

**VILLAGE OF WAUSAUKEE
FINANCE & PURCHASING COMMITTEE
COMMITTEE MEETING**

(COMMITTEE MEMBERS: ROSIE FIGAS, RANDY SCHMIDT, JULIE PARKANSKY)

**WEDNESDAY, MAY 13TH, 2009
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE**

6:30 PM

MINUTES

1. Call to Order – Chairperson Rosie Figas called the meeting to order at 6:33 pm. Committee members in attendance were Julie Parkansky and Randy Schmidt. Also in attendance were Village Trustees Kellen Stumbris and John Ranallo, Village President Jeff Townsend, Village Treasurer Sara Pullen, and Village Clerk Toshia Ranallo. Streets Supervisor Darryll Schmidt arrived later.
2. Approval of Agenda – Parkansky made a motion seconded by Schmidt to approve the agenda as printed. Motion carried.
3. Discussion – Accounts Receivables and Invoices – Figas stated that the Committee needed to decide whether or not to recommend to the Board that the bills be held until approved for payment. Parkansky stated that she would like to hold the checks until they are reviewed by the Board for approval. Both Figas and Parkansky agreed that this would not include payroll checks. Pullen asked whether or not regularly scheduled monthly bills needed to be held such as WPS and CenturyTel. The Committee agreed that these types of bills should be paid and did not need to be preapproved. Townsend stated that he would like to see supplies purchased from local vendors as opposed to employees going to Marinette for them. He would also like to see repairs and maintenance done by local vendors as much as possible. He stated that the cost savings of buying something from a larger vendor is outweighed by the gas and wage expense of traveling to Marinette. He mentioned that if something cannot be purchased locally that employees look into having things shipped directly. Pullen mentioned that she would like to see employees clearly mark on the invoices what they purchased and what department it was for so that she can make the proper allocations in QuickBooks. Figas stated that the Village needs to impose purchasing practices. The idea of purchase orders was suggested. The Committee went through the bills and Pullen explained which ones are normal monthly charges as opposed to unscheduled bills. Figas suggested the Village look into Discover Business Credit Cards which would allow each employee to have his/her own card regulated by the Village. She stated that the advantages are that the Board could track each employee's purchases individually, and with Discover, the Village would receive a certain percentage of the total purchases back. Schmidt stated that he likes the idea of individual credit cards as well as a purchase order system which he would like to see in place immediately. Townsend stated that nuts and bolts and things of that nature really shouldn't require a purchase order, but anything else should be preapproved. After discussion, the Committee decided that they will hold off on requiring purchase orders and see if the request for employees to clearly mark all invoices fixes the problem of not knowing how to allocate certain purchases. The Committee will recommend to the Board to look into a Discover Card for each employee.

4. Adjourn – Parkansky made a motion seconded by Schmidt to adjourn a 6:57 pm. Motion carried.

Posted on (June 9th, 2009)
At (4:00 PM) by (SP)

NOTICE IS HEREBY GIVEN THAT SOME VILLAGE BOARD MEMBERS WHO ARE NOT MEMBERS OF THIS COMMITTEE MAY ATTEND THIS COMMITTEE MEETING SO AS TO CONSTITUTE A QUORUM AND A MEETING OF THE VILLAGE BOARD. ANY SUCH BOARD MEMBERS ATTENDANCE WILL BE EXCLUSIVELY FOR INFORMATION PURPOSES, DISCUSSION, AND/OR RELATED PURPOSES. THE VILLAGE BOARD WILL NOT TAKE ANY OTHER ACTION AT THE COMMITTEE MEETING.

PLEASE NOTE: UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, PLEASE CONTACT THE VILLAGE CLERK WITHIN TWO BUSINESS DAYS PRIOR TO THE MEETING SO THAT ANY NECESSARY ARRANGEMENTS CAN BE MADE AT (715) 856-5341.