

## **MINUTES**

**DATE: TUESDAY, OCTOBER 6, 2020**

**TIME: 5:00 PM**

**PLACE: 345 West St, Arena, WI 53503**

**PURPOSE: FINANCE COMMITTEE MEETING WITH THE FOLLOWING AGENDA:**

1. **Call to order** at 5:05 p.m.
2. **Roll call:** Kathy Stoltz, Paul Pustina, Tami Erspamer via phone  
**Others:** Kate Reimann, William Hanson, Village Clerk, Kenneth Amble
3. **Public comment:** None
4. **FINANCE:**
  - a. **Review monthly invoices and online payments to VISA/BP.** Motion made by Pustina to recommend approval of monthly invoices and online payments to VISA/BP. Seconded by Erspamer. Motion carried.
  - b. **Review payroll.** Motion made by Erspamer to recommend approval of payroll. Seconded by Pustina. Motion carried.
  - c. **Review monthly financial reports.** Motion made by Pustina to approve monthly financial reports. Seconded by Stoltz. Motion carried.
  - d. **VFW Lease agreement - 514 Willow St.** Pustina indicated he requested this item to possible help with bringing in some revenue. Proposing \$500/month to help cover the roof repair – coming from a business point only, aware that it's not going to happen. Currently paying \$1/year. Ken Amble indicated the VFW took over the building in 1968. Have been responsible for all interior items and the village took care of exterior. VFW does the mowing and shoveling. Will be having first fund raiser this year next week, with COVID it has been difficult to raise enough money just to pay the utilities, heat, electric, etc. Has replaced the furnace and water heater a couple of years ago. All proceeds that come in go out serving the community in scholarships, military funerals, flags, helping needy families. Noted the average membership age is 75 and losing members each year. Unsure where the VFW will be in five years. Motion made by Stoltz to keep agreement where it's at. Seconded by Erspamer. Motion carried.  
  
Clerk noted the VFW lease agreement expired March 31, 2016 and wondering if the board would like to renew it. Motion made by Pustina to recommend approval of a one-year lease starting January 1, 2021 through December 31, 2021 with the VFW to see if anything changes with the financial situation. Seconded by Erspamer. Motion carried.
  - e. **Discussion on a Forensic audit being done for the Village.** Pustina indicated he is requesting a forensic audit to be done given the village has had three clerks in the past year and given the financial situation of the village. Estimates to cost between \$5,000-\$20,000 dependent on what the village has them do. Recommended going back 2-3 years. Stoltz asked what exact concerns does Pustina have that the village would need a forensic audit? Pustina noted above answer again. Stoltz indicated that the village has an audit done every year and there has been no red flags noted. Finance is going through all invoices, payroll and financial reports each month. Not in favor of doing or spending the money on. Board members need to do their due diligence on monitoring the paperwork. Erspamer indicated she agreed with Stoltz. Motion made by Pustina to begin process of checking into costs of forensic audit/gather more information, for which I would be happy to do. Motion failed due to lack of a second.
  - f. **Balance of Route to Recovery grant funds – expenditures.** Clerk noted the village has a balance of \$900 to spend on COVID related expenditures. Discussed purchase of conference phone to be used for those that are uncomfortable coming to the Village Hall due to COVID concerns. Board members and citizens could call in to listen/participate in the board meetings. Motion made by Erspamer to use the \$900 towards a conference phone. Seconded by Stoltz. Motion carried 2-1 with Pustina opposed. Motion made by Stoltz if a balance remains to authorize purchase chairs that can be sanitized for the

board room. Seconded by Erspamer. Ok was given for clerk to pay for purchases before November 1<sup>st</sup> deadline. Motion carried.

- g. **Assessment proposals.** Clerk sent out RFP's to eight assessors. Current assessor Gardiner Appraisal did not quote for revaluation due to current workload but would extend maintenance agreement four years. Chimney Rock Appraisal from Mondovi presented a revaluation quote along with maintenance for four years and provided two options for payments (upfront reval \$13,500 or pay equal amounts over four years \$6,300). Clerk noted she called references, and no one had anything bad to say about their services – very happy with them. If choose to go with a different assessor, would need to buy out current contract with Gardiner Appraisal for \$2,050. Motion made by Stoltz to accept Chimney Rock Appraisal's agreement and move forward with the revaluation for next year and pay out Gardiner Appraisal for \$2,050. Seconded by Erspamer. Motion carried.
- h. **Work on 2021 budget, set workshop dates.** Due to time, moved working on budget to Monday, October 12<sup>th</sup> at 1 p.m.

5. **TECHNOLOGY**

- a. **Conference phone** – discussed under Routes to Recovery

6. **LICENSING**

- 7. **Adjournment.** Motion made by Erspamer to adjourn. Seconded by Pustina. Motion carried at 6:10 p.m.