

October 25, 2022 Personnel & Finance Committee Meeting Summary v2

This provides a summary of the October 24, 2022 Personnel & Finance Committee Meeting. The meeting started at 4:37 p.m. and ended would have ended at 5:35 p.m.

Members Present: Mayor Ewing, Council Member Larry Prues, Council Member Dennis Dalton, and Mary Allen, Council Member and Committee Chair. Fire/EMS Chief Tim Feldkamp, Interim Village Administrator, Bob Lindhorst.

Absent: Interim Police Chief Jason Mallott (working 3rd shift)

Guests: Councilman Ryan Woodruff

Discussion Topics:

There were discussions in the normal four broad areas: Finance, Village Administration, Police Department, and the Fire & EMS Department.

Finance Committee – Report by previous Fiscal Officer, Lynn Baird, who's assisting Joel Gilpin, the new Fiscal Officer

1. Grant money received:
 - a. Opioid Settlement \$2,858.99
 - b. American Rescue Plan – a total of
 - c. \$225,770
2. Recent 2-\$100 donations for Safety Night
 - a. Berry's Pharmacy
 - b. New Richmond Auto Sales
3. The \$25,000 Planning Grant for Liberty Landing is ready to submit for reimbursement
4. As in most years, we'll require some appropriation changes:
 - a. Garbage Fund – due to rate increase
 - b. Salaries - may need to be increased due to retirement pay outs (Fiscal Officer and Clerk of Council)
 - c. Mowing or other operating – may need to be increased
 - d. Some expense categories may need to be lowered due to lower revenue (property taxes). Revenue not sufficient to support appropriations as they were approved. Property taxes are around \$42,000 below budget.
5. Because of the lowering of appropriations, Lynn suggested we use some of the ARPA funds to cover salaries in the Police and Fire/EMS Departments
6. For advanced planning, Fiscal Officer, Joel Gilpin will miss the December 2022 and February 2023 Personnel & Finance Meetings.
7. Lynn Baird, previous Fiscal Officer, will retire on October 31, 2022. She is available to work part time to assist the newly hired Fiscal Officer, Joel Gilpin effective November 1st.

Motion: Motion to hire Lynn Baird as a part-time Fiscal Officer consultant at the rate of \$19.29 per hour effective November 1, 2022.

Motion: Motion to add Joel Gilpin as an authorized signer on the Village Bank Account at River Hills Bank.

*The Committee has reviewed all checks and electronic payments for the month September 2022.

Motion: Motion to pay the bills.

Village Administration – Interim Village Administrator Bob Lindhorst

- Bob said the sewer line down from the school was fixed at a cost of around \$30,000.
- The Culvert was filled in down by Speedway, but more work is needed.

Police Department – Interim Police Chief Jason Mallott

Interim Chief Mallott is working 3rd shift and was not present at the meeting, but wants us to accept the resignation of Officer Christopher Warner.

Motion: Motion to accept the resignation of Officer Christopher Warner effective October 23. He leaves in good standing.

With the resignation of Officer Warner, the department is down to two full time officers.

Fire/EMS Department – Fire/EMS Chief Tim Feldkamp

1. Chief Feldkamp didn't have anything to report.

Miscellaneous Discussion:

1. Councilman Allen suggested we update the Policy & Procedures Manual with a change to our paid vacation approach. She suggested multiple ideas and will meet with Chief Feldkamp and Interim Chief Mallott for their input. She will draft the changes and send to Council and the Mayor for their input before a motion to approve. Her immediate changes are 3 weeks of paid vacation for Department Heads; defined as Police Chief, Fire/EMS Chief, Fiscal Officer and Village Administrator. Interim Department Heads will get the normal allocated vacation. She believes this is a better approach to approving various vacation amounts when we hire for key roles. She is recommending the approved changes would become effective October 1, 2022, to include the newly hired Fiscal Officer, Joel Gilpin, who has worked for the Village as a pay per call Firefighter for the last 20 years.
2. It was also discussed, that when Joel works outside of his work hours, he will be paid the pay per call firefighter rate.

Motion: Motion to acknowledge Fiscal Officer, Joel Gilpin, was hired effective October 17, 2022 at a salary of \$50,000 per year. When he works as a pay per call firefighter, outside of his normal working hours, he will be paid the pay per call rate.

3. There was excellent and lengthy conversation about appropriately budgeting for necessary and unplanned expenditures. Councilman Dalton has agreed to work with Department Heads to use the assessment tool we have in-house. Councilman Prues has already been working with Interim Village Administrator, Bob Lindhorst on his requirements. Councilwoman Allen even suggested we think ahead to marketing and other expenses that we should consider to promote the Village.

Guest comments:

Our only guest was Councilman Woodruff and he was involved in miscellaneous topics that were discussed.