

FINANCE & ADMINISTRATION
COMMITTEE MEETING
August 11, 2011

CALL TO ORDER & ROLL CALL

The Finance and Administration Committee Meeting was called to order by Trustee Blohm at 7:01 p.m. Present at roll call were Trustees Blohm, Knar, and Schiestel. Trustee Menzel was absent. Administrator Osten and Treasurer Toppel were present and President Nunamaker arrived at 7:04 p.m.

APPROVAL OF JULY 14, 2011 MEETING MINUTES

Trustee Schiestel made a motion to approve the July 14, 2011 meeting minutes. The motion was seconded by Trustee Blohm and approved by a roll call vote of two yes votes Trustee Knar abstained.

FINANCE REPORT

APPROVAL OF REPORTS FOR JULY

~ ***Trustee Knar made a motion to the Board to approve the Accounts Payable for July.*** The motion was seconded by Trustee Schiestel and after a brief discussion about large lunch receipts was approved by a roll call vote of three yes votes.

~ Trustee Knar requested that Toppel do a short summary about the All Funds Summary at future meetings.

~ Accounts Receivable Report was reviewed. Trustee Blohm asked about Aetna Development and Toppel stated that Clerk Brouder calls them weekly.

PURCHASE & PAYMENT REQUEST

Northwest Paving, Patching - \$19,996

Trustee Schiestel made a motion to the Board to approve payment to Northwest Paving in the amount of \$19,996 for patching of roads. The motion was seconded by Trustee Knar and approved by a roll call vote of three yes votes.

Holiday Decorations, Temple Display - \$3,218

After a discussion, Trustee Knar stated that he would only like to see the tree decorated by Public Works and use \$1,000 for the tree lighting event because of money being tight this year.

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Trustee Blohm stated that she is torn and Trustee Schiestel agreed with Trustee Knar. ***Trustee Schiestel made a motion to deny a contract with Temple Display for holiday decorations.*** The motion was seconded by Trustee Knar and approved by a roll call vote of three yes votes. President Nunamaker said that he and Clerk Brouder have a meeting with the new pastor of the Church, so we might have to hold the event somewhere else, possibly a tent at Kids Kare Court.

WTP #2 Heater/Dehumidifier - \$4,008.66

Trustee Knar made a motion to the Board to approve a purchase of heater/dehumidifier from H.R. Stewart in the amount of \$4,008.66 for WTP#2 (a budget item). The motion was seconded by Trustee Schiestel and approved by a roll call vote of three yes votes.

Well Pump Rehab, Olson - \$13,697.28/\$9,561.84/\$23,259.12

Trustee Schiestel made a motion to the Board to approve a final payment to Olsen Well and Pump for well rehab in the amount \$13,697.28. The motion was seconded by Trustee Knar and approved by a roll call vote of three yes votes.

Sludge Trailer Rental 2010 & 2011, Dahm Ent.- \$6,000

Trustee Schiestel made a motion to the Board to approve payment to Dahm Enterprises for the rental of two sludge trailers for the years 2010 and 2011 in the amount of \$6,000 (\$3,000 a yr.). The motion was seconded by Trustee Knar and approved by a roll call vote of three yes votes.

Annual MSI Software Maintenance \$5,581.97

Trustee Schiestel made a motion to the Board to approve payment to MSI for the annual software maintenance contract in the amount of \$5,581.97. The motion was seconded by Trustee Knar and approved by a roll call vote of three yes votes.

WTP #2 Pump, Layne Christensen Co. \$4,499

Trustee Knar made a motion to the Board to approve payment to Layne Christensen in the amount of \$4,499 for a pump for WTP#2(damaged in electrical storm). The motion was seconded by Trustee Schiestel and approved by a roll call vote of three yes votes.

Fireworks, Melrose Pyrotechnics, \$7,500

Trustee Knar made a motion to the Board to approve payment to Melrose Pyrotechnics in the amount of \$7,500 for the fireworks. The motion was seconded by Trustee Schiestel and approved by a roll call vote of three yes votes. Trustee Knar asked if we know what the final amount of donations was and Toppel said all money has not been received yet from community vendor groups.

ADMINISTRATION REPORT

Grant Status

Administrator Osten stated that the agreement between FRG and Union Pacific might be ready for the August Board Meeting.

Storm Damage

Administrator Osten reported that some tree removal costs might be covered under the Public Utilities Act. A list is being prepared for the insurance company and ComEd just waiting for invoices.

Teska, TIF Study Proposal

Trustee Schiestel made a recommendation to the Board to approve a contract with Teska Associates not to exceed \$23,000 for professional and technical assistance with a TIF eligibility study and downtown redevelopment plan, after Attorney Donahue looks over contract and adding Village President to client designates. The motion was seconded by Trustee Knar and approved by a roll call vote of three yes votes.

\$50K Infrastructure Grant Award

Administrator Osten stated that we will be receiving a \$50,000 2009 State of Illinois Capital Bond grant for infrastructure via Representative Mike Tryon and he would like some ideas to send to them for the grant. He also stated that President Nunamaker suggested a septic receiving station and paving of Lions Park parking area. Trustee Knar said he thought the paving of Lions Park lot was good and also mentioned the screening of the port-o-lets. Trustee Schiestel said he would like to see something visual. Trustee Blohm said either something in the downtown area or the 2012/2013 Road Program. More discussion and decision will take place at the Board Meeting.

OTHER BUSINESS

Operating Revenue Options

Administrator Osten said some of the ways of increasing operating revenue could be creating a special service area for storm drain maintenance, increasing permit fees, increasing tap-on fees, increasing vehicle stickers by \$5.00. He asked if everyone could get their ideas to the sub-committee. Trustee Schiestel said that he had a conversation with Chief Lukasik about police service to other areas such as Trout Valley or Oakwood Hills. This would have to be discussed at executive session at the Board meeting. Trustee Blohm also mentioned that she, Nunamaker, and Osten went to McHenry for lunch at an OTB. She said it was a possibility and maybe also video poker. Trustee Schiestel said he is against any types of gambling in town. President Nunamaker also said we have lost revenue because of Five O'clock Steakhouse. Trustee Knar asked if Osten has heard from the County Clerk's offices about the referendum and he said no. Trustee Knar stated that they should put together a poster board about the sales tax referendum with FAQ's. He would also like to designate the Finance Meeting the place to come to have questions answered about the downtown redevelopment and referendum.

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ADJOURNMENT

Trustee Schiestel 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 three yes votes. Meeting adjourned.

Suzanne Blohm, Chairperson

Penny Toppel, Secretary

Date Approved