees should be worked out within a few pay periods. Ms. Quimby stated that they can put that information on spreadsheets to track the deductions.

JOHN PETERSON, CHAIRMAN

Mr. Peterson stated that the tax abatement ordinances (2015-6, 2015-7, and 2015-8) are on the Village Board agenda for approval.

DAVE WINTERS, TRUSTEE

Mr. Winters questioned the vacation carryover policy and why it was needing to be changed. Ms. Hughes stated that the reason the policy was brought up was because there was an employee that asked to cash out a week of vacation that was left over from the previous year and she was told that she had to cash out before the carryover period. The employee wasn't aware of this policy. Mayor Adams stated that this would have been paid out at the new rate of pay. After a brief discussion, it was determined that the vacation time carryover policy will remain the same. The department heads will monitor vacation time usage of their employees.

SCOTT FRIDLIDY, TRUSTEE

Mr. Fridly discussed the purchase policy and that the purchase policy has not been followed. Mr. Fridly explained the use of purchase orders and purchase requests. Mr. Fridly wants to change some of the policies in reference to petty cash since the credit card is available for purchases if needed. Mr. Fridly and Ms. Hughes will make the appropriate changes to the policy and Mr. Fridly will bring it back to the Committee for review when it's ready. Mr. Fridly also stated that there should be a book of all the policies the Village has for employees to reference.

VILLAGE COLLECTOR, CORINE HUGHES

None.

ANY OTHER BUSINESS ALLOWED BY LAW

Mr. Hoey checked with Rockford Finance about the online charges and they eat them because people can get online and it saves them money.

ADJOURN

Motion by Mr. Winters, second by Mr. Fridly, to adjourn at 7:02 pm.

Respectfully submitted,

Christina Stewart
Village Clerk