

# VILLAGE OF POPLAR GROVE

## FINANCE COMMITTEE MINUTES – APPROVED

March 14, 2011 – 6:00 PM

(Unless noted otherwise – all motions approved are Unanimous. All funding requests go to the full board for approval at the next Village Board meeting).

### **Present:**

President Bradley A. Rightnowar, Vice Chairman John Neitzel, Trustee Cliff Stetter, Secretary Maureen Brzinski and Public Audience.

Absent: Chairman Robert Fry, Village Attorney Charlotte LeClercq,

### **Call to Order:**

Vice Chairman Neitzel called the meeting to order at 6:00 pm.

### **Agenda:**

A motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve amended agenda as presented: Motion was carried 2-0

Amendment: Delete G under VII. Old Business / New Business

### **Minutes:**

A motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve amended minutes from February 7, 2011 as presented. Motion was carried 2-0.

Amendment: Under Treasurer's Report / General Fund is a Surplus of \$2,618

### **Public Comments:**

Leonard Harris / W&S Billing: Mr. Harris stated he would like to see the Village make an adjustment to his water and sewer billing rates because of the following, there is only one bill for the whole Mobile Home Park, he handles all of the maintenance issues, no water shut-off issues for the Village, don't have to plumb lines, he takes care of plugs in the system, he provided the infrastructure.

Neitzel stated he would like Mr. Harris to provide a proposal of what he feels is a reasonable adjustment.

Rick Bernard / Snow Plowing: Was not present.

**Treasurer's Report:**

A motion was made by Neitzel, 2<sup>nd</sup> by Stetter to approve the following check runs for recommendation to the Board for disbursement: Motion was carried 2-0

<u>Check Run:</u>	
02/22/11	\$65,622.55
02/27/11	\$ 92.68
03/01/11	\$ 403.76
03/06/11	<u>\$12,908.84</u>
Total	<u>\$79,027.83</u>

Stetter requested Strate re-evaluate cell phone bill.

**Cash Flow Projection:**

- Average Cash Balance of \$330,000
- Average Disbursement Run of \$70,000
- Average Payroll Run of \$13,000
- End of Fiscal Year 2011 – \$245,000 in cash
- May 1<sup>st</sup> a debt payment of \$303,000 is due

**MFT Funds:** Strate stated some of the road repairs would be paid by MFT funds. These funds can also help offset some expenses incurred in FY11. Village Engineer McMahon will assist with drafting MFT Resolution.

**Budget:**

- General Fund: Revenue of \$1,127,000 Expenses of \$1,153,000
- MFT Fund: Need to move projects into this category, not yet done.
- W&S Fund: Revenue Estimate of \$1,150,000
  - Loans of \$517,000
  - Expenditures of \$762,000
  - Under by \$129,000 / need more revenue

**Public Works:** Jeff Strate

**General:** Record snow falls and repairs kept employees busy all month.

**Water Department:** February 3<sup>rd</sup> and 4<sup>th</sup> water meters were read; bills were calculated and sent out 3/1/11 to 1440 residents.

Routine maintenance was performed during the month on wells as time allowed. Well # 3 needed chemical feed connectors replaced. Inspection of other wells showed similar wear scenarios' so fittings were ordered for all wells, @ a cost of \$285.49.

During the month, Phosphate chemicals were purchased at a cost of \$3,486.40 which will carry us into the new budget year.

Hydrant markers are all installed, highlighting 32 hydrants in the largest snow accumulation areas.

The electric line to supply power to Water Tower #4 has been installed. Com Ed will complete their work in the near future.

**Sewer Department:** The cold weather of February continued to affect all areas of wastewater treatment. Valves, pumps, bacteria and electronics were all affected by cold and snow.

We received our repaired pumps for the SWWTP EQ basins and will be placing them back in service soon.

The 17<sup>th</sup> of February the sanitary sewer line on Hill St. at West Park became blocked again, Illini Televising was hired to jet out the line and to my knowledge no other problems have been reported. Cost to jet the line was \$750.00.

Jeff Reininger attended the Annual Technical Conference in Effingham, IL. Cost appears to be \$451.33 for the 3 day conference.

**Street Department:** Snow was the word most of the month, followed closely by repairs, in the street department. Between 24 and 28 inches of snow covered our streets this month, which kept everyone in a plow truck most of their spare hours. Blizzard conditions closed some roads the first of the month creating the need for outside help to clean roads. The Village employees should again be commended for the job they did keeping up each week with plowing, salting and snow clean up.

