

1. Call to Order

Trustee Wishau called the meeting to order at 5:30 p.m., at the Caledonia Village Hall, 5043 Chester Lane, Racine, Wisconsin.

Committee Members: Trustee Wishau and Trustee Martin. Also present was Trustee Weatherston.

Absent: President Dobbs was excused.

Department Managers: Village Administrator Tom Christensen and HR Director/Assistant Administrator Toni Muise and Racine County Health Dept. Finance Advisor Wayne Krueger .

2. Approval of Minutes

Motion by Trustee Martin to approve the minutes dated December 18, 2018. Seconded by Trustee Weatherston. Motion carried unanimously.

3. Finance Director Goals/Priorities

Trustee Wishau put together some goals as follows:

First on the list – Implementation of new software Chart of Accounts. One of the audits showed that the Chart of Accounts is kind of squirrely. We also need to be on top of GAAP. Review funds before the implementation and then bring back to Finance Committee. Automatic set up of the due to due from by the new system. Balancing of subsidiary ledger (exceptions report). Capital account reconciliations at least quarterly. This is for all non-lapsing accounts. Tracking all the expenses and revenues. Develop a Year-end closing checklist.

2nd on the list attach fiscal notes to anything coming to the Board that has a monetary impact (an example was passed out). This is something that can be started right away. Accounts Payable policy should be reviewed by Finance. A/P checks approval process moving forward but before Civic Systems is implemented. Review of the Village receipts and cash handling process including courts and donations and bring back to the Board with recommendations. Review fund balance policy and if one was adopted. Put together a worksheet that calculates the status of the funds.

Christensen stated that budget time is approaching and budget updates have not been distributed since the vacancy of the Finance Director. That needs to be done. Organization of the Dept. needs to be reviewed along with Village wide policy and procedures. Implement an ACH process to cut down on the amount of checks written. Start accepting cash payments. As the new Finance Director starts to get a handle on the position, there may be other issues that need to be addressed and may take precedence over some of what was discussed at this meeting.

4. Village Investment Policy

They discussed running the policy past Dave Wagner to see if he is comfortable with it. A Resolution will then be sent to the Board for adoption acknowledging its review.

5. 2020 Budget Schedule

Tentative Schedule below

- Sept 16th presentation of preliminary budget
- Sept 30th, Oct. 1st and Oct 2nd Special Board meeting for departmental reviews
- Oct. 21st Special Village Board to approve the draft for purposes of publication
- Nov 18th Public Hearing and Special VB for adoption.

6. ALADTEC Scheduling Software Status

The scheduling is currently being used Village-wide and will integrate with Civic Systems once it's implemented. If this would become a problem there is an option for add-on software.

7. Financing Of Long Term Capital Needs

Decision to lay over until there is a better understanding of the capital projects. Would like a draft of the capital items sometime in August. Get together with Brian Della and Dave Wagner to discuss long term needs.

8. Adjournment

Motion by Trustee Martin to adjourn. Seconded by Trustee Stillman. Motion carried unanimously. Meeting adjourned at 6:06 p.m.

Respectfully submitted,

Karie Pope
Village Clerk