

# VILLAGE OF POPLAR GROVE

## FINANCE COMMITTEE MINUTES – DRAFT Pending Committee Approval

June 7, 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, Trustee Cliff Stetter, Village Attorney Charlotte LeClercq, Secretary Maureen Brzinski, Trustee Ron Quimby, Sam Diamond and Public Audience.

Absent: Treasurer Maria Forrest

### **Call to Order:**

Chairman Robert Fry called the meeting to order at 6:30 pm.

### **Agenda:**

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve agenda as amended.

1. Added Treasurer Position

### **Minutes:**

A motion was made by Neitzel, 2<sup>nd</sup> by Stetter to approve minutes from May 3<sup>rd</sup> and bond strategy minutes from May 5<sup>th</sup> as presented.

### **Public Comments:**

Steve & Maritza McMillan: Request for speed limit signs in Burled Woods Subdivision.

Mr. McMillan stated there are no speed limit signs in the Burled Woods Subdivision. It seems other neighborhood residents drive through our subdivision at excessive speeds endangering numerous children. Cars have been seen racing side by side and when driving to fast, slide around the curves/corners sideways. Police have set up a sting operation to catch speeders and have given out numerous tickets, but it doesn't seem to stop them.

Mr. McMillan stated the neighbors in this subdivision request speed signs be posted and speed bumps installed or there is a high probability of a child being hit and killed.

Fry stated there have been a lot of discussions with the different neighborhoods regarding speed bumps and based on research, drivers tend to not have a decrease in speed because all people do is speed up in between them. Plus the fire department and ambulance services don't like them because it slows down their response time to an emergency and for the Village, it damages the snow plows. One of the other residents from Burled Woods stated, which is more important, a child's life or a plow truck.

Rightnowar stated the area in discussion is the access off of Whiting Road where the flags are and then there is a right turn into the subdivision. Mr. McMillan stated it is Old Orchard and Maple Leaf Lane that are the issues.

Rightnowar requested Strate look into the cost of barriers, speed signs and road closed signs and asked if he would contact the fire and Capron rescue squad to make sure they would be in agreement regarding closing off the street to through traffic.

### **Treasurer's Report:**

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

<u>Check Runs:</u>	
05/06/10	28,481.47
05/19/10	86,737.19
06/02/10	<u>50,617.80</u>
Total	<u>165,836.46</u>

Remaining Cash: \$46,325.41

### **Public Works:** Jeff Strate

General: In May, public works employees were busy in every department prepping for Memorial Day, laying pipe, planting trees and general clean-up.

Water Department: With the exception of a couple of days, May remained relatively calm. Wells 5 and 6 had an electrical glitch where signals were not being transmitted to the chemical feed pumps when the wells were pumping. Chris was able to correct the problem with a couple of phone calls and the purchase of a new flow meter at a cost of \$110.

Chemicals were needed this month around the water system. Chlorine and fluoride were purchased from Viking Chemical at a cost of \$ and phosphorous from Water Solutions at a cost of \$2,776. Two new phase monitors were purchased at a cost of \$496 so we have backups since we placed the last one on the shelf into service.

Penalty bills were calculated and mailed out 5/21/10, outstanding amount totaled \$60,500. Shut-off notices for 77 households are also being prepared.

Sewer Department: Wastewater was very active most of the month. The Oaklawn Lift Station was in need of a new level transducer at a cost of \$596.80. Pumps at Ray Street and Countryside Lift Stations needed to be pulled and serviced.

Phosphorous removal started at the SWWTP with the delivery of a truck load of sodium aluminate.

In the middle of the month, letters informing business owners about grease trap inspections were mailed out. Ten days later, the letter was followed up with a personal visit by Village personnel to determine a bi-monthly schedule acceptable to business time tables. The time table will be mailed out shortly and enacted soon after. The Village's next endeavor with inspections will include illegal sump pump connections throughout the Village limits. On May 12<sup>th</sup> and 13<sup>th</sup>, we experienced an influx of storm water in our sanitary system that overwhelmed the NWWTP. Individual manhole inspections yielded some problem areas that need to be addressed.

On May 19<sup>th</sup> contractors started work on lowering the sanitary force main at Rout 76 and Orth Road. Somewhere in the process of pulling the new 6" line into place, the existing main was damaged and started to leak. The decision was made to make the new connections that night instead of the next day. Crews worked until 2:30 am to complete connections. Jeff Reininger controlled the output of the Waco Way collection point until the connections were made and everything functioned correctly.

On Monday 5/24/10, the sludge line between the digesters and press room burst and released 58,000 gallons of sludge down the drive at the SWWTP. Aqua Tech was notified and had crews on site in a couple of hours. Repairs were finalized by 1:00 pm 5/25/10.

During the month we needed to purchase two cases of brake cleaner, which is the best solvent to clean the exteriors of submersible pumps at a cost of \$266. The storm that traveled through our area May 26<sup>th</sup> with heavy lightening damaged the router that connects north and south WWTP's computers. Aqua Tech is inspecting the unit and will advise if replacement is necessary at a cost of \$1200.

On a lighter note, the Village has applied for a \$500 grant through a local insurance company to defer costs at the Waco Way lift station now that construction is done. All projects that benefit communities are being considered.

