

FINANCE COMMITTEE MEETING - July 30, 2019 – 2:00PM

PRESENT: Meeting called to order at the Auditorium by President Darrell Kyle at 2:06 pm The following answered to roll call: President Darrell Kyle, Trustee Jeff Buhr and Trustee Jim Jonasen. Also present: Village Clerk, Daisha Nolan and Village Administrator, Amy K. Huber.

REVIEW OF AGENDA: No Changes

Public Input: None

APPROVAL OF MINUTES: A motion was made by Jonasen to approve the minutes from the June 20, 2019 meeting as presented, seconded by Buhr. MCU

Clerk Institute: Amy reported on items learned at the UWGB Clerk Institute that can be implemented at our local office. President Darrell Kyle will work with Amy on writing some policies to incorporate into the Village. In conjunction with policies being written, the use of a State Debt Collection program will be researched. A reconciliation file can be obtained from Chippewa Valley Bank to create a more accurate and time efficient balance of accounts. Amy will contact Gloria at Chippewa Valley Bank to discuss the costs of scan equipment for the office to create a smoother process of payment intakes for all accounts and aide in accurate record keeping.

Chapter 1- 2nd Read Requirement Repeal: A motion was made by Jonasen to recommend to the Village Board that §1.05 of the Village Ordinance be reviewed with the suggested changes from the Finance Committee, seconded by Buhr. MCU

Office Equipment Purchase: In an effort to eliminate duplicate efforts, save on labor and utilize technical advancements, Amy researched a variety of laptop options and received a recommendation from Fuller on which equipment would suit the office best. A motion was made by Jonasen to recommend to the Village Board to purchase an HP Premium Convertible Laptop with Funds from the Capital Fund, seconded by Buhr. MCU

CORRESPONDENCE: None.

INFORMATION FROM THE CHAIR: A reminder a was brought forth that preparation for the 2020 Budget will begin in September.

A motion was made by Buhr to move to closed session under 19.85 (1)(c), seconded by Jonasen. MCU

ADJOURNMENT: The committee adjourned from close session.

Respectfully submitted,

Daisha Nolan

Daisha Nolan, Clerk

Village of Lake Nebagamon