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## FINANCE COMMITTEE MEETING

Village of Pepin Community Room  
Wednesday, July 5, 2023, at 5:00 pm

### MINUTES

1. **Call meeting to order**-Randy Kallstrom called the meeting to order.
2. **Roll Call**-Randy Kallstrom, Toni Raethke, Shannon Van Allen, Greg Sandstrom, Tracy Rundquist, and John Hurtley were all present.
3. **Approval of Minutes**-Randy presented the minutes separately. **10.27.2021** minutes, **Motion** was made by Shannon Van Allen to approve the 10.27.2021 minutes. **Second** by Toni. All Ayes, motion approved. **10.11.2022** minutes, **Motion** was made by Toni to approve the 10.11.2022 minutes. **Second** by Greg. All Ayes, motion approved. **12.06.2022** minutes, **Motion** was made by Greg to approve the 12.06.2022 minutes. **Second** by Toni. All Ayes, motion approved.
4. **Procurement Policy**-Discussion/Action. John Hurtley had taken on the task of finalizing the village procurement policy last year that was drafted by Mike Michaud. With some collaboration with Rural Community assistance and USDA representatives John was able to edit the policy and feels the policy is ready to go. After some discussion, **Motion** was made by Toni to bring the procurement policy to the Board to review at the next board meeting. **Second** by Greg. All Ayes, motion approved.

John mentioned to the committee that this policy references the code of conduct. Which should be addressed as well. The committee made the recommendation to refer the code of conduct to the Board along with the procurement policy for review.

5. **2022 Audit/Budget**-Discussion. Tracy explained that in 2022 the Board had decided that the audits through Bauman would be completed quarterly instead of annually to hopefully make budgeting a little easier. There was lots of discussion on the 2022 audit and the first quarter of 2023 audit went well and was complete through April 30<sup>th</sup> due to Bauman's schedule. John had a question about what funds were used for the 207 Lake St. property purchase and demolition. He was told the village used TIF funds and the board approved up to \$100,000.00 for this. Randy also mentioned that the Buildings, Property and Parks committee was meeting tomorrow evening, and the 207 property was part of the agenda, and anyone is welcome to attend. The committee moved on with good discussion on the proposed shared revenue funds that could be

up to \$42,000.00 and potentially used in the 2024 budget to help with increased ambulance calls, wages, etc. Tracy also let the committee know that she tracked down the DNR Garage rent payments. She discovered that this needs to be invoiced annually, which she did, and will continue to do so.

6. **Adjourn-Motion** to adjourn was made by Randy. **Second** by Toni. All Ayes, meeting adjourned.

Julie Wheeler  
Village Clerk