

**Minutes of the  
Finance Committee Meeting  
Of  
January 18, 2017**

Attendees:

Trustee Don Jensen – Committee Chairperson  
Peggy McHugh – Finance Director  
Jon Kindseth – Village Administrator  
Mayor John Hucker

Trustee Regina Miller - Member  
Trustee Linda Sittig – Member  
Sandi Pastell – Absent

Roll call was taken and the meeting brought to order at 6:03 p.m.

**Points of Action:** Chairman Jensen then asked if there were any updates to the Points of Action from the December 21, 2016 meeting. Jon Kindseth stated there are no new updates.

**December 21, 2016 meeting minutes:** Chairman Jensen then asked for a motion to approve the December 21, 2016 meeting minutes. Trustee Sittig asked about the bank analysis on comparing local banks to national banks and Peggy McHugh stated that we still need to work on this. John Kindseth stated that Peggy looks at ways to maximize interest by securing longer maturity CDs and things like that. Trustee Miller then asked about open delinquent sewer accounts being sent to adjudication. Jon Kindseth said we have spoken with Bill Franks to get the steps that are necessary to do that. More discussion was had about what can be done.

Jon Kindseth stated that we have made progress on this and that some people are surprised that they have two sewer bills. Trustee Sittig asked if we could add the Village's bill to the NSSD bill. Jon Kindseth said that we could look into that. It was also stated that we could also go to a private collection service so that it would impact the residents' credit score. Jon Kindseth stated that the older the bill gets, the harder it is to collect. Discussion was had in regards to charging an additional deposit on delinquent accounts; however, that would be too difficult to track. The discussion then went to the shut off process and the possibility of adding an additional service charge of \$25.00 to actually tag a home for shut off plus the \$100.00 fee to have the water turned back on. The committee is in favor of that. This would have to go to the Board for approval as we would have to change the ordinance not the fee schedule. Trustee Miller then made a motion to approve the December 21, 2016 meeting minutes. Trustee Sittig seconded. Upon voice vote the December 21, 2016 minutes were approved unanimously.

**Monthly Finance Report:** Chairman Jensen then moved the discussion to the Monthly Finance Report. Peggy McHugh discussed the SSA tax levy and went over the highlights from her memo that was provided to the committee in the packets. Jon Kindseth stated that he would like to carry the cashier position in the budget for another year. Jon Kindseth said that we may want to change the Village Hall hours and we could use that money if needed. Discussion was had about a possible change to the Village Hall hours and prior experience. Mayor Hucker said that weekend hours were not well used the last time we tried it. Jon Kindseth said that maybe Thursday nights would be a good option and that communication would be key to get the word out. Jon Kindseth would like to carry the money a little while longer in case we need it. The discussion then went to the Sheriff's department contract and the fact that we do not have it yet. Peggy McHugh stated that expenses are under budget; however, the only department that is over budget is Parks. Jon Kindseth said that there are a lot of smaller items; however, there are no big budgeted items that we have not yet spent. Discussion was then had about the park maintenance and the bathrooms as there is overtime for staff to open and close the bathroom as well as cleaning. Discussion was had in regards to installing auto locks on the bathroom doors at the park.

**Fee Schedule:** Chairman Jensen then moved the discussion to the Fee Schedule. Chairman Jensen stated he would like to look at the fees that impact most people as there are some things we don't even have such as an adult bookstore. Jon Kindseth stated that a lot of the fees have never been changed and that the reason for these changes is simply inflation. Jon Kindseth stated that there are other fees, such as animals, where our cost went up. Jon Kindseth went line by line on the fee schedule and discussions were had. The question was asked if we should raise connection fees. Discussion was had regarding SSA 1 and people that still have not connected and can we

send a letter stating that they have two years to connect and if they don't then a connection fee will be assessed? Jon Kindseth is not sure but will look into. There was a discussion in regards to a minimum water fee charge for all residents who are connected/using water but are not receiving a bill. The Committee is in favor of this. Jon Kindseth will take this to the Public Works Committee.

Chairman Jensen said that the fees we have covered are acceptable to the committee. Staff will answer any questions the committee has, make some adjustments and bring it back to the committee for review again; however, they will not want to go through each line item. Chairman Jensen said to please add as much detail as possible to the fee schedule. Trustee Miller said to please bold the new items for the next meeting.

**FY 17-18 Preliminary Revenue Budget:** Chairman Jensen then moved to the FY 17-18 preliminary revenue budget. Chairman Jensen asked why last year's liquor license revenue was higher and it was explained there were new licenses issued last year so do not expect in FY 2018. Discussion was had in regards to the rental/vacant property revenue. Trustee Miller then asked about Clark's Bar & Grill and what is going on over there. Mayor Hucker filled the committee in on the issues that we have addressed. Mayor Hucker also informed the committee about the arrest that happened at El Corral. Discussion was had.

**Warrant List:** Chairman Jensen then moved to the warrant list. Chairman Jensen asked why there are two lines for Ace Hardware and was told that there are two different locations that we purchase from therefore two separate vendors. Chairman Jensen then asked about the invoice to Mid-American Pipe and Peggy said that she will look into it and get back to him as to exactly what it was for.

**New Business:** Chairman Jensen then moved the discussion to new business. Chairman Jensen asked about the Azavar Audit and was told that they are making progress and Jon went over the latest update from them. Chairman Jensen asked if there was any further new business. Hearing none and there being no further public comment, Chairman Jensen then advised that the next meeting will be on Wednesday, February 15, 2017 at 6:00 p.m.

**Adjourn:** Chairman Jensen then asked for a motion to adjourn. Trustee Miller made the motion. Trustee Sittig seconded. Upon a voice vote, the motion was approved unanimously. The Finance Committee meeting was adjourned at 8:40 p.m.

Next Finance Committee Meeting: Wednesday, February 15, 2017 at 6:00 p.m.