

**FINANCE & ADMINISTRATION
COMMITTEE MEETING
MARCH 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 Ireland, Trustee Candidate Anderson and Treasurer Jennifer Menz.

MINUTES – FEBRUARY 14, 2013:

Trustee Blohm requested that the February 14th minutes be amended under the Finance Report section to clarify that discussion concerned how the municipality will handle vehicle repairs during the absence of employee Scott Churchill. *Trustee Knar made a motion to approve the amended minutes of February 14, 2013, seconded by Trustee Schiestel. Motion passed with all voting in favor.*

RESIDENTS COMMENTS:

There were no residents present at this meeting.

FINANCE REPORT:

Accounts Payable January 2013 – Trustee Knar inquired why the payment to Spring-Align was excessively high. Treasurer Menz stated that this was a data-entry error and will be corrected. While it was not found before board reports were issued, it would have been found and voided during the actual payment mailing process. Trustee Knar also wanted to know why the municipality was paying for employees to attend the business luncheon and he also requested a summary breakdown of the costs of the attorney for the Police Department union negotiations. *Trustee Knar made a motion to approve the Board Report pending the correction of the payment to Spring-Align, seconded by Trustee Schiestel. Motion passed with all voting in favor.*

Summarized Balance Sheet January 2013 – There were no questions.

Accounts Receivable Report – There were no questions.

W&S Arrears Report–Administrator Warwick informed the committee that staff met and utility policies and processes were reviewed.

PURCHASE & PAYMENTS REQUESTS:

DCEO Public Works Facility Extension Contract - Maneval Construction, \$260,295.94 – This amount does not include engineering fees. However, \$200,000 of this will be funded by a grant. Maneval Construction submitted the lowest bid for the project. *Trustee Schiestel made a*

motion to approve Maneval Construction as the contractor, seconded by Trustee Knar. Motion passed with all voting in favor.

ADMINISTRATION REPORT:

Discussion – AT&T Cell Tower Agreement – AT&T is willing to continue to pay \$3,406 per month through October 2013. As of October the base rent will be \$3,100 per month and will increase by 4% annually thereafter. *Trustee Knar made a motion to recommend approval, seconded by Trustee Schiestel. Motion passed with all voting in favor.*

Discussion – Purchase Policy Modification –The goal of the modification is to streamline necessary purchases in a more timely and efficient manner. Administrator Warwick submitted suggested proposals for discussion. One suggestion was that the emergency contract approvals be modified to include the option of contacting the Finance Department Chairperson. A final policy in ordinance form will be submitted to the Village Board for further discussion and final approval. *Trustee Schiestel made a motion to recommend approval of modification of the purchase policy, seconded by Trustee Knar. Motion passed with all voting in favor.*

Discussion – E-Blast system –The new website includes an E-Notify system that allows more options for the Village to utilize. This will be looked into further.

Discussion – Village President Compensation – A compensation chart of Mayor/President’s pay for local municipalities was submitted to the Committee for review. The President’s salary has not been increased in fourteen years. *Trustee Knar made a motion to recommend approval of a salary increase in the amount of \$5200 per year for the Village President, seconded by Trustee Schiestel. Motion passed with all voting in favor.* Discussion also included increasing Trustee salaries to \$250 per month and to change the frequency to monthly instead of per meeting. *Trustee Knar made a motion to recommend approval of Trustees being paid monthly, seconded by Trustee Schiestel. Motion passed with all voting in favor. Trustee Knar then made a motion to increase the Trustee’s pay to \$250 per month, seconded by Trustee Schiestel. Motion passed with Trustees Knar and Schiestel voting “yes” and Trustee Blohm voting “no”.*

Discussion – Fixed Asset Funds (Vehicle) –Future discussions between Administrator Warwick and staff will determine what fixed asset funds are needed and the amounts that will be designated.

Discussion – New Village Logo – New designs were shown to the Committee members for review and suggestions. This will continue to be discussed at future meetings.

Discussion – Investment Management –In order for the Village to receive higher returns on investments, President Nunamaker and Village Administrator Warwick have been in discussions with investment managers. The results will be presented to the Board on Thursday night.

OTHER BUSINESS:

Park Commission Fundraiser – The fundraiser earned \$5,800 for the parks. The Village’s budget will be updated to reflect this.

ADJOURNMENT:

At 9:10p.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

Jennifer Menz, Secretary