Salt was purchased this month at a cost of \$7888.58 for 117.25 tons.

Plowing every 3-5 days takes it toll on equipment. A multitude of repairs and replacements were completed this month. We had to replace the radiator on the Township truck at a cost of \$895.00. The '05 International broke a plow spring which needed to be replaced at a cost of \$420.00. The Kubota tractor had a flat and broken hitch pin that needed attention at a cost of \$175.00. The service truck heat blower needed new wiring at a cost of \$46.44. The Dakota pick-up needed front brakes at a cost of \$186.27.

When conditions allowed, crews were out filling pot holes, which has turned into a full time job in its self. Cost of materials was \$237.15.

Was suggested when streets are fixed to check the sewer lines under the street to make sure the system is working the way it was intended to.

**Expenditures for February 2011:**

Salt	\$ 7,888.50
Extra Help / Blizzard Snow Removal	\$ 2,550.00
Cold Patch	\$ 237.12
Radiator / Township Truck	\$ 895.00
Sewer Backup / Hill Street	\$ 750.00
Kubota / Flat Tire – Hitch Pin	\$ 175.00
Dakota / Front Brakes	\$ 186.27
2005 Plow / Spring with Bushings	\$ 420.00
Service Truck / Wiring for Blower	\$ 46.44
Well Supplies	\$ 285.49
Phosphate	\$ 3,486.40
IRWA Conference / Reinerger	<u>\$ 451.33</u>
Total	<u>\$17,371.55</u>

Strate stated Village Engineer McMahon is looking at identifying all of the water, sewer lines, and drainage system of the Village on a map and in discussion with them, the Village could hire a minimum wage college student, who is in a construction management program, to map it out. This would give the student good experience and the project would be quickly.

Motion was made by Neitzel, 2<sup>nd</sup> by Stetter to approve \$1600 for Public Works Uniforms pending Counsel review of G&K Service Agreement: Motion was carried 2-0.  
\$1300 for trousers                      \$300 to Hi-Viz for T-shirts

Counsel to review T6 contract and letter from Village Engineer McMahon regarding T6 proposal.

Village Clerk Martha to locate agreement between Candlewick Lake and the Village regarding water main.

Village Engineer McMahon presented Finance committee with a maintenance estimate for 2011. They also gave the Village a cost of \$137,712.50 for the connection of water main at Whiting Road. Rightnowar asked if the Village would recoup their cost with a recapture agreement. McMahon stated it would be based on the number of customers on the line which creates a percentage the village can recoup.

**Administration:** Maureen Brzinski

Brzinski stated the water and sewer billing for March 1<sup>st</sup> was \$194,813.20.

**Old Business / New Business:**

Stetter had Counsel add a sentence to the Fox Valley Agreement stating the Village needs to renegotiate the services they provide to the Village. The Committee agreed and stated Counsel should send the letter to Fox Valley Internet.

McMahon is working with IDOT regarding completion of Summit Street with McClure Engineering Associates, Inc.

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve \$150 for Village Clerk Suhr to attend the Municipal Clerks of IL seminar, April 6-8. Motion was carried 2-0.

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve purchase of books, at a cost of \$212, at the completion of the Building Inspector Certification program. Motion was carried 2-0.

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve mileage for Brzinski's attendance to the 2011 IMRF Employer Workshop April 19<sup>th</sup>. Motion was carried 2-0.

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to participate in the IL Liquor Control Commission's Tobacco Program / Grant. Motion was carried 2-0.

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve purchase of a panic button system from ADT at a cost of \$249 for installation and \$35.99 monthly fee. Motion was carried 2-0.

Stetter stated there will be a meeting sometime in April to discuss scavenger services.

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to move into Closed / Executive Session at 7:18 pm. Motion was carried 2-0.

IMRF Deductions / M. Brzinski 5ILCS 2 (c)(1)  
Bonds of Officers 5ILCS 2(c)(1)

Motion was made by Neitzel, 2<sup>nd</sup> by Stetter to move out of Closed / Executive Session at 7:25 pm. Motion was carried 2-0.

**Adjournment:**

A motion made by Neitzel, 2<sup>nd</sup> by Stetter to adjourn meeting at 7:26 pm. Motion carried 2-0.