

**Village of Waterman  
Finance and Personnel Committee  
Meeting Minutes  
Via Zoom  
Monday, November 14, 2022 at 4:00PM**

Call to Order at 4:02PM

**Roll Call:** Trustee Radtke, Trustee Feitlich, Trustee Pearson (at 4:24PM), Guests: Village Clerk Pool, Village Police Chief Swanson, Village Manager Nykaza

Approved the meeting minutes from August 25, 2022. Pass 2/0.

**New Business:**

Discussed changes and updates to Personnel Manual. Recommended changes from Manager Nykaza were reviewed. It was recommended Manager Nykaza review changes with Village President before presenting to Board in December. Clarification of Pension payout for first year of employment will be further investigated.

Discussed updates to Village Purchasing Policy. It was again recommended Manager Nykaza review changes with Village President before presenting to Board in December.

Discussed extending Village hours to Monday-Friday 7:30am-3:00pm.

Discussed Ordinance 2010-10 regarding Trustee Compensation. The words "in a fiscal year" are recommended to be added to the ordinance.

Discussed Manager Nykaza's research into an HR consultant and HR software company. Research is ongoing but will not be considered until closer to budgeting for new fiscal year.

Discussed IMRF initial information. Will discuss further once we receive cost study information.

Discussed Village Manager receiving a Village debit or credit card. Waterman Bank will be contacted to review options. Concerns over account reconciliation were discussed.

Discussed Utility Bill Deposits and how to handle reimbursements. It was decided more information was needed to chart who Village has records of deposits. Since there is no ordinance or formal polict regarding refunds of deposits, residents whom Village has records of deposit, will be refunded deposit.

No Old Business.

No Public Comments.

Adjournment: 5:08PM.

A handwritten signature in cursive script, appearing to read "Amy Nykaza", written over a horizontal line.

Submitted by:

Amy Nykaza, Village Manager