

VILLAGE OF POPLAR GROVE

FINANCE COMMITTEE MINUTES – DRAFT Pending Committee Approval

May 3, 2010 – 6:30 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, Chairman Robert Fry, Vice Chairman John Neitzel, Treasurer Maria Forrest, Village Attorney Charlotte LeClercq, Secretary Maureen Brzinski, Trustee Ron Quimby, Sam Diamond and Public Audience.
Absent: Trustee Cliff Stetter, Public Works Director Jeff Strate

Call to Order:

Chairman Robert Fry called the meeting to order at 6:41 pm.

Agenda:

Motion was made by Neitzel, 2nd by Fry to approve agenda as amended.
1. Added Raffle Ordinance

Minutes of April 5, 2010:

A motion was made by Neitzel, 2nd by Fry to approve minutes as presented.

Public Comments:

Dr. Chris Hoffman: Dr. Hoffman owns Hoffman Chiropractic on Julie Drive behind Marathon gas station. Dr. Hoffman would like to hold a benefit called, “Catch-A-Dream for Kids Day!” on June 12th. There would be a fundraiser/raffle on that day and all proceeds from this event will be donated to the Catch-A-Dream Foundation who gives children with life-threatening illnesses the chance to experience a once in a lifetime hunting or fishing adventure.

Rightnowar stated Anthony Dini, County Board member, referred Dr. Hoffman to the Village regarding a raffle license. Rightnowar stated if we do not have an ordinance in place for a raffle it does not occur. The County regulates all unincorporated areas. Rightnowar stated, traditionally this issue would come before the Administration Committee, but due to the date of the benefit there maybe some type of agreement as to Dr. Hoffman’s particular situation and therefore it is being discussed before the Finance Committee.

Dr. Chris Hoffman continued:

Rightnowar stated he likes the provisions the County has in place and suggests Attorney LeClerc draft an ordinance for the Village based on the Boone County Raffle Ordinance until the Village adopts their own and this ordinance come before the Village Board on May 10th.

Treasurer's Report:

Motion was made by Neitzel, 2nd by Fry to approve the following check runs for recommendation to the Board for disbursement:

<u>Check Runs:</u>	
04/09/10	29,227.96
04/21/10	68,388.34
04/25/10`	<u>310,198.51</u>
Total	<u>407,814.81</u>

Remaining Cash: \$67,569.74

Projected year end: \$92,000 deficit	General Fund	\$ 26,000
	Motor Fuel Tax	\$ 52,100
	W&S Fund	\$120,000-

Without loan from Poplar Grove State Bank:		
Projected year end would be: \$336,000	General Fun	\$ 88,000-
	Motor Fuel Tax	\$ 52,100
	W&S Fund	\$248,000-

Fry stated implementation dates for the Utility Taxes are as follows:

Com-Ed	May 1, 2010
NICOR	June 1, 2010

Fry stated implementation of W&S increase of 10% will be in the July 1st billing. Brzinski and Stetter are to review rates established in the ordinance and be prepared with recommendations for change to the Admin. Committee, amending the ordinance, and to the Finance Committee.

Forrest stated the Village is one invoice away from being current with the Boone County Sheriff's office.

Forrest stated the first Village Bond payment is due June 1, 2010 for \$65,000.

Fry asked Forrest if all audit controls are in place and are being followed. Forrest stated yes.

Rightnowar stated the interim appointment for Treasurer has expired and the position will be posted and the Village will proceed through the process. Forrest stated her desire, to Rightnowar, to seek the employment and no longer have independent contractor status.

Public Works: Jeff Strate

General: April showed us some summer like weather early but got back to average temperatures and precipitation by mid month. Landscaping was high priority when the weather was nice.

Water Department: April brought nice enough weather that employees were able to flush hydrants in all three water systems during the month, April 5th – 9th the North System, April 19th – April 23rd the West System and April 26th – April 30th the South System. With flushing comes the replacement of chemicals, we purchased fluoride and chlorine at a cost of \$500 and distributed them to the well sites.

On April 5th water meters were read and bills sent out April 30th. 1,452 bills were mailed with 54 accounts still delinquent from our March 1st billing.

The last week in April, the chlorine pump at Well #3 developed a leak. Chris is trying to determine if it is repairable or if we need a new one. When the pump leaked it shorted out our electronic scale which will need to be replaced at the cost of \$200.

Sewer Department: The first of the month, with nice weather the norm, employees spent two days working dirt and planting grass seed at the SWWTP. We're trying to clean up winter damage and retire our construction permit with the E.P.A.

The back-up generator at Waco Way has been re-fenced and donated bushes planted around the enclosure. The generator seems to work well and will blend into the area when the bushes grow and fill in.

