

FINANCE & ADMINISTRATION
COMMITTEE MEETING
August 9, 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, Trustees Pelletier and Bowman, Administrator Osten, Streets & Parks Supt. Huizinga, Ass't Supt. of Streets & Parks Reese, and Treasurer Toppel.

RESIDENT'S COMMENTS

The only residents present were here to discuss the new Streets & Parks facility and that will be discussed later in the meeting.

APPROVAL OF JULY 12, 2007 MEETING MINUTES

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

APPROVAL OF REPORTS FOR JULY

~ *Trustee Figurski made a motion to recommend approval of the Accounts Payable Report for July 2007 to the Village Board.* The motion was seconded by Trustee Cramer and was approved after some questions by a roll call vote of four yes votes.

~The All Fund Summary was reviewed.

~ Accounts Receivable Report was reviewed and the Committee inquired about the overdue invoices for Preferred Development and was told that Clerk Brouder left them a message and will follow up.

Toppel stated that the Audit Report should be done and presented at the September meeting.

PURCHASE REQUESTS/PAYMENTS

Waive bids: Urban Forest Management: S & P Facility Landscaping- \$3,900 (Purchase)

Trustee Tuman made a recommendation to the Village Board to waive the bid process and use Urban Forest Management for Streets & Parks Facility Landscaping concept plan, tree inventory, and etc in the amount of \$3,900. The recommendation was seconded by Trustee Figurski and approved by a roll call vote of four yes votes.

Sled Hill Dividers, Team Reil, Inc: \$7,162

Trustee Tuman made a motion to approve purchasing the second portion of sled hill dividers from Team Reil in the amount of \$7,162 to complete the project. The motion was seconded by Trustee Figurski and approved by a roll call vote of four yes votes.

WWTP Change Orders 1 & 2 , Maxim Construction

Trustee Tuman made a motion to approve change order #1 for an annunciator in the amount of \$2,289 and change order 2 for a transfer switch for the amount of \$2,805 for WWTP phase 2

construction to Maxim Construction. The motion was seconded by Trustee Figurski and approved by a roll call vote of four yes votes.

ADMINISTRATION REPORT

Grant Status

- ~ The EPA has notified us that we will not receive \$65K of the grant because engineering work wasn't sent out for bid. Working on trying to receive the entire grant.
- ~ Seven Police vests have been purchased through the Federal reimbursement program and Lions Club.

Personnel Code: Payment of 50% Accumulated Sick Leave upon Retirement after 30 Yrs.

Trustee Tuman made a motion to amend Article 6 Section 3 of the Personnel Code adding that upon retirement after 30 years of service or more payment of 50% of accumulated sick days. The motion was seconded by Trustee Cramer and approved by a roll call vote of four yes votes.

OTHER BUSINESS.

"Park it on the Fox", Raffle Permit

Trustee Tuman made a motion to waive the fidelity bond for the "Park it on the Fox" raffle permit for the Park Commission fund raiser. The motion was seconded by Trustee Figurski and approved by a roll call vote of four yes votes.

S& P Facility

Osten presented an overview of the purposed Streets & Parks Facility, why it should be done at this time, why & how the Garage Committee arrived at this plan & site , and also discussed funding options.

Ways to reduce costs:

- Change number of parking spaces from 32 to 25
- Eliminate the conference room
- Eliminate the reception area
- Eliminate a repair bay
- Look into other options for landscaping
- Change the parking in vehicle storage to 90 degree
- Eliminate furniture design

There are different options for funding and not all would pertain to this project

- Debt Certificates
- Special Service Area
- Special Service Assessment
- Alternate Revenue Bonds
- G. O. Bond – Referendum
- Water & Sewer Rates/Vehicle Fees or combination

The following comments were made by the residents present:

- The absorbent price/ why so large
- Bad site
- Why so much asphalt
- Referendum – so people can decide
- Enforcement on vehicle stickers
- Height of building/ losing heat
- Maintenance of building, once built
- Why three driveways
- Berms for noise

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Parking in the back of building
Check grating plans to see if lot is suitable for our building
Exhaust fumes
Concern for the environment of the area
Detention pond not large enough
Could it be done in phases
Legally could the Enterprise Fund pay for the garage
Small town and need to think smaller rather than larger
Salt storage leaking into detention pond
Steel building
Putting all equipment in one building
Step away and re-think project
Money better spent on roads than buildings

Trustee Tuman thanked everyone for their input and further discussion will take place at the Village Board Meeting.

ADJOURNMENT

Trustee Tuman a motion to adjourn the Finance and Administration meeting at 10:40 p.m. The motion was seconded by Trustee Cramer and approved by a voice vote of four yes votes. Meeting adjourned.

James B. Tuman, Chairperson

Penny Toppel, Secretary

Date Approved