

**VILLAGE OF ARENA**  
**Arena, WI 53503**

**MINUTES**

DATE: **TUESDAY, February 4, 2020**

TIME: **5:00 PM**

PLACE: **Village Hall, 345 West Street, Arena, Wisconsin**

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

1. **Call to order** at 5:00 p.m.
2. **Roll call:** Melissa Bandell, Charles Burch  
Absent: Kathy Stoltz  
Others: Kate Reimann, DaNean Naeger – Village Clerk
3. **Public comment:** None
4. **FINANCE:**
  - a. **Review monthly invoices and online payments to VISA/BP.** Motion made by Bandell to recommend payment of monthly invoices and online payments to VISA/BP with a contingency of holding all village shop payments until services are complete and inspected. Seconded by Burch. Motion carried.  
**Late invoice** – Motion made by Bandell to pay Vandewalle \$1,241.00 but will not pay any further until Halverson/Capelle sign the agreement. Seconded by Burch. Motion carried.
  - b. **Review payroll.** Motion made by Bandell to recommend approval of payroll checks #11431-11457. Seconded by Burch. Motion carried.
  - c. **Review monthly financial reports.** Motion made by Bandell to approve draft financials subject to audit adjustments for December 2019. Seconded by Burch. Motion carried.
  - d. **In person Audit review by Johnson Block cost.** Clerk noted she assumed this was already being done or the board reviewed the power point presentation. After review of the contract, this was not included. Bandell indicated she felt it was beneficial for the entire board to hear how the village is doing financially. Motion made by Bandell to recommend to the board to have a presentation by auditor after audit is complete at a cost up to \$200. Seconded by Burch. Motion carried.
  - e. **Resolution #2020-02 Amend 2019 Budget.** Clerk reviewed the budget before the resolution and after. Given the board approved a line item budget, each line needs to balance. Motion made by Bandell to recommend to the board to approve Resolution #2020-02 Amend 2019 Budget. Seconded by Burch. Motion carried.
  - f. **Resolution #2020-03 Set Reserves.** Clerk reviewed 2018 reserves with committee. Majority of all reserves were used up in 2018. Clerk made corrections for board approval. Motion made by Bandell to recommend to the board to approve Resolution #2020-03. Seconded by Burch. Motion carried.
  - g. **Credit Card policy.** Clerk presented based on sample from auditor. Motion made by Bandell to recommend to the board for approval. Seconded by Burch. Motion carried.
  - h. **Resolution #2020-05 Establishing an Investment Policy.** Clerk presented based on sample from auditor. Motion made by Bandell to recommend to the board for approval. Seconded by Burch. Motion carried.
5. **TECHNOLOGY**
6. **LICENSING**
7. **Adjournment.** Motion made by Burch to adjourn at 6:12 p.m. Seconded by Bandell. Motion carried.