

FINANCE & ADMINISTRATION
COMMITTEE MEETING
October 11, 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 Administrator Osten and Treasurer Toppel.

APPROVAL OF SEPTEMBER 13, 2007 MEETING MINUTES

Trustee Menzel made a motion to approve the meeting minutes for September 13, 2007 after a correction. The motion was seconded by Trustee Cramer and approved by a roll call vote of four yes votes.

RESIDENT'S COMMENTS

No residents were present at this time.

Presentation: Audit 4/30/07

John Albanese of Eder-Casella made the annual Audit presentation. For the second year in a row we had a clean opinion with no management letter. Albanese explained the audit and how to read the reports. Albanese also talked about internal controls, how to detect fraud, and the need for some level of trust in employees.

Public Works Department Purchasing Procedures

Osten also explained about new procedures and controls and he is setting-up. A memo will be sent to the Board explaining the new policies.

A discussion took place about our consultants and what we pay them a year and would it be better if we had our own engineer and attorney on staff. Toppel will send out a report listing consultant expenses over the last year.

APPROVAL OF REPORTS FOR SEPTEMBER

~ Trustee Menzel made a motion to recommend approval of the Accounts Payable Report for September 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 it was decided that all work should stop on Preferred Development sites until the past due bills are paid and escrow is replenished.

Fox Fest Budget

No one had any questions about the Fox Fest budget at this time.

Park it on the Fox Budget

Trustee Cramer said that "Park It On The Fox" made \$1,212.68. At the Park Commission Meeting it was recommended that \$500 should go for next year's event and \$712.68 should be sent to the McHenry County Community Foundation. After a brief discussion, *Trustee Tuman made the recommendation to follow the Park's Commission recommendation of \$500 for next year's event and \$712.68 to the McHenry County Community Foundation designated for Hunter's Farm Park.* The recommendation was seconded by Trustee Figurski and approved by a roll call vote of four yes votes.

PURCHASE REQUESTS/PAYMENTS

Contract: B & F Technical Services, Inspections

Trustee Tuman made a motion to approve a contract with B & F Technical Services for various inspections. The motion was seconded by Trustee Menzel and approved by a roll call vote of four yes votes.

B & W: Eastgate Drainage Study-\$1,000

Trustee Tuman made a motion to approve an Eastgate Drainage Study to be done by Baxter & Woodman and not exceed \$1,000. The motion was seconded by Trustee Menzel and approved by a roll call vote of four yes votes.

As a FYI other purchases which Public Works approved and was orderd immediately were:

~Auger for Wasterwater plant - \$10,393

~Garage repairs totaling \$33,894

~A compressor for WP#2 dehumidifier not to exceed \$1,800

ADMINISTRATION REPORT

Grant Status

~Rolf Cambell has prepared a proposal as an alternative to the current downtown redevelopment effort. Potential developers have shied away due to market pressures.

Osten is making contact with IDOT to determine if the FRG's Illinois Tomorrow Corridor Planning Grant can be used to fund it.

~ EPA is allowing the Village to receive reimbursement for 55% of its Phase ii WWTP improvements from the Stag Grant instead of the original 41%. This will make up for the fact that engineering expenses can not be reimbused.

Resolution: McCOG Medical Insurance Pool

Osten explained the McCOG medical insurance pool and said that the start-up cost would not exceed \$1,100 in legal fees if the pool gets established. *Trustee Cramer made a motion to approve the resolution with the intent of joining the McCOG Medical Insurance Pool.* The motion was seconded by Trustee Menzel and approved by a roll call vote of four yes votes.

Ordinance: ROW Construction Standards

The Ordinance for ROW Construction Standards is FYI only and this item will be discussed at the Board Meeting.

Barrington Hills Tower Antenna Agreement

Barrington Hills has indicated that plans to forward a request to the Village asking to enter into an agreement to connect the their police antenna on the water tower.

Pay Phone Agreement

Trustee Tuman made a motion to enter into a pay phone agreement with Pacific Telemanagement Services to retain the existing pay phone in the Police Department lobby at no charge to us. The motion was seconded by Trustee Figurski and approved by a roll call vote of four yes votes.

Additions to Employee Benefits

Trustee Tuman made a motion to forward a request for the additional employee benefits to the Village Board Meeting. The motion was seconded by Trustee Menzel and approved by a voice vote of all yes.

ADJOURNMENT

Trustee Tuman a motion to adjourn the Finance and Administration meeting at 9.10 p.m. The motion was seconded by Trustee Menzel and approved by a voice vote of four yes votes. Meeting adjourned.

James B. Tuman, Chairperson

Penny Toppel, Secretary

Date Approved