

FINANCE & ADMINISTRATION
COMMITTEE MEETING
DECEMBER 12, 2011

CALL TO ORDER & ROLL CALL

The Finance and Administration Committee Meeting was called to order by Trustee Menzel at 7:00 p.m. Present at roll call were Trustees Knar, Menzel, and Schiestel. Also present was President Nunamaker, Administrator Osten, Ass't Supt. of W/S Zintl, and Treasurer Toppel. Trustee Blohm arrived at 7:10 p.m.

APPROVAL OF NOVEMBER 10, 2011 MEETING MINUTES

Trustee Schiestel made a motion to approve the November 10, 2011 meeting minutes. The motion was seconded by Trustee Knar and approved by a roll call vote of three yes votes.

RESIDENTS COMMENTS

None present at this time.

Radio Read Water Meters, Neptune-- \$318,375 (Budget Adjustment Ord. Required)

Zintl reviewed the steps taken for the radio water meters and how it was arrived to this point of possibly replacing all the meters at once. Craig Adams and Aaron Gilson were present from Neptune and Ferguson Waterworks respectfully and said that the entire project would take 2-4 months. Trustee Knar inquired how this was arrived at instead of the eight-year program that was in the budget and feels that at this time spending \$318,375 was not a good idea and he feels that we should only spend the \$43,350 that's in the budget this year and have more discussion at budget time. Trustee Schiestel inquired how long the current price was good for and Gilson said two years for the equipment but installation prices go up every May because installers are Union plumbers. Trustee Schiestel agreed with Trustee Knar. Trustee Blohm said that, if this was done it would mean hiring a part-time employee instead of a full-time one. ***Trustee Menzel made a motion to the Board to purchase and have installed all the touch pad water meters to radio read meter in the amount of \$318,375.*** The motion was seconded by Trustee Blohm and a roll call vote followed: Menzel - yes, Blohm - yes, Knar - no, and Schiestel - no. ***Trustee Schiestel made a motion to the Board to approve purchasing/installing radio read water meters in the amount of \$43,350.*** The motion was seconded by Trustee Knar and approved by a roll call vote of three yes votes and Trustee Menzel voting no.

Finance & Administration Committee December 12, 2011

Trustee Menzel turned the Chairperson duties over to Trustee Blohm at 7:30.

FINANCE REPORT

APPROVAL OF REPORTS FOR NOVEMBER

~Trustee Knar made a motion to the Board to approve the Accounts Payable for November. The motion was seconded by Trustee Schiestel and approved by a roll call vote of four yes votes. Trustee Knar inquired if we were putting all the bills for the McCarthy lawsuit in legal and Toppel stated yes.

~ Toppel stated that we are four months behind in receiving Income Tax from the State.

~ Accounts Receivable Report was reviewed and Osten stated that staff is checking on older escrow account to see if they can be cleared up.

~Toppel inquired if anyone had any questions with the arrears and history for Water & Sewer. None at this time

PURCHASE & PAYMENT REQUEST

Trustee Knar made a motion that all the purchases and payments items 5A to 5H minus 5B be a consent agenda. After a brief discussion about 5D the manhole rehab, the motion was seconded by Trustee Schiestel and approved by a roll call vote of four yes vote.

Trustee Knar made a motion to approve purchases and payments as a consent agenda for items 5A to 5H minus 5B as follows; snow plow blades-Bonnell \$1,906, Harrison & Associates for legal issues \$2,560//\$9,500//\$12,500, Advance Underground for manhole rehab \$9,880, Baxter & Woodman for PW Facility Construction \$1,447.08//\$2,314.14//\$65,356, Teska Associates for TIF work \$3,462.50//\$6,125//\$23,000, Spring-Algin of Palatine for IH 4900 truck repair \$2,597.73, and LCT Design Group for lawsuit work \$752.50. The motion was seconded by Trustee Menzel and approved by a roll call vote of four yes votes.

ADMINISTRATION REPORT

Grant Status

~ Administrator Osten reported MCMRMA sent a check for \$20,000 for storm damage.

