

**Village of Richmond  
5600 Hunter Drive  
Finance Committee  
Regular Meeting Minutes  
February 3, 2020**

Trustee Wardanian called the Regular Finance Committee meeting held on February 3, 2020 at the Village Hall (5600 Hunter Drive) to order at 5:33 PM.

**Members Present:** Trustees TJ Fulmer and Toni Wardanian and Village President/Chief Executive & Finance Officer Craig Kunz.

**Members Absent:** None.

**Other Employees/Officials Present:** Finance Clerk Kristen Murphy (left meeting at 6:30 PM) and Village Clerk Karla Thomas.

**Approval of Minutes:** The committee reviewed the Regular Finance Committee meeting minutes for January 13, 2020.

*Trustee Wardanian moved, seconded by Craig Kunz to approve the Regular Finance Committee minutes for January 13, 2020 as presented. Trustee Fulmer abstained. The motion was approved by voice vote.*

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

**Public Comments:** None.

**Clerk's Comments:** None.

**Unfinished Business:** None.

**New Business:** Clerk Thomas explained the George Roach & Associates (GRA) auditing and consulting proposals. Trustee Fulmer voiced concerns about how depreciation is being reported in the annual audit for the Water/Sewer Fund. The Finance Clerk and Village Clerk, who both directly work with the firm, reported that they have found GRA easy to work with and have no issue with them. The committee members present all agreed to recommend to the full Board the retention of GRA to provide auditing and consulting services through April 30, 2021 per the proposals provided.

Finance Clerk Murphy presented the anticipated General Revenues, Motor Fuel Tax Revenues and Expenditures for Audit, Workers Compensation, Liability Insurance, Developer Retainers, Food Pantry, and Debt Service Water/Sewer for Fiscal Year (FY) 2021 budget. The Community Development Committee's tentative budget was also discussed.

Craig Kunz presented the Society Human Resource Management ranges of anticipated wages increases for non-union employees. The committee members present all agreed that non-union employees receive a 3.33% increase in wages for FY 2021. It was noted that union employees will be receiving a 3.25% increase based upon the union contract.

The committee discussed the current Finance Committee meeting schedule and agreed not to change the day or time.

Craig Kunz suggested that the committee consider paying bills once a month instead of twice a month to be more efficient and earn a small amount of interest. He pointed out that in January the Board approved only one warrant and no negative feedback was reported. Trustees Fulmer and Wardanian will take this matter under consideration.

Craig Kunz reported that the Badger Meter Audit took place and the utility billing issue that affected a business's water/sewer bill was a result of a digit missing in the meter management software. The error has been corrected.

**Trustee Comments:** None.

**Adjournment:** *There being no further business to discuss, Trustee Wardanian moved, seconded by Trustee Fulmer to adjourn the February 3, 2020 Regular Finance Committee meeting. The motion was unanimously approved by voice vote.*

Meeting adjourned at 7:06 PM

Respectfully Submitted,  
Karla L. Thomas  
Village Clerk