



Report to

Agenda Item: CoVantage Loan
Meeting Date: 2/21/24
Staff Contact: Lisa Kerstner
Report Prepared by: Lisa Kerstner

When I was hired as Finance Director, the Finance Director position was vacant. APC and the Village Board was aware of the vacancy. This put me at a huge disadvantage because I was not aware of all debts the Village of Kronenwetter incorporated previously to my hire date. Due to the vacancy, I was also not unaware of the debt to CoVantage Credit Union. It was brought to my attention after the budget was completed for 2024, when a resident questioned what was happening with the Fire Truck loan at CoVantage during open comments during a previous Village Board meeting.

I made a mental note of that comment and took the initiative to do research and locate the agreement the resident was questioning.

I called CoVantage, spoke with a representative and they informed me when the debt was due, a statement would be sent. I said I would watch for it.

On 1/19/24, I asked our Account Clerk if she had seen a statement from CoVantage in regards to the debt and she advised she had not. I called CoVantage Credit Union to inquire about the account to get access to check on it and that is when I was informed the statement went to rhabeck@kronenwetter.org. That email is deactivated due to that staff member no longer being employed at the village. I was not able to get any information on the account because I was not an authorized person privy to information for that loan. I took the initiative knowing we may be penalized 5% if payment wasn't made by January 25, 2024. I did not want that to happen, so I made a copy of the signed resolution and attached it to the payment voucher and asked President Chris Voll for his signature to make an on-time payment. President Voll signed the voucher and payment was made on January 23, 2024 with no penalties.

On 1/23/24, Sara Fisher, Village of Kronenwetter's Account Clerk was a signee on the account. Fisher went to CoVantage Credit Union and dropped off the payment check, and a copy of the Village Minutes proving the previous Finance Director was no longer employed and I was hired in charge of financed for the Village. This allowed me to become an authorized person on the account and the previous Finance Director was removed.

On 1/24/24, I went to the bank to sign paperwork to become an authorized person on the account and get the breakdown of the payment between principal and interest. I also changed the email address to AP@kronenwetter.org so assure future statements will be sent to the village email account accessed by the account clerk on a daily basis.