~ Osten sent revised mural plans to METRA.

~ Trustee Blohm inquired how much time would we have to use the \$200,000 grant for water/sewer extension from Senator Duffy. Osten replied that they don't know when money would be coming but must use within two years of receiving.

Ordinances: 2011 Property Tax Levies

Trustee Knar made a motion to the Board to approve the Tax Levies for General Fund and Special Revenue Funds consisting of Audit, Liability Insurance, and Police Pension totaling \$983,804; Gardner Terrace Special Service Area totaling \$5,000; Hunters

Farm Special Service Area totaling \$5,000; Picnic Grove Special Service Area totaling \$1,000; and Talon Special Service Area totaling \$2,000. The motion was seconded by Trustee Schiestel. A discussion took place about whether there should be any increase in the General Fund levy because taxes are high enough without increasing our share. President Nunamaker explained about the tax levy and why it's important to capture all we can now because we are under a tax cap and if inflation goes up we can only raise our 5% now. Rep. Franks is going to re-introduce a Bill that says if our assessment goes down than we can't raise our levies. Trustee Knar suggested we could give everyone a free vehicle sticker- that way they'd have something tangible and it would be a better PR for raising taxes by \$10 or \$20 per household, this will be added to the Board agenda. The motion passed and was approved by a roll call vote of three yes votes and Trustee Menzel voted no.

Ordinance: Abate G.O. Alt. Rev Bond 2010-A (annual)

Trustee Knar made a motion to Board to approve the Ordinance abating the G.O. Alternate Revenue Bond 2010-A. The motion was seconded by Trustee Blohm and approved by a roll call vote of four yes votes.

Ordinance: Weed Violations (Housekeeping)

Trustee Knar made a motion to the Board to approve the Ordinance amending Chapter 21, Vegetation Article I. The motion was seconded by Trustee Schiestel and approved by a roll call vote.

New Hire: W&S Retirement, 2 P.T. S& P, 1 P.T. Clerk's Assistant

Trustee Knar would rather hire a full-time employee with 5 or 6 years experience for the Water/Sewer retirement than not hiring and using over-time because it's not a good practice. Trustee Schiestel and Menzel both agree. Trustee Blohm would like to try it for six months and then re-evaluate. **Trustee Knar made a motion to the Board to hire a full-time employee with 5 or 6 years experience for Water & Sewer.** The motion was approved by a roll call vote of three yes votes with Trustee Blohm voting no. Osten reported that Supt. Huizinga has 4 good prospectives and he is conducting phone interviews and then will do face-to-face interviews. If it doesn't work out, than they can hire a full-time employee but let's give it a try. Osten also reported that Brouder is checking references on her four best candidates.

Police Detail Pay

Toppel stated that Police Officers with special details such as Norge will be paid \$45 an hour on payroll and Chief Lukasik is checking with Norge and see if they are willing to pay our share of social security and Medicare (\$3.45) making their payment \$48.45 an hour or else they'll have to use a private company.

OTHER BUSINESS

Revenue Committee/Fees

Finance & Administration Committee December 12, 2011

Trustee Knar made a motion to approve an Ordinance amending the Building & Zoning fees as presented by B&Z Vernon. The motion was seconded by Trustee Schiestel but after a discussion it was decided that this Ordinance should be discussed at Public Health and Safety before the Finance Committee. Trustee Knar withdrew his motion. Trustee Blohm will be putting together a memo about items discussed by the Revenue and Finance Committee. This will be discussed at the January Finance Meeting. Trustee Schiestel said that some of the fees in the B&Z portion have different amounts than what was discussed at Public Works in reference to parking pads.

ADJOURNMENT

Trustee Menzel made a motion to adjourn the Finance and Administration meeting at 8:40 p.m. Trustee Knar seconded. The motion was approved by a voice vote of four yes votes. Meeting adjourned.

Suzanne Blohm, Chairperson

Penny Toppel, Secretary

Date Approved