

**Village of Richmond
Finance Committee
Regular Meeting Minutes**

May 13, 2014

Meeting called to order at 4:15 PM at Village hall

Present:

Trustees: Dennis Bardy, Craig Kunz and Scott Drabant

Others Present:

Lisa Henning, Finance clerk, Karla Thomas, Village, clerk, Trustee David Kielpinski

Approval of Minutes:

The Finance Committee reviewed the minutes of 4/15/14., Trustee Drabant moved, seconded by Trustee Bardy. Motion approved by acclamation.

Unfinished business:

None

Public Comments:

None

New Business:

The committee reviewed the necessity of having finance clerk at each committee meeting. After discussion of this role at the finance committee, it was determined that while the input is valued and warranted during the budget process, the committee would not obligate the finance clerk nor other office staff to attendance to attend finance committee meetings in the future. Office staff can attend the meeting in non-official manner and comment in the public comments section. The committee is appreciative of all the work of all the office staff to support the committee.

To facilitate this process the committee will forward to the finance clerk any concerns regarding payouts for the upcoming warrant. The finance clerk will email clarification to the committee.

It was noted that no federal taxes are withheld from Trustee pay due to the computer program which annualizes the salary and this would be below the minimal taxable amount. Trustees can, if they wish, request said amount to be withheld.

It was noted the Treasure's received a 100% salary increase. Trustee Drabant noted this was not discussed in committee nor approved by the Finance committee. The committee was informed the salary increase came from the Board expenses line item.

Concern was expressed regarding the where and how funds are being appropriated. The Committee will discuss the budget process at the June 17th meeting to look at the lessons learned and modifications, if necessary, to streamline the budgetary process.

Trustee Kielpinski addressed an invoice for membership to the World Trade Institute (WTI) which the committee had previously held pending further information. Trustee Kiepinski informed the committee that WTI had been discussed in the CDC committee and membership was unanimously approved. It was further stated the funds for the membership to WTI would come from the CDC advertising line item. The purpose of WTI is to bring business to the Richmond area; promote trade, commerce and entrepreneurial opportunities. When inquired about the status of the art fair, Trustee Kiepinski stated that 11 had signed up and 9 have already paid the fees.

The new person hired in Public Works to work at the treatment plant has departed. Trustee Bardy informed the committee Bill wishes to wait before filling this position. Trustee Drabant noted that when a position is posted it needs to be posted for a specific period of time and upon expiration of the posting period selection can be made,

The committee reviewed and recommended for approval the current Village bills for the forthcoming warrant.

Adjournment:

With no further business, Trustee Bardy moved, seconded by Trustee Drabant to adjourn. Motion approved by voice vote.
Meeting adjourned at 6:00 PM

Next Meeting:

6/3/14

Respectfully submitted by Scott Drabant, Trustee