

VILLAGE OF POPLAR GROVE

FINANCE COMMITTEE MINUTES

11/2/09 – 6:30 PM

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

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

1. Review and Approval of Minutes – Oct 5th 2009 Meeting – Approved
2. Public Comment:
 - a. Milo Pitcain – retention pond and water issues in common areas owned and managed by Homeowners Association. Suggested the Village consider assuming ownership/management of retention ponds and taxing properties that contribute to watershed. Discussion - Poplar Grove Village does not currently have taxing authority for water/drainage – and recommended that engineering solutions be sought to address the issues.
 - b. Don Sattler – provided additional input regarding potential lift station monitoring solutions – Discussion - Public works staff will review and discuss with Don.
 - c. Larry Snyder – expressed interest in surveying other communities to gather information on Water and Sewer rates, as well as questions on current financial position of the village which was reviewed later in the agenda.
3. Treasure's report:
 - a. Dan Rowe and Greg Dunham presented preliminary 2008 Annual Financial Audit findings. A significant number of Journal Entry Adjustments were required to correct fund and accounting discrepancies from prior reporting periods. No appropriation or fund use issues were identified. The recommended entries will bring the Village financial records up to current State of Illinois standards and general government accounting guidelines. A number of control deficiencies were identified along with recommended changes to bring the Village in compliance with current standards. A number of the deficiencies are related to segregation of duties and the limited number of staff the village has to process both receipts and disbursements. It was recommended that once in receipt of the final Audit report, the full board review and approve all recommended adjustments and procedure changes. Maria Forrest will schedule a meeting with Home State Bank to clarify terms of a 2007 Bond issue to clarify accounting treatment. Bob Fry will schedule a special committee

meeting during November for a full review of the Audit recommendations. Maria Forrest will also prepare an updated projection of the deficit/surplus for the current fiscal year for review.

- b. The annual Treasurer's report will be published in the Belvidere Daily Republican.
- c. Three check runs were reviewed and approved and will be submitted to the full board at the November meeting. Following discussion of recommended procedures for Trustee review of invoices, it was recommended that the committee continue to review the check run summary reports in advance of the committee meeting, and review any questions on specific invoices with the Treasurer at the monthly finance committee meeting prior to approval and submission to the full board.

4. Old Business

- a. Oak Lawn/Dawson Lake Road signage request – Jeff Strate – no further action required at this time.
- b. Review/discussion of the new proposed Revenue and Expense Report format – Maria Forrest – approved by committee – noted that some of the % YTD calculations appear incorrect and should be checked
- c. Update – Oak Lawn Mobile Home Park Sewer Agreement – Jeff Strate – reviewed by committee – error noted in rate section – Agreement - #5. Next step is to install flow monitor at lift station.
- d. Lift Station Security and Monitoring Recommendations – Jeff Strate
 - i. Bids for Security Fence and Back-up Generators for lift stations were presented and discussed.
 - ii. Motion made and approved to recommend to the board the funding request for \$35,000 for the following:
 - 1. Upgrade Waco Lift Station fencing and install security fence at Prairie Green Lift Station
 - 2. Purchase and install permanent back-up generator at Waco Lift Station
 - 3. Additional lift station security fencing and back-up generator installation to be scheduled as funds become available.
 - 4. Monitoring system research to be continued with recommendations submitted by Public Works for committee review.
- e. Public Works Report
 - i. Reviewed recommendations to replace 5 fire hydrants in the Ray St./Bullard St. area.
 - ii. Reviewed and approved a recommendation to increase the billed charges for meters and check valves to fully cover overhead, inventory and distribution costs. Jeff Strate to develop recommended pricing schedule for committee review and approval.

- iii. Reviewed a recommendation to install auto-dialer for Menge Lane Well house.
- iv. Discussed recommendations for two homes utilizing city water/sewer services without being billed since 2002. Jeff to request documentation on any prior agreements, to be reviewed by the committee.
- v. Reviewed start-up of the South WWTP – recommended immediate start-up pending approval of funding for required bathroom/shower facilities as outlined below.
- vi. Reviewed recommendation to fund \$18,000 for installation of bathroom/shower facility per State of Illinois regulations.
- vii. A motion was made and approved to recommend to the board the following funding requests:
 - 1. \$600 for Auto-Dialer
 - 2. \$18,000 for installation of SSWTP bathroom facilities
 - 3. Pending a cash-flow analysis by Maria Forrest and confirmation that funds are available without additional debt - \$20,000 to fund replacement of 5 fire hydrants.
- viii. Following a review of 4 quotes submitted, a motion was made and approved to purchase 1000 gallons of Diesel fuel from Swartz Oil.

5. New Business

- a. Capital Funding Analysis – Cliff Stetter – presented sinking fund alternatives for replacement of South Water and Sewer Plant – will be reviewed at the December committee meeting.
- b. Auditor Report – Maria Forrest (see Treasurer’s Report)

6. Closed Session – None Required

7. Adjournment - Next meeting December 7, 6:30 PM