

VILLAGE OF POPLAR GROVE

FINANCE COMMITTEE  
Meeting Minutes

10/5/09 – 7:00 PM

Members – Bob Fry(Chair)  
John Neitzel (Vice Chair)  
Cliff Stetter

Committee Members Attending: Bob Fry, John Neitzel, Cliff Stetter,

Also attending: Brad Rightnowar, Charlie Sewell, Maria Forrest, Jeff Strate, Jeff Reininger, and members of the public audience.

Note: All motions/approvals unanimous unless indicated otherwise.

1. Review and Approval of September Meeting Minutes – approved, no changes.
2. Public Comment
  - a. Melissa Ford – outside water left on for several days, requesting relief on water bill – will take steps to prevent re-occurrence (removing/locking outside faucets). It is unclear what the impact will be on the current bill – requested that the bill be submitted during a future meeting for further consideration.
  - b. Don Sattler – presented specifications for lift station monitoring (see recommendations from Public Works report below).
3. Old Business
  - a. Traffic Sign IDOT Approval – no action
  - b. Public Works
    - i. White Ford repair estimates – approved at September meeting – invoices are pending.
    - ii. Lift Station Security, back-up generator, and monitoring options – after discussion, request from the committee for the Public Works department to present a range of options and estimated costs, as well as suggested priorities – for addressing current and future lift station needs at the November meeting for further review.
    - iii. Three bids submitted for propane purchase for the maintenance facility – approved low bid from Hicks Gas, Belvidere.
    - iv. Reviewed Public Works Oct 5<sup>th</sup>, 2009 report submitted by Jeff Reininger and approved the following:
      1. Three (3) Public Works employees to attend fall IRWA conference in Rockford, two (2) to attend the Spring conference, for CEU purposes.
      2. Grainger bid for 6 chemical scales totaling \$ 1,055.70

3. Purchase of VFD for a total of \$1196.77, and the purchase of four DO probes at \$127 per probe.
  - c. Open Market Energy Purchase Options – Mr. Chad Hageman – approved at September meeting.
  - d. Water Billing Collection Update – Jeff Strate
    - i. 177 notices sent to residents with past due accounts
    - ii. responses to 164 notices – collecting \$43,191.96
    - iii. remaining 13 accounts, with a combined balance \$2,030.85 – several have set up payment plans and remainder will be put on a shut off list. If no response was received to written notice an attempt is being made to contact residents by phone prior to shut-off.
  - e. Oak Lawn Mobile Home Park Sewer Agreement Research – Jeff Strate
    - i. Current system does not allow accurate monitoring of actual flow rates – committee requested that Public Works complete the following:
      1. secure three (3) bids for a flow-meter and submit to the full board for approval at the October meeting
      2. review minutes from 2008 meeting that approved and set rate structure to confirm as presented in contract with Oak Lawn
      3. secure a full copy of the signed agreement with Oak Lawn
4. Treasurer Report – Maria Forrest
- a. Recommended transferring \$492.83 from account 801696 at Poplar Grove State bank, to the general fund, and closing the above account – approved.
  - b. Recommended approving the Motor Fuel Tax fund accounting change to comply with State regulations, as outlined in the Oct 4<sup>th</sup> memo to the village trustees and President - per the auditors recommendations – approved.
  - c. Recommended issuing a Purchase Order to CMS for the contracted road salt order for 2009/2010 – approved and requested of Jeff Reninger in the Public Works department.
  - d. Requested approval to disperse Impact Fee funds to Belvidere Community Unit School District #100 for the period of Jan – Sept 2009 – approved (approximately \$2,000.00)
  - e. Requested that all board members and village officials that do not have W-4's on file to complete.
  - f. Approved Martha Suhr for annual membership in the International Institute of Municipal Clerks - \$125.
  - g. Approved annual membership in Northern Illinois Mayors Association - \$125.
  - h. Approved closing the Village Water and Sewer account.
  - i. A new format was presented to track revenue and expenses – committee will review and discuss at the November meeting.

- j. Bills were submitted for approval. Approved as submitted with the exception of the Nicor charge of \$1.15 which will be combined with a future invoice. It was also requested that the Cash Requirement Report be submitted to the committee members in advance of the monthly meeting for review – allowing committee members to bring specific invoice questions to the meeting. Maria Forrest will have invoices available at the meeting to answer questions or for review as required.

5. New Business

- a. Request submitted to Release Letters of Credit for South WWTP financing. Maria Forrest will review and submit final recommendation to full board.
- b. Agua Illinois – no action
- c. Grate Covers – Approved \$1800 for purchase and installation of six (6) grates in Contry Homes subdivision. Jeff Strate will contact Contry and request at least 50% of the cost be covered by Contry.
- d. Requested Public Works department to secure three bids for installation of bathroom facility at Sewage Treatment Facility per state regulations.
- e. Requested to evaluate street signage at Oak Lawn and Dawson Lake Road – requested that Jeff Strate investigate whether this is Village or Oak Lawn property.
- f. Final Payment on WWTP Claim – second payment is currently being processed.
- g. Remote monitoring of Lift Stations (refer to Public Works section of agenda).
- h. Resolution approved to be submitted to IDOT for use of Route 173 sections during October 18<sup>th</sup> parade.
- i. A presentation was provided by Scott Trotter of Trotter and Associates, Inc. on revenue generating opportunities utilizing excess Waste Water Treatment plant capacity to treat septic tank waste. Recommendation of the committee was for Trotter and Associates to do preliminary market research to assess potential market demand to meet minimum break-even levels.
- j. Motion made and approved to re-affirm current water rates for the Village of Poplar Grove.
- k. Cliff Stetter presented an analysis of current replacement costs for village equipment – with an estimated \$64,500 per year set-aside requirement. It was requested that analysis continue to cover all current assets including water and sewer plant, and other village assets to build a comprehensive view on long-term capital and reserve requirements for the village.

6. Closed Session – no action to report.

7. Adjournment - Next meeting November 2, 7:00 PM