

# VILLAGE OF POPLAR GROVE

## FINANCE COMMITTEE MINUTES – APPROVED

November 7, 2011 – 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 John W. Neitzel, Chairman Robert Fry, Trustee Cliff Stetter, Trustee Judi Zangs, Secretary Maureen Brzinski, Engineer Timothy Bronn and Public Audience.

### **Call to Order:**

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

### **Agenda:**

A motion was made by Zangs, 2<sup>nd</sup> by Stetter to approve the agenda as amended: Motion was carried 3-0

Add under V: Public Works  
iii. Truck Liners

Add under VII: New Business  
h. Series 2004 Bond

### **Minutes:**

A motion was made by Stetter, 2<sup>nd</sup> by Zangs to approve October 3, 2011 and October 10, 2011 special meeting minutes as presented. Motion was carried 3-0.

### **Public Comments:**

Angie Hodges: Mrs. Hodges had concerns regarding the water consumption on her July 1<sup>st</sup> and September 1<sup>st</sup> billings. The Hodges have owned their home for seven years and have never received such high bills. Both Fry and Neitzel explained to Mrs. Hodges, in phone conversations, the ordinance and procedures the Village follows regarding these type of situations. Fry stated unfortunately the Village doesn't have a way to determine where the extra consumption of water has gone. It could be a leaky toilet, a de-humidifier on the furnace, water softener regenerating more often, spigots could have been left on, etc. The November 1<sup>st</sup> billing reflected a normal billing. Fry requested Mrs. Hodges propose what is acceptable for a payment plan and e-mail this to the committee for their review.

**Treasurer's Report:**

Accounts Payable Invoices: *A motion was made by Zangs, 2<sup>nd</sup> by Stetter to approve accounts payable invoices for a total of \$319,486.12. Motion was carried 3-0.*

Cash Flow: Coming into October, the Village had a cash balance of \$599,000.

Projection: Revenue on target. Engineering services line item is currently over the budgeted amount, so the budgeted amount has been increased to \$30,000.

General Fund: positive \$200,000      MFT Funds: Forrest sure Village will spend \$150,000.  
Water & Sewer is on track.

Village will end up at \$144,000 FY2012 as projected.

Tax Levy: The new CPI for this year is 1.5 and last year CPI was 2.7. The Village is seeing new tax revenue of \$3,000. The tax levy ordinance has to be filed by the end of December. The estimated change in property tax levy for this year is an additional amount of \$3,480.

MFT Audit 2009 & 2010 Calendar Years: In audit report number 67 a suggestion was made for Village Treasurer Forrest to move money from general commingled fund into a separate bank account. Village Treasurer Forrest will make sure at the end of this calendar year the account will be zero.

Non-Home Rule Sales Tax: Village Treasurer Forrest suggested a subcommittee be formed to explore what the money can be used for and form a course of action.

*A motion was made by Fry, 2<sup>nd</sup> by Stetter for President Neitzel to assemble a subcommittee to investigate non-home rule sales tax opportunity for the Village. Motion was carried 3-0.*

**Public Works:** Jeff Strate

**General:** With staff reductions due to vacations and an out of state funeral, remaining staff stayed busy through out the month.

**Water Department:** The second month in a row the department performed admirably. Chris has all wells and towers in fine mechanical shape.

Meters were read the first week of the month

A couple of b-boxes were excavated and repaired this month. Hydrants in the western system were flushed. A handful of MXU's were repaired. As time allows, Mitch continues a meter audit, to ensure records for all water services are current.

Minor repairs, normal testing and addition of chemicals to wells were all completed this month. Chlorine and fluoride were purchased. A fluoride pump failed and was replaced.

**Sewer Department:** The department was again the most time consuming area for the month. Staff continued to press sludge most of the month. Pumps, probes, sensors, lift stations and WWTP's all needed attention. Repairs and replacements were the order of the month. It is becoming apparent that in past years equipment was purchased or installed with only dollar amounts considered. We are replacing items due to corrosion and just overall failure. Pumps and motors have parts wearing down from being wired backwards. Chris ordered #3 & #4 of six (6) sand filter pumps in early October, they should be here in late November. The NWWTP needed new level sensors for the SBR tanks. Four(4) DO probes were returned from Hach after repairs and maintenance.

Both treatment plants have experienced an increase with incoming grease levels. Chris purchased a barrel of Lypaste for each plant. This helps break down the grease to simplify processing. Grease was also present in a couple of lift stations, Collins Sanitary was hired to clean them out.

