

**Finance Committee Meeting Minutes**  
**Thursday, February 6, 2025**  
**Village Hall**

Others Present:

Nicole Chen, Chairperson  
Scott Lewis, Trustee  
John Mastandona, Director of Finance  
Ellen Baer, Village Manager  
Brian Scott, Director of Fire and Emergency Medical Services  
Aleks Briedis, Director of Recreation

Meeting called to order at 5:15 pm

**Items of Discussion:**

- **Minutes:** The minutes of the November 18, 2024, Finance Committee meeting were approved with recommended edits. Motion by Trustee Lewis and second by Chairperson Chen.
- **Public Comment:** None
- **Budget Amendments: Recreation – Rec HVAC & Grand Ave Gym Improvement:** Director Briedis presented the request of two budget amendments for projects that were started and anticipated to be completed in 2024. He stated that both projects had delays in delivering needed goods to complete the project. Funds were not included in the 2025 Budget, as they were anticipated to be expended in 2024. Director Mastandona noted that during the budget process, these expenditures were assumed to be spent in developing the projected fund balance and this amendment would not impact the estimated fund balance at the end of 2025. The Committee reviewed the request and Chairperson Chen motioned that the requested budget amendments be placed on the February 10<sup>th</sup> Board of Trustees meeting agenda and a second by Trustee Lewis. Motion passed by a roll call vote.
- **Budget Amendment: Village Hall HVAC Controls:** Manager Baer presented the budget amendment request on behalf of Municipal Services regarding the HVAC controls for the Village Hall building. She stated that it was initially believed that the controls would not need to be replaced, as part of a project to update other components of the HVAC system. It was later discovered that the existing controls would need to be updated. The Committee reviewed the request and Chairperson Chen motioned that the requested budget amendment be placed on the February 10<sup>th</sup> Board of Trustees meeting agenda and a second by Trustee Lewis. Motion passed by a roll call vote.
- **EMS/MC Billing Services Agreement:** Director Scott presented a billing services agreement with EMS/MC for billing services related to emergency medical services. He stated that the Village has had a relationship with Andres Medical Billing for years and they recently were acquired by EMS/MC. There are no major changes to the previous agreement but just reflects the change an ownership. The Committee reviewed the request and Chairperson Chen motioned that the request be placed on the February 10<sup>th</sup> Board of Trustees meeting agenda and a second by Trustee Lewis. Motion passed

- **Other Business:** None.
- **Schedule Next Meeting:** February 27, 2025 at 5:15 pm.

Motion to adjourn by Trustee Scott Lewis and second by Chairperson Nicole Chen.

There being no further business, the meeting was adjourned at 5:28 pm

Respectfully Submitted,  
John Mastandona  
Director of Finance

APPROVED: March 18, 2025