

**FINANCE COMMITTEE MEETING
OCTOBER 11, 2011**

Chairman Gary Maitland called the meeting to order at 7:00 pm.

Members present: Stephen Appell, JoAnn Hudson

Also present: President Claeysen, Chief Todd Houde, Treasurer, Karen Melloch

Trustees: Scott Kramer, David Schroeder, Village Clerk, Nancy Belt

Gary Maitland moved to adopt the agenda with adding:

- Resolution Establishing the Date, Time and Place of a Joint Public Hearing on the Adoption of Ordinances on Joint Redevelopment Plan & a Joint Redevelopment Project Area
- Winnebago County Invoice; Penfield Crossing Sidewalk
- Audit Firm Contract

Stephen Appell seconded. Motion carried by voice vote.

Gary Maitland moved to approve the minutes of September 13, 2011. Stephen Appell seconded. Motion carried by voice vote.

TREASURER'S REPORT

Treasurer Karen Melloch submitted the year to date expense report. The legal fees year to date expenditures are at \$34,000, 71% of the budget amount of \$48,000. The sale tax revenues are up \$71,182 year to date and the cash on hand at the end of this fiscal year on April 30, 2012, is now estimated at \$1,792,467. Karen Melloch presented the committee with a summary of Scott Trimble expenditures. President Claeysen stated that Scott Trimble was called in to service the village's server because the incoming and outgoing email service failed due to Comcast installing two cable modems and he had to uninstall and reinstall the modem. President Jim Claeysen said Trimbleit invoice #56 will be forwarded on to Comcast for reimbursement.

PAYMENT OF THE BILLS

Gary Maitland moved to send to the village board to authorize payment of all bills signed and approved by the finance committee on October 11, 2011.

Stephen Appell seconded. Motion carried by voice vote.

BUDGET CALENDAR

Gary Maitland reported that in the month of October according to the budget calendar:

- department heads; review personnel
- village board review; employee handbook

Gary Maitland stated that both projects are being completed.

TELECOMMUNICATION REPORT: Gary Maitland stated that he will place the telecommunication tax on the finance agenda every month.

WINNEBAGO COUNTY INVOICE PENFIELD CROSSING SIDEWALKS

President Jim Claeysen stated that back in 2005 Hanson Engineering Company inspected sidewalks in Penfield Crossing Subdivision. The village collected the \$200.00 inspection fees through the building permits. The County then invoiced the village for reimbursement. In August the County's auditor found that they did not send the village an invoice for reimbursement for the \$5000.00 Penfield Crossing Plat 7 sidewalk inspections. President Claeysen asked the committee to send to the village board a motion to ratify the check that was written for \$5000.00 to Winnebago County. Gary Maitland moved that the village board ratify the expenditure of \$5,000.00 to Winnebago County for the 2005 Penfield Crossing sidewalk inspection fees. Stephen Appell seconded. Motion carried by voice vote.

EXTEND AUDIT CONTRACT

Gary Maitland informed the committee that the village has a three year contract with Elliott & Company that expires 2011. The signed contract included an option to extend the contract two additional years and staff has asked that the board agree to this extension. Gary Maitland moved to send to the village board to extend Elliott & Company audit contract; 2012 \$9,700.00 – 2013 \$10,000 per the signed contract dated May 30, 2008. Stephen Appell seconded. Motion carried by voice vote.

PRESIDENT'S REPORT

President Jim Claeysen presented the committee with a "Resolution Establishing the Date, Time and Place of a Joint Public Hearing on the Adoption of Ordinances on Joint Redevelopment Plan & a Joint Redevelopment Project Area."

President Claeysen said that a public hearing is scheduled for November 29, 2011, and a joint review board meeting is scheduled for October 25, 2011 at the village hall. This Resolution will be presented for adoption at the special village board meeting October 12, 2011.

Gary Maitland moved to convene into executive session at 7:21 pm. for the following reasons:

2 (c) (6) the setting of a price for sale or lease of property owned by the public body.

2 (c) (2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees

JoAnn Hudson seconded. Village Clerk, Nancy L. Belt called the roll: Gary Maitland, Stephen Appell, JoAnn Hudson. Motion carried by voice vote.

Gary Maitland called the meeting back to order at 8:11 pm. Village Clerk, Nancy Belt called the roll: Gary Maitland, Stephen Appell, JoAnn Hudson

Gary Maitland moved to adjourn at 8:11 pm. Stephen Appell seconded. Motion carried by voice vote.

Recorded by: Village Clerk, Nancy L. Belt

Gary Maitland approved the minutes on October 13, 2011