

**FINANCE COMMITTEE MEETING
FEBRUARY 9, 2010**

Trustee Stephen Appell called the meeting to order at 7:30 pm.

Members present: James Coppernoll

Absent: Gary Maitland

Also present: President Claeysen, Trustee, Sally Hollembeak, Village Clerk, Nancy Belt, Chief Todd Houde, Treasurer, Karen Melloch, Trustee, David Schroeder, Trustee, Scott Kramer, David Nord

Stephen Appell moved to adopt agenda adding:

- executive session under Section 2(c)(11) of the Open Meetings Act for the purpose of discussing probable litigation affecting or on behalf of the particular public body
- President's report; FOIA announcement

James Coppernoll seconded. Motion carried by voice vote.

Stephen Appell moved to approve the minutes of January 12, 2010. James Coppernoll seconded. Motion carried by voice vote.

TREASURER'S REPORT

Karen Melloch presented the committee with the profits & loss budget report, and reviewed certain line items that may require a transfer at end of the fiscal year. Karen also provided the committee with the police retirement plan account statement. The committee thanked Karen for this information.

PAYMENT OF THE BILLS

Stephen Appell moved to send to the village board to approve all bills signed and approved by the finance committee on February 9, 2010. James Coppernoll seconded. Motion carried by voice vote.

BUDGET CALENDAR

Stephen Appell announced that the February calendar reflects; Review tentative budgets & comments for discussion from President Claeysen

President Claeysen stated that he has scheduled a meeting with Karen Melloch and the department heads for Friday, February 12, 2010 for an overview of the tentative 2010-2011 budget.

President Claeysen presented the committee with a list of suggestions from staff to:

Reduce budget expenditures for the 2010/2011 fiscal year:

Mosquito contract - \$15,000 – reviewing contract Feb. 22, 2010

Fireworks - \$20,300 – consensus of trustees to continue with this program (funded by tourism line item)

Village Newsletter – consensus of trustees to place on web-site and have resident's pick-up copies at the village hall.

Summer Recreation Program - consensus to discontinue program

Holiday Decoration – solicit for sponsors – consensus to cut back on expenditures

Village Hall cleaning – suggestion to hire part-time employee instead of using a cleaning service.

Increase Revenues:

Park rental fees/baseball fees – discussion to continue at Public Works.

Liquor licenses – consensus of trustees to increase fees – goes to Board for approval.

Eliminate out-state conferences & DARE program – discussion ongoing.

Review ball diamond fees – discussion to continue at Public Works.

ADP PAYROLL CONTRACT

Treasurer, Karen Melloch announced that she has reduced the ADP contract \$2,529.00 after reviewing the current contract with representatives from ADP. **James Coppernoll moved to send to the village board authorizing President Claeysen to sign the new ADP contract pending Attorney Jim Stevens review. Stephen Appell seconded. Motion carried by voice vote.**

LIQUOR LICENSE FEES

Village Clerk, Nancy Belt presented the committee with the proposed twenty percent increase for liquor license classification fees as recommended by the ordinance committee. **Stephen Appell moved to authorize Attorney Jim Stevens to draft the ordinance reflecting the twenty percent increase for liquor license classification fees and to be presented for first reading on February 16, 2010 board meeting for first reading. James Coppernoll seconded. Motion carried by voice vote.**

AUDIT FOR CABLE FRANCHISE

David Nord presented the committee the contract from Azavar Audit Solutions, Inc to audit the village's cable franchise fees to insure that the village its fees derived from current subscribers with Comcast. **Stephen Appell moved to send to the village board authorize President Claeysen to sign the contract from Azavar Audit Solutions, Inc. pending Attorney Jim Stevens approval. James Coppernoll seconded. Motion carried by voice vote.**

PRESIDENT'S REPORT:

President Claeysen announced that under the Public Act 96-542 to the Open Meetings Act it requires municipalities to designate employee (s) or officer (s) that will act as FOIA Officers. It is mandatory to take the on-line training and so far, Village Clerk, Nancy Belt, Deputy Clerk, Angela Hale and Administrator, David Nord have completed the training.

Also, a resolution needs to be adopted by the board to designate officers according to Public Act 96-542 to the Open Meetings Act that requires municipalities to designate employee (s) or officer (s) that will act as Open Meetings Officers. Village Clerk, Nancy Belt has completed the training. President Claeysen recommended passing the OMA Resolution at the next board meeting designating Village Clerk, Nancy Belt, and Deputy Clerk, Angela Hale as the village's Open Meetings Officers.

TUITION ASSISTANCE PROGRAM

David Nord announced that Angela Hale will be attending day time classes at Rock Valley Collage to obtain her Associates degree. It was suggested by Stephen Appell to remove this benefit due to budget cuts. President Claeysen stated that this line item has already been reduced from \$1000 to \$500.

SALES TAX REPORT

David Nord provided the committee his sales tax revenue report:

Actual amount ytd: \$2,459,847.00

Estimated 2009/2010 \$3,248,000.00; a 6.85 % decrease from the current fiscal year's budgeted revenues.

The committee thanked David for this information.

FINANCE COMMITTEE MEETING

PAGE 3

FEBRUARY 9, 2010

Stephen Appell move that the finance committee convene into executive session under Section 2(c)(11) of the Open Meetings Act for the purpose of discussing litigation affecting or on behalf of the particular public body finds that an action is probable. James Coppernoll seconded. Time 8:08 pm.
Motion carried by voice vote.

Stephen Appell called the meeting back to order at 8:37 pm. Village Clerk, Nancy L. Belt called the roll: Stephen Appell and James Coppernoll

James Coppernoll moved to adjourn at 8:37 pm. Stephen Appell seconded. Motion carried by voice vote.
Recorded by: Village Clerk, Nancy L. Belt
Finance minutes approved by President Claeysen on February 11, 2010.