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Office of the City Administrator

## FINANCE-PERSONNEL COMMITTEE

Tuesday, June 10, 2025

6:00 PM

North Conference Room

### Minutes

#### 1) Call to Order

**Present:**

Mayor Andrew Nerbun  
Alderman William Gebhardt  
Alderman Brian Parrish  
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney and Wendi Unger, Principal at Baker Tilly.

#### 2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of May 13, 2025

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Gebhardt

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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#### 3) License Applications

a. 10382 : June 2025 Licenses

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Parrish

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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b. 10369 : 2026 Waste Hauler Permits

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Gebhardt

**SECONDED BY:** Alderman Parrish

**AYES:** Gebhardt, Parrish, Strzelczyk

4) Vouchers Paid

a. May 2025 Vouchers Paid List

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Parrish

**AYES:** Gebhardt, Parrish, Strzelczyk

5) Presentation

a. Acceptance of the FY2024 Preliminary Annual Comprehensive Financial Report & Report on Internal Control

Wendi Unger from Baker Tilly was in attendance to review the results of the FY 2024 Financial Audit. Ms. Unger discussed the Reporting and Insights document as well as financial highlights from the Governmental Funds and the Enterprise Funds. On a separate note, she also presented the results of the TID #2 closeout audit. As a result of discussion, a topic was added to the work plan to discuss the City's current cash handling procedures.

6) Information Items

a. 2024 Popular Annual Financial Report (PAFR)

**RESULT:** **Accepted by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Parrish

**SECONDED BY:** Alderman Gebhardt

**AYES:** Gebhardt, Parrish, Strzelczyk

b. 2023 & 2024 Park Impact Fees Collected

Committee members want to further the conversation with how many developments occurred in those calendar years and whether or not they owed a park impact fee. Staff will present that information at a future meeting.

7) Discussion Items

a. Finance - Personnel Work Plan

b. Adjourn

A motion to adjourn was made at 6:32 PM by Alderman Gebhardt, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

*Marie Keyser*

*Assistant Finance Director*