

**FINANCE & ADMINISTRATION  
COMMITTEE MEETING  
FEBRUARY, 14, 2013**

**CALL TO ORDER:**

The Finance and Administration Committee Meeting was called to order by Trustee Blohm at 7:00 p.m. Present and answering roll call were Trustees Blohm, Knar and Schiestel. Trustee Menzel was absent. Also present was President Nunamaker, Administrator Warwick, Trustee Candidate Migdal and Treasurer, Jennifer Menz.

**MINUTES – JANUARY 10, 2013:**

*Trustee Knar made a motion to approve the minutes of January 10, 2013, seconded by Trustee Schiestel. Motion passed with all voting in favor.*

**RESIDENTS COMMENTS:**

There were no residents present at this meeting.

**FINANCE REPORT:**

**APPROVAL OF REPORTS FOR JANUARY** – Trustee Knar made a motion to approve the January Accounts Payable, seconded by Trustee Schiestel. Motion passed with all voting in favor.

- Discussions concerned how the municipality will handle vehicle repairs during the absence of Scott Churchill. Trustee Schiestel stated that he would like to support more local businesses. Trustee Blohm requested that future contractual repairs be put out for bid.
- There were no questions on the Summarized Balance sheet, the Accounts Receivable Report or the Water and Sewer Arrears.

**PURCHASE & PAYMENTS REQUESTS:**

**Contract for Rt. 14 lift Station/Manhole lining, Red Horse, Inc. - \$7,000.00** –Trustee Schiestel made a motion to recommend approval of the contract, seconded by Trustee Blohm. Motion passed with all voting in favor.

**Contract – change Order – WTP#1 Iron Filter Rehab Project - \$15,397.00** – Trustee Blohm made a motion to recommend approval of the change order, seconded by Trustee Knar. Motion passed with all voting in favor.

**ADMINISTRATION REPORT:**

**Discussion - Postage Meter Rental Agreement** – The current agreement is set to expire. Trustee Schiestel made a motion recommend approval to renew the rental agreement contract, seconded by Trustee Knar. Motion passed with all voting in favor.

**OTHER BUSINESS:**

**Budget update** – Administrator Warwick stated that the budget is in the final steps of completion and another budget workshop will be scheduled soon.

**Lions Park Paving** – Trustee’s Knar stated that he attended the Park’s Commission meeting and that there are projects that need to be done but the commission does not have the financing to complete them. Both Trustees Knar and Schiestel stated that they would like to see Lion’s Park paved during the repaving project. Mayor Nunamaker suggested that Baxter & Woodman be contacted for a bid on this project.

**Park Budget Clarification** – Trustee Blohm requested clarification on whether the \$75, 000 that was approved on Monday included the \$15,000 for park maintenance and the \$30,000 for access pads. Trustee Knar stated that he believed that the \$15,000 is for maintenance and the \$75,000 is to upgrade.

**Donation Request Policy** – Trustee Blohm requested the Administrator Warwick look into a donation policy and that it be added to the next agenda for the board to review.

**AT&T Proposal** – Administrator Warwick stated the agreement has been negotiated and will be presented at the next board meeting.

**Website Design Update-** President Nunamaker, Trustee Schiestel and Administrator Warwick are working on updating the municipal website to make it more inviting and user friendly.

**ADJOURNMENT:**

*At 7:55 p.m. Trustee Knar made a motion to adjourn, seconded by Trustee Schiestel. Motion passed with all voting in favor*

**MINUTES APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Suzanne Blohm, Chairperson

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Jennifer Menz, Secretary