At the NWWTP a digester blower needed to be replaced. The SWWTP had a blower motor need replacement. Because of the size McGilvra Electric was hired to assist staff in remounting and powering up. McGilvra also was hired to lift a SAM out of a SBR tank for repairs at the NWWTP.

The EQ basins at the NWWTP were cleaned at the end of the month. The basin at the SWWTP will be taken care of in November

On October 31<sup>st</sup> the sewer line on Hill St. backed up due to a blockage 25' north of the manhole at Park St.. Illini Televising was hired to jet the line on Hill St. and from State St.- 200' west on Park.

**Street Department:** Both new trucks have arrived. The F-250 had the lift gate installed on October 4<sup>th</sup>. Tool boxes were ordered and should arrive in November.

Staff was trying to finalize mowing this month so mowers can be put in storage and plows brought out.

We had a wind burst that took down a tree in the parkway at 114 Ray St.. Schmidt Tree Service was hired to remove the tree and Grind the stump.

The Burl'd Woods area was vandalized for the third time October 19<sup>th</sup>. The same signs at Maple Leaf and Old Orchard were stolen. I had Mitch drill and bolt all the connectors and signs to the post. Signs were also erected on Whiting Rd. for Immanuel North adopt- a- road project. On Woodstock Rd., four (4) 45mph speed limit signs were erected at the request of the Sheriff's office.

Manholes and designated streets were repaired by Peter Baker and Son from 10/24-10/27 within our MFT contract. The Village has a little shoulder stone to place to complete the job.

Potholes continue to be addressed as they develop.

**Parks:** Bel Air Park had the last of the mulch installed. The cracks in the parking lot at Village Hall were sealed on 10/26.

**Expenditures for October:**

|                        |             |
|------------------------|-------------|
| Collins Sanitary       | \$924.89    |
| Digester Blower        | \$1583.00   |
| Sand Filter Pumps      | \$4890.00   |
| Probe Repair           | \$1323.00   |
| Flush Valve Repair Kit | \$212.74    |
| Level Sensor           | \$530.00    |
| Tool Boxes             | \$1880.00   |
| Lypaste                | \$3249.40   |
| Blower Belts           | \$101.58    |
| Fluoride Pump          | \$627.07    |
| Ford Ranger            | \$15,085.00 |
| Lift Gate              | \$2800.00   |
| Ballasts/Lights        | \$535.15    |

**TOTAL** **\$33,742.13**

Hill Street Sewer Line: *A motion was made by Stetter, 2<sup>nd</sup> by Zangs to approve up to \$500 for the inspection of the Hill Street sewer line. Motion was carried 3-0.*

Board Room Podium: *A motion was made by Fry, 2<sup>nd</sup> by Zangs to approve adjusting the height of the board room podium at a cost of \$1,575. Motion was carried 3-0.*

Truck Liner: It was requested PW Director Strate research the cost of a truck liner for the 2011 Ford Ranger.

**Administration:** Maureen Brzinski

November 1<sup>st</sup> water and sewer billings totaled 1,424 accounts at total amount billed of \$186,818.94.

**Old Business / New Business:**

The following items will be discussed next month due to the Village Engineer being ill:

- a. Engineering Financial Projection
- b. Traffic Control – Deaf Children Area
- c. Drainage Recommendations & Cost – Prairie Green Subdivision

Class 3 Barricade at End of Edson Street & Sherman Lane: Will come up for discussion next spring.

Connection Upgrades / Real Time Monitoring of PW Lift Stations, Wells, etc.: *A motion was made by Stetter, 2<sup>nd</sup> by Zangs to approve up to \$5,000 for McMahon Engineering to perform Scada System study and recommend options available regarding connection upgrades – real time monitoring of Village lift stations, wells, towers, etc. Motion was carried 3-0.*

Fox Valley Radio Transmitter/Receiver Site Lease Agreement: A letter was sent to Fox Valley from Attorney LeClerc in mid October advising them there agreement was up as of December 10<sup>th</sup>. As of November 2<sup>nd</sup> staff meeting, the Village nor Attorney Sosnowski have yet to receive a response. Stetter has been in contact with Fox Valley and asked if they couldn't agree to a more substantial agreement of payment for leasing of the tower. Stetter also told them if no agreement could be made the Village would go to RFP. President Neitzel will contact Attorney Sosnowski in regards to generating a letter to Fox Valley which will be sent registered mail.

Series 2004 Bond: The committee moved to have Stetter contact Midstate Financial, Paul Brown, to conduct an analysis of this bond for refinancing purposes.

**Adjournment:**

A motion was made by Zangs, 2<sup>nd</sup> by Stetter to adjourn meeting at 8:17 PM. Motion was carried 3-0.