

FINANCE & ADMINISTRATION
COMMITTEE MEETING
MAY 10, 2007

CALL TO ORDER & ROLL CALL

The Finance and Administration Committee Meeting was called to order by Chairperson Tuman at 7:00 p.m. Present at roll call were Trustees Cramer, Figurski, Menzel, and Tuman. Also present were President Laube, Administrator Osten, Police Chief Polston, all Public Works employees, and Treasurer Toppel.

RESIDENT'S COMMENTS

None at this time.

Trustee Tuman welcomed new Trustee Cramer.

APPROVAL OF APRIL MEETING MINUTES

Trustee Tuman made a motion to approve the meeting minutes for April 12, 2007. The motion was seconded by Trustee Figurski and approved by a roll call vote of four yes votes.

OTHER BUSINESS

Merit Pay Plan

Osten explained the merit pay distribution and asked the Committee whether it wished to limit merit to a maximum of 2% per employee or allow any amounts not awarded to be redistributed among the eligible for merit such that the whole amount budgeted would be spent. Trustee Figurski stated that the Board said 2%. The employees were present to discuss raises. Dan Hughes stated that his crew is talented and is proud of all the Water, Sewer, Streets, and Parks staff and he feels that the starting salary levels and all jobs should be re-evaluated and a method should be developed to allow movement within pay ranges. Tony Musel stated that all the employees are dedicated. Trustee Tuman stated that there isn't a lot of money at this time but will try to make it right. Mike Frey feels that the Village does not care about the employees. Our job descriptions do not cover all the jobs and everyone does what they have to get the jobs done. Ray Cooper feels that the morale of the employees is in a downward turn. John Reese stated that since he started twenty employees have left and feels that we are just a training ground and when employees get trained, they leave for a better paying job. Don Kublank would like us to stop being a revolving door for training and compensate the long-term employees. Everyone feels that we have to compete with other towns and better communications would help. There should be more movement in the pay scales. Trustees Menzel and Figurski would like to see the skill steps proposal and would not like to lose anyone.. Trustee Cramer stated that the employees are the backbone of the Village. Osten feels

that the skill steps will help with this problem and Hughes, Huizinga, and himself will start on this project immediately. Trustee Tuman thought it was healthy to discuss and air out the problems.

Trustee Tuman made a recommendation to the Board to use the entire budgeted amount of \$22,720 for merit raises. The recommendation was seconded by Trustee Menzel and approved with a roll vote of four yes votes.

APPROVAL OF REPORTS FOR APRIL

- ~ Trustee Tuman made a motion to recommend approval of the Accounts Payable Report for April 2007 to the Village Board. The motion was seconded by Trustee Menzel and was approved by a roll call vote of four yes votes.*
- ~ The All Funds Summary Report was reviewed.*
- ~ Accounts Receivable Report was reviewed.*

Toppel informed the Committee that the "Final" April figures will be approved at the June Finance Meeting.

PURCHASE REQUESTS/PAYMENTS

WWTPII Maxium \$148,009.50+

Trustee Tuman made a motion to recommend the Village Board approve a pay request to Maxim Construction in the amount of \$148,009.50 for work completed on Water/Sewer Modernization Phase II. The motion was seconded by Trustee Figurski and approved by a roll call of four yes votes.

Picnic Grove Park Swing Set \$5,728

Trustee Tuman made a motion to recommend the Village Board approve the purchase of Picnic Grove Park swings for \$5,728, contingent on Keith Venturi adding \$1,728. The motion was seconded by Trustee Menzel and approved by a roll call vote of four yes votes.

Police Department Remodel & Office Equipment Purchase \$4,000

Trustee Tuman made a motion to recommend the Village Board approve remodeling the file area into a 7'X13' office and purchase office equipment not to exceed \$4,000, contingent on receiving an estimate/description on the remodeling before the Board Meeting. The motion was seconded by Trustee Figurski and approved by a roll call vote of four yes votes.

B & W, Update Hillcrest W & S Extension Study \$750.00

After a brief discussion, the Committee decided to write a letter to the residents of Hillcrest to see if there was any interest in connecting to our water/sewer lines before having a study done by Baxter & Woodman.

ADMINISTRATION REPORT

Grant Status

After a brief discussion, the Committee decided at this time we should not apply for either the Illinois Tomorrow Corridor Planning Grant or the School Sidewalk Grant.

Osten informed the Committee that he had a plaque made for Baxter & Woodman thanking them for all their service since 1946 and wanted to know when it should be presented to Engineer Thomas. The Committee's choice was the next Public Works Meeting.

OTHER BUSINESS.

Trustee Figurski said that Cary and other communities have an exclusive towing/storage contracts with businesses in their communities and thought it was a good idea.

Trustee Figurski made a motion to enter into an exclusive towing/storage contract with Bryant Automotive, if approved by Attorney Rosenthal. The motion was seconded by Trustee Tuman and approved by a roll call of four yes votes.

ADJOURNMENT

Trustee Cramer made a motion to adjourn the Finance and Administration meeting at 8:50 p.m. The motion was seconded by Trustee Figurski and approved by a voice vote of four yes votes. Meeting adjourned.

James B. Tuman, Chairperson

Penny Toppel, Secretary

Date Approved