

**Village of Waterman  
Finance and Personnel Committee  
Meeting Minutes  
Waterman Village Hall  
215 W. Adams St.  
Waterman, IL 60556  
Tuesday, March 15, 2022 at 6:00PM**

Meeting called to order by Trustee Feitlich at 6:03PM

**Roll Call:** Trustee Radtke, Trustee Pearson, Trustee Feitlich, Guest Village Manager Nykaza, Guest Village Clerk Pool, Guest Chief Swanson

Approved meeting agenda as amended. Added letter g. "Discuss utility deposit" to New Business. Passed 3/0.

Approved meeting minutes from February 3, 2022 as amended. Passed 3/0.

**Old Business:**

Discussed status of new accountant implementation. Discussed using the accounting firm to fix budget and other ongoing projects. Can do monthly accounting practices. Trustee Feitlich and Village Manager Nykaza will be meeting with him Thursday morning.

Discussed retirement contribution corrections. Money has been put aside for those that have not accepted the terms of the contribution correction.

Discussed update on audits. GWA is anticipating mid-April for finalizing 2018 audit. Continue to see delays from Seldon Fox. Will ask GWA for timeline moving forward, so we stay on task.

**New Business:**

Reviewed job descriptions. Discussed hiring an administrative assistant to help with accounting practices, scanning and filing, answering the phones, processing permits, etc. Village Clerk Pool and Village Manager Nykaza will create a job description and also include number of hours per week.

Discussed merit raises. Discussed providing salary increases based on employees who meet and exceed expectations. Committee is willing to allocate dollars for merit raises and leave it to managers to distribute to raises. Committee will also allocate merit raises to managers.

Discussed insurance reimbursement. Chief Swanson suggested increasing our premium allotments. Also suggested the Village pays for the premiums up front, instead of reimbursement.

Discussed vacation rollovers. Discussed process for employees to request vacation rollover. Employees will deliver a letter to the board for approval, based on the handbook guidelines.

Discussed fiscal budget. Will send out requests to budget managers to have budgets submitted to the Finance and Personnel Committee meeting by March 27<sup>th</sup>. Committee will meet next on March 28<sup>th</sup> at 6PM to finalize the budget.

Discussed utility billing deposit. Committee recommends we will stop taking deposits immediately. Committee also recommends we consult with Heather to determine how to handle the dollars we have collected to date.

**Public Comment:**

None.

**Adjournment:** Meeting was adjourned at 8:04PM.



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Submitted by:

Dr. Sarah Radtke, Village Trustee