

**FINANCE & ADMINISTRATION**  
**COMMITTEE MEETING**  
**DECEMBER 13, 2012**

**CALL TO ORDER & ROLL CALL**

The Finance and Administration Committee Meeting was called to order by Trustee Blohm at 6:30 p.m. Present at roll call were Trustees Blohm, Knar, Menzel, and Schiestel. Also present was President Nunamaker, Administrator Warwick, and Treasurer Toppel.

**APPROVAL NOVEMBER 8, 2012 MEETING MINUTES**

***Trustee Menzel made a motion to approve the November 8, 2012 meeting minutes.*** The motion was seconded by Trustee Knar and approved by a roll call vote of four 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 November.*** The motion was seconded by Trustee Menzel and approved by a roll call vote of four 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.

~ Administrator Warwick presented the Mid-Year financial report and reported that the Village has received 67% of the revenue projected and 42% expenses have been spent. Income tax is only behind three months. This report is only FYI. Trustee Knar said it was a good snapshot of the budget and Warwick did a great job.

**PAYMENTS & PURCHASE REQUESTS**

President Nunamaker said that it would be beneficial to purchase a new laptop for power point presentations because a visual always helps such as for the Mid-Year report. After a discussion, Trustee Blohm said it should be put on next month's Finance agenda even though it could be purchased without Board approval.

**Website Agreement (E-Gov Strategies)**

Trustee Schiestel gave the Committee some background why E-Gov Strategies was selected and who was on the Committee. This started in the PEDC Committee and then Kevin Lentz, Administrator Warwick, and Trustee Schiestel interviewed and saw presentations. They recommended E-Gov Strategies because it was user friendly and best price at \$9,600 base price. Civic Plus had the best over-all look but was not user friendly and more expensive. **Trustee Knar made a motion to the Board to recommend approving a contract with E-Gov Strategies in the amount of \$9,600 and start moving forward with our website.** The motion was seconded by Trustee Schiestel and approved by a roll call vote of four yes votes.

**Capital Purchase Gantry Crane \$3,781, USA Blue Book**

**Trustee Menzel made a motion to the Board to approve a capital purchase for a gantry crane in the amount of \$3,781.00 from USA Blue Book.** The motion was seconded by Trustee Knar and approved by a motion of four yes votes.

**ADMINISTRATION REPORT**

**Online Back-up System**

**Trustee Knar made a motion to the Board to approve a month to month back-up system with Ibackup.com for a monthly cost of \$49.95.** The motion was seconded by Trustee Schiestel and approved by a roll call vote of four yes votes.

**Elimination of Vehicle Sticker Program**

Administrator Warwick presented the information to the Committee on whether the vehicle sticker program should be eliminated and an alternative resolution of charging every household a road maintenance fee on their utility bill either every bill or once a year. The revenue coming in would be about the same if it was \$6.66 per bill or a senior rate of \$3.33 per bill. After a lengthy discussion, it was decided that the fee should be \$36 and \$18 for seniors. President Nunamaker said that at one time Waste Management said they could add the fee to their bills and Trustee Blohm liked that idea. Trustee Menzel said that would increase the senior's cost by \$16 and he feels that it shouldn't. Trustee Schiestel said even if residents didn't have a car, they still had people or visitors using our streets. **Trustee Knar made a motion to the Board to eliminate vehicle stickers and have a suggested road maintenance fee of \$36 for regular and \$18 for seniors.** The motion was seconded by Trustee Schiestel and not passed with a vote Knar - yes, Schiestel - yes, Blohm - no, and Menzel - no.

**Appointment of Zoning Attorney**

Administrator Warwick said that at this time we are at a crossroad regarding home occupation businesses and have nothing enforceable and we should consult with a specialist on zoning. **Trustee Knar made a recommendation to the Board to hire a Zoning**

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**attorney not to exceed the cost of \$2,000.** The motion was seconded by Trustee Blohm and a roll call followed: Knar and Blohm voted yes and Schiestel and Menzel voted no.

**DCEO Grant Cost Estimates and Approval of Permits**

Warwick reported that we have received a DCEO Grant for \$200,000 and the total project for utility and transportation improvement is estimated to be \$356,000. At this time, the Public Works Committee is recommending obtaining the needed permits and then proceed with the work when it's appropriate. The permits are active for 2 to 3 years. **Trustee Schiestel made the motion to the Board to move forward with obtaining the required permits from Lake County in the amount of \$3,160.** The motion was seconded by Trustee Blohm and approved by a roll call vote of four yes votes.

**Capital Projects - Parks**

Warwick presented the items that the Park Commission would like to see done with the remaining \$59,000 designated for the Parks. The items are: make all of our parks handicap accessible which would cost around \$30,360 and next start work on a skate park. Trustee Blohm asked if Trustee Knar would pursue asking CGYBS about paying for the port-o-let screening at Foxmoor Park. Trustee Knar would like to have "Tasch Hill" removed and then the removal of the concrete pad in the Picnic Grove Park. Trustee Schiestel feels that we should be more in tune with the Park Commission. Trustee Blohm would like to know the annual costs for a skate park and also the liability issues before agreeing to it. President Nunamaker agrees with Trustee Schiestel and we should follow the recommendations of the Park Commissions because of their work hard on fund-raisers. This item will be discussed further at the Board meeting. Trustee Knar said he will attend the Park Commission meeting next month.

**ADJOURNMENT**

**Trustee Menzel a motion to adjourn the Finance and Administration meeting at 7:45 p.m.** Trustee Schiestel seconded. The motion was approved by a voice vote of four yes votes. Meeting adjourned.

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Suzanne Blohm, Chairperson

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Penny Toppel, Secretary

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Date Approved