

**MINUTES FROM THE FINANCE AND ADMINISTRATION COMMITTEE:
APRIL 26, 2016**

Committee Present: Mary Jensen, Josh Prescher and Mike Grant

Committee Absent:

Others Present: Kim Hopfinger and Dennis Uecker

The meeting was called to order by Finance and Administration chairman Mike Grant.

Discuss/Approve Minutes from March 28, 2016 Finance Meeting:

Mary made a motion, seconded by Dennis, to approve the minutes from the March 28, 2016 Finance committee meeting as presented. The motion carried unanimously.

Discuss/Recommend Procedure for Employee Reviews:

At the last finance committee meeting, Mary brought up the fact that evaluations have not been getting done for village employees in the past few years. The committee felt that they should review all policies and procedures on this and decide how to move forward in the future on this, so everyone was on the same page regarding evaluations.

Since that last meeting, Mary and Kim had done some research on the procedures in place. The committee felt the procedures in place were good, but just not being followed. The committee stated that the village should start using the procedures in place. They felt June would be a good month to start this practice. Per the policy, all reviews will be done annually in the same month of the year.

Discuss Policy on Bereavement Gifts:

There was discussion on the fact that it is not always clear when the clerk should send flowers for a funeral. Kim stated that she currently uses her judgement in this matter and sometimes consults with Dennis Uecker or Todd Tessmann. Kim stated that most times the Village and the Utility go together on the cost of the flowers that are sent. Typically, they are sent in the case of a death which involves an employee or their family or a board member or their family. The committee felt that the current practice used was fine and there was not a need for a policy on this.

Review March Budget Report:

The committee reviewed the March budget report.

The next Finance Committee meeting was scheduled for Monday May 23rd at 5:30PM.

With no further business before this committee, Mary made a motion, seconded by Josh, to adjourn. The motion carried.