

## Personnel and Finance Committee Minutes

February 18, 2025

The Personnel and Finance Committee meeting started at 6:07pm.

Pat Rollins, Jeffrey Kirkbride, Bob Schacht, Carol Bailey, Sarah Dyer-Abbott and Eric Campbell were in attendance.

The committee looked over the Permanent Appropriations and the Estimate of Revenue information that Sarah prepared for council.

We reviewed the need for purchase orders to be obtained prior to any purchase made by council or BPA. Sarah prepared a reminder of the procedure and a copy of the forms.

I will do Purchase Order and then order the Tap Clocks and ibuttons (keyfobs) for our change to the Time Pilot Tap System. When we have the equipment, we will have an employee meeting to give them out and explain the system. We are planning a meeting the first week of March. We will continue to have our employees do a handwritten time sheet for 2-3 months to get used to the Tap system.

At the employee meeting we will also discuss employee phones. A few employees only use their village supplied cellphone for Time Pilot so they may not be necessary going forward.

The committee talked about council members and excused absences. It will be brought before Council by the Mayor.

The Tax Levy Committee is being formed. Several members of council have volunteered to participate. Suggestions were made for some citizens who may be willing to help. They will be contacted.

Our mayor tried to get a FEMA grant to help with the purchase of a new Emergency Siren. That route is not going to be successful. She will look at other avenues. It may need to be purchased with permanent improvement funds. The old siren is no longer serviceable and will come down with the water tower. A new siren will be put in the same location as suggested by our Fire Chief.

The meeting adjourned at 6:48pm.