

BUDGET & FINANCE COMMITTEE MINUTES

April 5, 2016

Trustee Winters called the regular meeting of the Budget & Finance Committee to order at 6:30 pm.

Members present: Mayor Adams, Scott Fridly, Corine Hughes and Dave Winters

Staff present: Tricia Diduch (6:43 pm) and Jodi May

Absent: John Peterson and Jaye Quimby

Motion by Mr. Fridly, second by Mr. Winters, to waive the reading of and approve the minutes of March 14, 2016. 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 \$164,440.43

MAYOR ADAMS

None.

JAYE QUIMBY, TREASURER

Mr. Winters stated that Ms. Quimby sent an email and that she has sufficient cash to cover the bills. Ms.

Quimby advised that she will be receiving income tax for the month of March in the amount of \$83,021.03 in the next day or two. Ms. Quimby stated that she doesn't have any other expected balances as of yet because it is too early in the month.

JOHN PETERSON, CHAIRMAN

None.

DAVE WINTERS, TRUSTEE

None.

SCOTT FRIDL, TRUSTEE

None.

VILLAGE COLLECTOR, CORINE HUGHES

Ms. Hughes spoke to the Committee in reference to software proposals that she acquired. Ms. Hughes stated that she received proposals from five different companies ranging from \$15,000 to \$89,000 with annual fees ranging from \$5,500 to \$9,200. Ms. Hughes stated that the Village currently uses LOCIS, which costs \$4,000/year but is old and outdated. Ms. Hughes explained that the new software would be compatible with what Ms. Quimby uses because she currently has to input any reports that Ms. Hughes or Ms. Carlson provides to her. Ms. Hughes stated that with the new software it would be easier to use, have more options and the data entered could be manipulated easily. Ms. Hughes explained the reports can be completed many different ways such as Excel and can produce bar and pie graphs with the data. Ms. Hughes stated that when a code is entered it also notifies the user immediately if that item is over budget. Ms. Hughes added that the prices include the transition from LOCIS along with training and that it was possible to break up the payments over three budget years. Ms. Hughes said that all of the software would be compliant with the PSN software that the Village currently uses. Mayor Adams stated that he would like Ms. Hughes to check with Ms. Quimby to see what she is using and make sure that it is compatible with her system before they make any further decisions.

The Committee also discussed redoing the Village's website and Ms. Diduch stated that the cost ranges from \$30,000 to \$35,000 because the website would be massively overhauled. Ms. Diduch stated that the website needs to be addressed, but that purchasing new software may take priority over the website.

Ms. Hughes stated that NorthPointe dropped off a package the other day for Village employees which would provide a membership at a discounted rate depending on how often the membership is used each month. Ms. Hughes added that there is free enrollment for municipal employees as well. They also provided free day passes if anyone would like to try out the facility. Ms. Hughes has these available in her office.

ANY OTHER BUSINESS ALLOWED BY LAW

None.

ADJOURN

Motion by Mr. Fridly, second by Mr. Winters, to adjourn at 6:48 pm.

Respectfully submitted,

Christina Stewart
Village Clerk