Street Department: The beginning of the month, crews placed storm sewer pipe in Carson Court to alleviate more water damage to our roadway. Two sump pumps now dump into a curb inlet instead of the curb line and roadway. Mowing was part of every week. Roadsides on the outskirts of town, parks, retention areas and playgrounds were prepped before Memorial Day weekend.

Trucks needed spring servicing and mowers needed parts replaced at a cost of \$350. Off road fuel was purchased for \$740 to keep tractors and loaders moving. We needed to replenish our supply of Graffiti remover at a cost of \$132.

The broom on the street sweeper was replaced at a cost of \$296 and the collection of debris has improved dramatically.

Street Department continued:

The third week in May, crews continued to cut and chip over grown trees on Whiting Road. In June they will continue to make headway until they are done.

The last week of the month, speed limit signs were relocated on Poplar Grove Road north and south of the Whiting Road intersection. North bound traffic starts a 35 mph zone at Whiting Road instead of the Post Office. South bound traffic stays at 35 mph to Whiting Road instead of ending the speed zone at the Post Office. This arrangement will make it safer for motorists who use Whiting road and our road to the NWWTP.

At Village Hall, employees transplanted trees and erected new Public Restroom signs. Downtown, Mrs. Kniep a village resident, volunteered to clean and paint the War Memorial and prepared the ground around the monument for a 3<sup>rd</sup> grade class to plant flowers so everyone could observe Memorial Day with a fresh outlook.

Finally, a resident at 114 Ray Street called and asked if the Village could help with their driveway entrance. The sidewalk and driveway have heaved due to a large tree in the parkway. I've got prices to remove the tree and stump along with another tree at Main and Washington. Low bid was \$1950 and the tree company will allow us to make payments for a year. The sidewalk and driveway will have to be removed and replaced at a later date.

Poplar Grove Township needs to be re-assured of the Villages intentions for the used Plow Truck. They would like a down payment and monthly payments till November 1, 2010. After pricing replacement costs for our existing trucks, 2005 – 2007 Internationals, which have increased \$30,000 - \$40,000 in four years. I cannot stress enough about the need to proceed with the Township. I believe we have a need to introduce a referendum for a capital spending program or our replacement costs will never be met. Let the public vote on our ability to provide services or not! If they say no, they will understand our cut back on services.

Motion was made by Neitzel, 2<sup>nd</sup> by Stetter to approve the purchase of the Poplar Grove Township Plow Truck upon an approved payment schedule from Treasurer Forrest out of the general fund, i.e.: \$5,000 down payment, \$666 monthly.

Motion was made by Neitzel, 2<sup>nd</sup> by Stetter to approve \$1950, paid in installments, for removal of an overgrown tree and stump at 114 Ray Street along with another tree at Main and Washington.

Motion was made by Fry, 2<sup>nd</sup> by Stetter to leave the scheduling of the replacement of the sidewalk and driveway, at 114 Ray Street, up to the discretion of PW Director Strate.

W&S Administration: Maureen Brzinski

Brzinski had seven homeowners requesting approval on a payment plan for billing over sixty days old. All were approved except one.

**Old Business / New Business:**

Maranatha Baptist Church / Tap-on Fees: Held over until July 6<sup>th</sup> Finance meeting.

Gilbanks Construction Retainage / Well #7: Held over until July 6<sup>th</sup> Finance meeting.

Sam Diamond / Future Tap-On Fees:

A motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve agreement for pre-purchase of water tap-on fees. Debt Certificate Series 2007 service area.

Telecom / Utility Tax Implementation:

Fry requested Brzinski to contact Utilities and find out when the Village should expect the revenues from the tax.

Planning Agreement / Adam Tegen:

Stetter asked if the cost of this planner is already in the budget, Fry stated yes at \$1,000 a month.

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve Intergovernmental Agreement between the City of Belvidere, Boone County and The Village of Poplar Grove for the Provision of Planning Services.

Scavenger Service:

Rightnowar stated there is going to be a set negotiated price for what level of service the Village wants from a specific provider. Rightnowar stated first the Village needs to get to an ordinance and then we can go out and get an RFP. You're setting up the framework on how this operates within the ordinance.

Rightnowar stated Brzinski will walk the Finance committee through what her research has found, invite the vendors to the next Finance meeting and LeClercq will find a couple of ordinances so the committee has some ideas to talk about.

Bike Path:

Rightnowar stated on the Villages right-of-way where the bike path crosses, we need to put yellow signs up / pedestrian-bike crossing-trail markings. Rightnowar asked Strate to research the cost of getting this done and ask the Conservation District if they will also donate money regarding this project.

Treasurer Position:

Rightnowar stated the treasurer was hired as an interim position because it was a bad time when the new administration came in and they wanted to get through the year. The Village needs to now make the position official.

This position is appointed by President Rightnowar and confirmed by the Board of Trustees. Brzinski will post a press release and the Trustees will be a part of the interviewing process.

Business Fees:

Quimby asked if the committee would look into Business License Fees for the Village.

Water & Sewer Rates:

Fry stated the excel spreadsheet Brzinski composed is a projection of the revenues generated from the 10% across the board increase plus a recommended increase in sewer only schedule.

Stetter will draft two letters, one to water and sewer customers notifying them of the 10% increase and the other to sewer only customers notifying them of the increase which will put them on the same pay scale as the rest of the Village.

**Closed Session:** None

**Adjournment:**

Motion made by Fry, 2<sup>nd</sup> by Stetter to adjourn meeting at 8:55 pm