

**FINANCE & ADMINISTRATION**  
**COMMITTEE MEETING**  
**NOVEMBER 8, 2012**

**CALL TO ORDER & ROLL CALL**

The Finance and Administration Committee Meeting was called to order by Trustee Blohm at 7:05 p.m. Present at roll call were Trustees Blohm, Knar, and Schiestel. Trustee Menzel was absent. Also present was President Nunamaker, Trustee Ireland, Administrator Warwick, and Treasurer Toppel.

**APPROVAL OCTOBER 11, 2012 MEETING MINUTES**

***Trustee Schiestel made a motion to approve the October 11, 2012 meeting minutes.*** The motion was seconded by Trustee Knar and approved by a roll call vote of three yes votes.

**RESIDENTS COMMENTS -**

No one present at this time.

**FINANCE REPORT**

**APPROVAL OF REPORTS FOR OCTOBER**

***~Trustee Schiestel made a motion to the Board to approve the Accounts Payable for October.*** The only question asked by Trustee Blohm was if the audit expense was completed and the answer was yes. They are done. The motion was seconded by Trustee Knar and approved by a roll call vote of three yes votes.

~ No questions on the new All Funds Summary.

~ No questions on the Accounts Receivable Report.

~ Toppel asked if anyone had questions on the Arrears or History Report, none at this time.

~ Toppel also mentioned that the State is only three months behind in our income tax payments and we have received 99% of our real estate taxes.

**PAYMENTS & PURCHASE REQUESTS**

**Final Payment 2011 Road Program Schroeder Asphalt \$25,768.97**

***Trustee Schiestel made a motion to the Board to approve final payment to Schroeder Asphalt Services Inc in the amount of \$25,768.97 for the 2011 Road Program.*** The motion was seconded by Trustee Knar and a discussion followed asking if the funds would come out of General Fund or the Road Bond fund. Warwick

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will check and report back to the Trustees with the answer. The motion was approved by a roll call vote of three yes votes.

### **ADMINISTRATION REPORT**

#### **Tax Levy Schedule**

Administrator Warwick said because the tax levy must be at the counties December 21<sup>st</sup> and that's only one day after the Board Meeting, he would like a special Board meeting before the Finance Meeting December 13<sup>th</sup>. He also reported that our EAV went down 9.5% and the CPI is 3.0%. If we abate the tax increase than we loose that revenue and never get back. Warwick prepared a sheet showing both ways. A discussion followed on whether the tax should be abated or not. The only way to reduce spending is to reduce head count. Trustee Blohm suggested no road program. Hopefully economic development would help to make-up the loss of revenue. The PEDC is working on a buy local program. The tax levy will be discussed further at the November Board Meeting and by then the figures for the Police Pension should be here. It was decided to have a Special Board Meeting December 13<sup>th</sup> before the Finance Meeting.

#### **Budget Process**

Administrator Warwick provided a brief overview of the upcoming budget process as a FYI. He outlined some budget changes he would like to implement such as starting a capital improvement reserve. Trustee Blohm would like to have a plan for our reserves.

#### **Server Backup Options**

Administrator Warwick stated that our tape backup quit working Monday and he researched our options. He presented two options: 1) an online backup system for \$1,200 a year or 2) an external hard drive for \$700 for equipment. After a lengthy discussion it was decided to go with option #1 because that way it's off-site and no one is responsible for taking the tape home. **Trustee Knar made a motion to do an online backup as soon as possible and let Administrator Warwick use his judgement for which one.** The motion was seconded by Trustee Blohm and approved by a roll call vote of three yes votes.

#### **OTHER BUSINESS**

Administrator Warwick suggested doing away with vehicle stickers. That way enforcement isn't an issue and we can add a road or transportation tax on the utility bills. This will be on the Public Health and Safety agenda in December.

President Nunamaker said one of his mayor associate said that the radio read water meter system is wonderful and said that their monthly billing was well received because there are less complaints and smaller bills going out. He also suggested E-bills. Employees could then be more effective in other areas.

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Trustee Blohm said that Trustee Knar might not be at the December meeting because there is a concert at the Middle School on December 13<sup>th</sup>, but she would be at the meeting.

**ADJOURNMENT**

***Trustee Knar a motion to adjourn the Finance and Administration meeting at 8:25 p.m. Trustee Schiestel seconded.*** The motion was approved by a voice vote of three yes votes. Meeting adjourned.

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Suzanne Blohm, Chairperson

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Penny Toppel, Secretary

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Date Approved