The ongoing battle with grease is back. Prairie Green Lift Station had 6 inches of accumulation within eleven weeks of its last cleaning. There also was build-up at Oak Lawn, Whiting Road, Ray Street and the NWWTP. Collins Sanitary was hired to suction out and clean the five lift stations along with the grit chamber at the NWWTP at a cost of \$1,900. On Monday April 26th, the lift station at Prairie Green had an electrical break down and only one pump would run. While fixing the problem, workers noticed the return of grease pockets on one side of the structure, this in just three days! Four hundred and forty letters explaining our grease problem were mailed out April 7th, but it appears the message hasn't been absorbed yet.

On April 6th, it appeared lighting struck at the NWWTP knocking out the control panel for the back-up generator. This circuit board needed to be replaced at the cost of \$425.

Right at the beginning of the new budget year, we need to purchase chemicals for phosphorous removal. The bulk price previously was \$15,500 but I have been able to find a better price if purchased in the month of May - \$13,500.

Motion was made by Neitzel, 2nd by Fry to approve the purchase of chemicals for phosphorous removal at a cost of \$13,500.

Motion was made by Neitzel, 2nd by Fry to approve the purchase of a circuit board for the NWWTP control panel at a cost of \$425.

Street Department: On April 5th, road postings were removed to allow heavier traffic to travel our roads. Some pothole patching was completed at this time. In the middle of the month, snow plows were placed in storage and mowers brought out and serviced. Mowing started April 22, 2010.

As mentioned in the sewer report, dirt work was prevalent the first half of the month. Men were out repairing sod, spreading dirt and seeding plow damage from winter. At the present time I believe all areas have been addressed. The street department was fortunate enough to acquire some sod from the Lions Club, who is building a new ball diamond at Lions Park. This gift was promptly placed with the majority ending up covering troubled areas at the SWWTP.

Crews were out repairing mailboxes and signs damaged over the winter. New street signs were ordered for Roger Day Drive (per ordinance) and Ellingson Way on Rt. 173 (winter damage) along with wheel chair warnings. All will be installed when received at a cost of \$360.

Trucks were in need of repair again, the ¾ ton plow vehicle needed a water pump replaced at a cost of \$150. The one ton dump needed a new transmission at a cost of \$2,088. The street sweeper stayed intact and we used it for 2 ½ days in April. Sherman Oaks, Burlwood, State Street and the Southern sections of Concord Crossing, Prairie Green and the Knolls were cleaned.

Quail Trap Road saw men clean up and chip trees that were cleared earlier in the year to alleviate drifting snow problems in the area.

Some storm inlets in town were cleaned of winter debris and two 2yard dumpsters were placed in the Lions Park for the start of baseball season.

Last month I brought up for discussion, moving mailboxes out of cul-de-sacs and into one common area to assist our crews at plow time. I haven't received any response pro or con. Rightnowar suggested Strate and Mitch check out the problem cul-de-sacs and have a dialog with the homeowners. Fry stated bring recommendations to the next Finance meeting.

Motion was made by Fry, 2nd by Neitzel to approve the purchase of the following signs at a cost of \$360:

Roger Day Drive – Ellingson Way – Wheel chair warning signs

Motion was made by Neitzel, 2nd by Fry to approve the purchase of a water pump for the ¾ ton plow vehicle at a cost of \$150.

Motion was made by Neitzel, 2nd by Fry to approve the purchase of new transmission for the one ton dump at a cost \$2,088.

Old Business / New Business:

Gilbanks Construction Retainage / Well #7:

Held over until next months meeting June 7th.

Maranatha Baptist Church / Tap-on Fees:

Held over until next months meeting June 7th.

Municipals Clerks Institute: Village Clerk Suhr request for funds to attend Municipal Clerks Institute in Springfield on September 22nd – 24rd, 2010. Fry stated the Finance committee would avoid all discretionary expenses until they know if the Village will be running in a deficit or surplus. The committee feels continuing education is important and unless a request for a seminar, etc. it's required, the committee might consider it optional therefore, this request has been denied due to budget restraints.

President & Trustees Picture Display:

Fry stated in addition to the 50% he is going to donate back to the Village from his pay, he will volunteer take the balance left and donate those funds to pay for the Village President and Trustees picture display.

Sam Diamond:

Attorney LeClercq will review the two page summarization of the payment of future tap-on fees and report back to the Finance Committee on June 7th.

General:

Rightnowar stated he would like to see a list of projects that could be accomplished in house for FY 2011; ie: cul-de-sac repair, etc. Fry requested Brzinski to ask Strate for a prioritized list of in house projects that he would recommend. Rightnowar stated he drove around the Village before coming to the meeting and has a list of issues he will meet with Strate on. Rightnowar stated the trustees need to police there own neighborhoods to make sure the basic maintenance is getting done.

Rightnowar also stated he would like to see a Capital Equipment plan of action.

Fry stated on May 5th at 10:30 am there will be a bond financing strategy meeting at the Village with Paul Brown of Midstates. They are going to brainstorm on how to restructure the Village bonds.

Closed Session: None

Adjournment:

Motion made by Neitzel, 2nd by Fry to adjourn meeting at 8:31 pm