

**MINUTES FROM THE FINANCE AND ADMINISTRATION COMMITTEE:  
MAY 22, 2023**

**Committee Present:** Andy Buchanan, Jay Huncosky and Cynthia Stroessner

**Committee Absent:** none

**Others Present:** Kim Hopfinger, Greg Kaepernick & Laurie Buchanan

The meeting was called to order by Andy Buchanan at 8:00am

**Discuss/Approve Minutes from March 9, 2023, Finance Meeting:**

Cynthia made a motion, seconded by Laurie, to approve the minutes from the March 9, 2023, finance committee meeting as presented. The motion carried unanimously.

**Review April Budget Report:**

The committee reviewed the April budget report.

**Discuss/Recommend Assessor Market Update Reevaluation and Contract Renewal:**

Kim informed the committee that the Department of Revenue sent a notice saying the Village was out of compliance on their assessment ratio. The Village Assessment Company Catalis (formerly Grota Appraisals) has made Kim aware that the Village will receive a 2<sup>nd</sup> notice of non-compliance which means something will have to be done for 2024 to bring the Village back into 70.05 compliance with the DOR. The assessor stated that this is happening all over the state putting most municipalities out of compliance. They recommend a market update evaluation for 2024 to stay in compliance. This is the most economical solution for municipalities. They stated they have already contracted for 19 revals in 2023 and are filling up for 2024. The cost for the market update reevaluation is \$10,400. The company stated they would be willing to spread the cost of the reval over 2024, 2025, 2026, and 2027 if the Village were willing to sign an extension for annual assessment services (2025-2027) on an agreed upon rate. The rate quoted for 2025-2027 was \$10,100 annually. The current rate the Village pays is \$9,800 annually. Kim stated that she was very happy with their services, and this seemed like a fair rate. Laurie made a motion, seconded by Andy, to recommend that the board renew the contract with Catalis from 2025-2027 for \$10,100 annually and contract with them for the market evaluation for \$10,400 with the cost split over 4 years. The motion carried unanimously.

**Discuss/Recommend Budgetary Solutions for Adding a Full-Time Police Officer Position:**

At the May regular board meeting, the board approved creating a full-time position in the police department for Jacob Berner contingent on the finance committee finding places to take the money out of in this year's budget and a one-year probation period. The additional cost for this year would be approximately \$16,000. Kim stated that if there was not the extra full-time public works employee for 3 months, it would save the Village approximately \$8,775 over having a part-time employee working approximately 30 hours a week. This savings includes wages, health insurance, and retirement benefits. The committee also stated that they would not spend \$2,000 of the money allocated for extra building inspection services over and above the building permits. Chief Kaepernick stated that he would not use \$2,000 of the training budget and put that towards the new position. Kaepernick also stated that he could save an additional \$4,000 on other police wages – including Captain Ripplinger's salary as he has not worked many hours so far this year and he would schedule him for less hours the rest of the year. Also – less part-time hours would be needed with having a full-time officer. It was also discussed that at times, Berner could take some hours at the school as the SRO which would be included in his 40-hour work week.

Jay made a motion, seconded by Cynthia to Recommend these adjustments in the budget.

With no other business before this committee, Jay made a motion, seconded by Cynthia, to adjourn. The motion carried unanimously, and the meeting was adjourned.