CALUMET VILLAGE COUNCIL SPECIAL MEETING MINUTES
TUESDAY, FEBRUARY 4, 2025
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET
Public viewing available via ZOOM.com - Meeting ID: 869 9877 4486 Passcode: 699798
https://us02web.zoom.us/j/86998774486 or via phone: 1-312-626-6799

Present: President Rob Tarvis; Trustees Pamela Que, Kelly Ryan, Bernice Smith, James Tercha; Clerk Lori Weir

Absent: Trustees Matt L'Esperance

Vacancy: 1 Trustee seat

Also Present from the Village: Manager Megan Haselden, CEDM Fellow Joey Foster, Auditor Susan Sanford

Present from the Public: Virginia Dwyer (via zoom), 2 community members

I. Call to Order

Tarvis called the meeting to order at 6:00pm with roll call and led the Pledge of Allegiance

II. Petitions from the Public *(members of the public have 5 minutes to speak)*

None

III. Approval of Agenda

Que moved, seconded by Tercha to approve the agenda as presented

Motion Carried 5/0

IV. Unfinished Business

1. Audit / F-65 Report

Susan Sanford (Auditor) presented the Audit and Financial Report for the fiscal year ending February 29, 2024. She apologized for the delay in completing the audit in a timely manner and discussed the issues encountered with last year's compilation and the additional time it took to account for and correct the discrepancies. She noted adjustments to TIF dollars and grant funds (p. 26-27 of the financial report).

Sanford also reviewed her findings and recommendations regarding internal controls and documenting processes and policies.

Que moved, seconded by Tercha to accept the Audit and F-65 Report as presented.

Roll Call Vote:

Yeas: Que, Smith, Ryan, Tercha, Tarvis

Nays: None

Absent: L'Esperance

Motion Carried 5/0

2. FY26 Budget Process and Timeline
   Haselden discussed the new budget format regarding budget revenues supporting budget expenditures. Discussion of funds in outlying accounts that have not had any activity since 1989. Haselden confirmed that the work session next week will be mainly budget focused. The other agenda item will be the Dangerous Buildings Ordinance.

   The Budget Public Hearing will take place at 6:00pm on Tuesday, February 18. The Regular Council Meeting will follow the Public Hearing. A Special Meeting to vote on the FY26 budget and amendments to the FY25 budget will take place at the end of the month in order to ensure the amended budget has all the February expenses accounted for.

V. New Business

1. Employee Contracts
   Haselden is working with an ad-hoc committee (Que, Ryan, Weir) to draft a Manager Contract. She is also transitioning all other village positions from contractual to standard employment positions and working on an Employee Handbook. These items will be discussed further during the budget discussions at the next work session.

VI. Adjourn

Que moved, seconded by Smith to adjourn the meeting at 7:05pm.

Motion Carried 5/0

Respectfully submitted,

Lori Weir, Clerk