

**Village of Richmond
5600 Hunter Drive
Finance Committee
Regular Meeting Minutes
December 16, 2019**

Village President Craig Kunz called the Regular Finance Committee meeting held on December 16, 2019 at the Village Hall (5600 Hunter Drive) to order at 5:30 PM.

Members Present: Trustees: Dennis Bardy, TJ Fulmer and Toni Wardanian.

Members Absent: None.

Other Employees/Officials Present: Village President Craig Kunz and Village Clerk Karla Thomas.

Approval of Minutes: The committee reviewed the Regular Finance Committee meeting minutes for December 2, 2019.

Trustee Bardy moved, seconded by Trustee Fulmer to approve the Regular Finance Committee minutes for December 2, 2019 as presented. The motion was approved by voice vote, with Trustee Wardanian abstaining.

Review and Recommendation of Bills for Approval: The committee members reviewed and signed off on invoices submitted for payment over \$500.00.

Public Comments: None.

Clerk's Comments: None.

Unfinished Business: None.

New Business: President Kunz informed the committee that the November CPI was 2.1 (adjusted) and 2.3 (unadjusted). He reminded the committee that the union employees are to receive a 3.25% increase in wages for Fiscal Year (FY) 2021 and that non-union employee wage increases will need to be discussed. President Kunz suggested looking at the next couple of releases of CPI rates to determine the suggested wage increases for this group of employees.

President Kunz informed the committee of a utility billing issue regarding a local business and reviewed the user's history. Midwest Meters will be coming out to perform an audit on approximately 600 Badger meters in January. He also reported that the current software would no longer be supported after July 1, 2020. A quote was provided at approximately \$21,000.00. He noted that it would take 3-4 months before implementation can take place and suggested that the Village order the software now and pay for it in the FY 2021 budget. President Kunz also reported that the Village had received a quote for replacement of all Badger meters in the village; however, it was determined that the quote will need to be revised based upon the size of actual meters installed.

President Kunz stated that the review policy on bill approval needs to be reassessed. He noted that the village is only obligated to pay invoices based upon payment terms in contracts, otherwise the village has one month to pay bills. He reported that the many bills are being paid earlier than their payment terms and this practice should cease. It was mentioned that the Finance Committee meet only once a month for the purpose of reviewing bills which could be before the second Board Meeting of the month.

Trustee Comments: None.

Adjournment: *There being no further business to discuss, Trustee Bardy moved, seconded by Trustee Fulmer to adjourn the December 16, 2019 Regular Finance Committee meeting. The motion was approved by voice vote.*

Meeting adjourned at 6:15 PM

Respectfully Submitted,
Karla L. Thomas
Village Clerk