

FINANCE & ADMINISTRATION
COMMITTEE MEETING
December 13, 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, Police Chief Lukasik, and Treasurer Toppel.

APPROVAL OF NOVEMBER 2007 MEETING MINUTES

Trustee Menzel made a motion to approve the meeting minutes for November 8, 2007. The motion was seconded by Trustee Figurski and approved by a roll call vote of three yes votes and Trustee Tuman abstained.

RESIDENT'S COMMENTS

Bob Nunamaker and Michael Schiestel of the PEDC were present.

APPROVAL OF REPORTS FOR NOVEMBER

~ Trustee Figurski made a motion to recommend approval of the Accounts Payable Report for November 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 Fund Summary was reviewed.

~ Toppel asked if any one had questions about her memo regarding the 07/08 budget review.

~Osten explained that in 09/10 more money could be spent on the road program as planned if 08/09 has a balanced budget that doesn't use reserves and current projections hold..

~ Accounts Receivable Report was reviewed.

PURCHASE REQUESTS/PAYMENTS

Dewatering Press Belt - \$2,021

Trustee Tuman made a motion to forward to the Village Board the approval to purchase a dewatering press belt \$2,021. The motion was seconded by Trustee Menzel and approved by a roll call vote of four yes votes.

Police Hire

Chief Lukasik informed the Committee that Patrolman Doherty accepted a position with Des Plaines. Patrolman Slovacek could be retiring in January and Patrolman Westergren has applied for a disability pension. Chief Lukasik would like to hire a laid off

Hawthorne Woods Officer now. His salary would be higher than a brand new officer because he has experience. He would only need field training and not the academy so his training costs would be much lower and could bring the PD backup to strength faster. *Trustee Tuman made motion to forward to the Village Board approval to hire an extra officer at this time.* The motion was seconded by Trustee Menzel and approved by a roll call vote of four yes votes.

ADMINISTRATION REPORT

Grant Status

~ At the January meeting Administrator Osten will have alternatives for developing the downtown area instead of having Rolf Campbell(RCCA) do the work. Mr. Nunamaker stated that a full inventory of all the buildings should be done and Trustee Figurski asked what Rolf Campbell did and Osten explained. Both Nunamaker and RCCA evaluated current and projected EAV's. The key difference being that RCCA also conveyed this information to developers they knew and brought one to discussions with the Village Board. This will be discussed at the next PEDC meeting.

~ Looking into a ComEd Transformation Grant to see the feasibility of a CMAQ Grant for an underpass.

~ Administrator Osten will meet with Rep. Bean's rep on December 18th to request funding help for our Public Works Garage.

Ordinances: 2007 Levy

Trustee Tuman made a motion to recommend to the Village Board to approve the 2007 Tax Levy Ordinances. The motion was seconded by Trustee Figurski and approved unanimously by a voice vote.

OTHER BUSINESS

FYI Purchases

Administrator Osten informed the Committee of the following operational purchases that had to be made this month without Finance and Village Board approval:

- ~ Dehumidifier repair at the water plant - \$2,000
- ~ Salt purchase - \$4,800
- ~ Crack sealing - \$5,000

Purchasing Policies

Trustee Menzel made a recommendation to the Village Board to approve the Finance Purchasing Policy dated December 10, 2007. The motion was seconded by Trustee Figurski and approved unanimously by a voice vote.

Surplus Revenues

As an FYI, Osten informed the Committee that the surplus 1988 Chevrolet truck with a plow was sold for \$1,800.

Ordinance: Surplus Motorcycle

Trustee Menzel made a motion to forward to the Village Board an surplus Ordinance authorizing the sale of a 1986 Honda Motorcycle from a DUI seizure. The motion was seconded by Trustee Figurski and approved unanimously by a voice vote.

ADJOURNMENT

Trustee Tuman made a motion to adjourn the Finance and Administration meeting at 8:20 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