

**BUDGET & FINANCE COMMITTEE MINUTES**

**September 15, 2020**

Chairman Peterson called the regular meeting of the Budget & Finance Committee to order at 6:30 pm. Members present: Mayor Adams, Scott Fridly, Corine Hughes, Mark Olson, John Peterson and Dave Winters

Also present: Jaye Quimby & Atty. Szeto (6:35 pm)

Motion by Mr. Winters, second by Mr. Fridly, to waive the reading of and approve the minutes of September 1, 2020. 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 \$165,645.37.

**MAYOR ADAMS**

None.

**MARK OLSON, TREASURER**

Mr. Olson stated that he received \$120,000 in sales tax, \$28,883 in use tax and \$59,000 in income tax. Mr. Olson added that he received \$6,808 for the business district. Mr. Winters inquired if Mr. Olson could provide numbers of what the Village received last year at the same time so that they have a comparison. Mr. Olson said he could do that moving forward.

**JOHN PETERSON, CHAIRMAN**

None.

**DAVE WINTERS, TRUSTEE**

None.

**SCOTT FRIDLY, TRUSTEE**

None.

**VILLAGE COLLECTOR, CORINE HUGHES**

Ms. Hughes discussed employee FICA tax deferral with the Committee. Ms. Hughes stated that some employees don't want to do this. Ms. Quimby said that the Village can opt out of this entirely if they choose to do so. Motion by Mr. Fridly to opt out of the employee FICA tax deferral, second by Mr. Winters. Roll call. All ayes. Motion approved 3-0.

Ms. Hughes also discussed having a digital signature on checks (instead of using a signature stamp for the Village Treasurer) and that this is an available option in the Civic program. Ms. Hughes stated that the auditor advised her that the signer on the check should not be the processor of those checks. Ms. Hughes said that if they used the digital signature that Mr. Olson would have to verify the checks being processed and mail them out. Mr. Fridly questioned what would happen if someone accessed Ms. Hughes' computer and processed a check. Mr. Olson said that it would be found quickly. Mr. Olson added that he would like this process to be as efficient as possible and stated that he doesn't have the time to process and mail out checks. The Committee agreed to stick with the current process and have a signature stamp made for Mr. Olson.

**ANY OTHER BUSINESS ALLOWED BY LAW**

Ms. Quimby inquired if the Committee still wanted her to come to the Budget & Finance Committee meetings. Mr. Olson stated that he was okay with Ms. Quimby still attending the meetings if she would like to. Ms. Quimby said the reason that she was inquiring was because she didn't want to have to bill the Village if it wasn't necessary for her to be there. Mr. Peterson advised that the Committee can contact Ms. Quimby if they have any questions.

**ADJOURN**

Motion by Mr. Winters, second by Mr. Fridly to adjourn at 6:45 pm.

Respectfully submitted,

Christina Stewart  
Village Clerk