

Village of Richmond

INCORPORATED 1872

FINANCE COMMITTEE MEETING MINUTES DECEMBER 3, 2013

Meeting called to order at 4:19 PM at Village Hall.

Present: Chairman/Trustee Dennis Bardy and Trustees Scott Drabant and Craig Kunz.

Absent: None.

Others Present: Village President Peter Koenig, Village Clerk/Collector Karla L. Thomas, Finance Clerk Lisa Robinson and Village Treasurer Karla Tabaka (arrived at 5:13 PM).

Approval of Minutes: The approval of minutes for the November 19, 2013 Finance Committee meeting were reviewed. The minutes were amended under New Business, 3rd paragraph eliminating the last sentence in that paragraph.

Trustee Drabant moved, seconded by Trustee Kunz to approve the November 19, 2013 minutes as amended. The motion was approved by unanimous voice vote.

Due to the attendance of two local residents Kate Nelson and Pat Cummings, the committee agreed to move Public Comments after the Approval of Minutes.

Public Comments: Kate Nelson (5901 Milwaukee Ave #23) stated that the Village needs a vision, pursue grants, take advantage of the high traffic volume to improve economic development and was concerned about businesses closing in the downtown business district. She also stated that the Village needs to provide activities for the kids in the Village. Patricia Cummings (5901 Milwaukee Ave #39) stated that the Village should improve signage indicating where local parks and businesses are located. She stated that she had been in contact with downtown business owners and most of the owners have a negative view of the Village Board. She suggested that the Village meet with the business owners to see how the Village could serve them better. Trustee Drabant stated that the Village Board is currently looking to create Adhoc subcommittee's to help with getting individuals/organization to use Memorial Hall (He stated that he would like to see the Hall used every weekend.), expand the Village limits, and grant writing. He did note that these items would most likely fall under a subcommittee of the Community Development Committee. Clerk Thomas explained that the Village has hired an Economic Development Services and the Village recently sent surveys out to all the local businesses asking them for their input on what type of businesses, service providers, etc. the Village could work on to improve their business. To date none of them have been returned. It was suggested that the Village follow up with all the businesses via phone. Kate Nelson suggested that the Village use the Memorial Hall sign to promote the Village website.

Unfinished Business: The Committee, Village Treasurer and Village Clerk reviewed and signed off on the bills. The warrant will be presented to the entire Board on December 5th

The Committee decided to table further discussion of the long term goals until the next meeting scheduled for December 17th.

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The Finance Clerk presented and reviewed the Village's Revenue and Expenditures providing them with the total amount of money the Village has in bank accounts. She provided Septic Receiving figures which were reviewed by the Committee. Chairman Bardy directed the Village Clerk to continue with promotion of the Septic Receiving Program.

The Committee then discussed Trustee pay. The creation of a \$150.00 per month stipend was considered and it was debated whether there should be a COLA attached to this amount. The current \$50.00 for Board Meeting and \$25.00 per Committee Meeting would remain unchanged. Trustee pay will be placed on the December 19th Board Agenda.

New Business: Clerk Thomas presented a draft of the RFP for Waste and Recycling. The Committee discussed whether the document should be changed from the normal 3-year contract or if language should be added to include "with the renewal of a 2-year contract extension". Trustee Drabant asked that the matter be tabled until the December 17th Committee Meeting as he did not have sufficient time to read the entire document.

The Finance Clerk presented the Budget Amendment figures regarding Salaries. It was noted that this item is on the Board agenda for Thursday, December 5th.

The Finance Clerk then reviewed the breakdown of the Beast expenditures and GL accounts that would need to be created to track the revenue/expenditures for the unit. Due to the extensive amount of time the Finance Clerk will need to make these changes in the account system, the Village Clerk and Finance Clerk wanted the Finance Committee's approval to move forward with the project and to make sure that they agreed with setup. The Committee members asked how long it would take to complete the project. The Finance Clerk could not provide them with the number of hours. The Committee agreed that the work needs to be performed.

Adjournment: *With no further business, Trustee Bardy moved, seconded by Trustee Drabant, to adjourn the December 3, 2013 Finance Committee meeting. Motion approved unanimously by voice vote.*

Meeting adjourned at 6:27 PM.

Respectfully submitted by,

Karla L. Thomas, Village Clerk