

# VILLAGE OF POPLAR GROVE

## FINANCE COMMITTEE MINUTES - DRAFT

December 6, 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, Treasurer Maria Forrest, Secretary Maureen Brzinski, Trustee Ron Quimby

### **Call to Order:**

Chairman Fry called the meeting to order at 6:31 pm.

### **Agenda:**

A motion was made by Neitzel, 2<sup>nd</sup> by Stetter to approve agenda as presented: Motion was carried 2-0

### **Minutes:**

A motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve minutes from November 1st as presented. Motion was carried 2-0

### **Public Comments:**

Dan Reid/Poplar Grove Fitness: Mr. Reid stated he sold the business November 1<sup>st</sup> and the consumption in question is from January 1, 2010. He stated he was in front of the Finance Committee a few months ago to dispute the water bill. Mr. Reid wants to resolve this issue and pay what rightfully is his.

Fry stated any residents who disputed the consumption of their water bills and felt they had a faulty meter have the option to have those meters tested at a lab. Brzinski stated a letter was sent to Mr. Reid on August 27<sup>th</sup> giving him the option to have his meter tested.

Mr. Reid stated he wants to leave the meeting with this resolved and asked if the committee and he could come to some agreement. Fry stated to make it fair and equitable for all residents with a reading issue, the Village needs to follow the procedure set in place. Mr. Reid then asked if the penalty charges could be waived. Rightnowar requested Brzinski calculate the cost of the penalties and what Mr. Reid would then owe. Brzinski stated the penalties were \$133.27 leaving a balance due of \$333.37 and the write off of the penalties was approved by the Committee and Mr. Reid paid the balance due at that point.

**Treasurer's Report:**

A motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve the following check runs for recommendation to the Board for disbursement: Motion was carried 2-0

**Check Runs:**

11/05/10	32,296.66
11/22/10	<u>172,600.63</u>
Total	<u>204,897.29</u>

General Fund Surplus	12,000 yr.
MFT Funs Surplus	36,000 yr.
W&S Fund Breakeven	
Operations Fund Surplus	<u>2,000</u> yr.
Surplus for Year	50,000 yr.

Tax Levy: 2009 Levy - 255,757 / 2010 Levy – 263,258 (2.7% CPI Increase)  
Tax base grew 4,000,000 in property  
Village new tax base is 1,600,000

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve a tax levy at a statutory limit of 2.7% CPI and abatement. Motion was carried 2-0.

It was recommended the Appropriation ordinance for FY2011 be approved by the Board at the December 13, 2010 meeting.

Rightnowar stated there was not a lot of strong sentiment to continue with additional police coverage.

**Public Works:** Jeff Strate

**Research of Small Truck for Public Works Director:** Strate stated a Ford truck with 70,000 miles on it would cost \$40,000. A four wheel drive unit would be approximately \$14,000 more. Fry stated this should be looked at again during budget time.

Motion was made by Neitzel, 2<sup>nd</sup> by Stetter to approve Public Works expenditures of \$7,736.50. Motion carried 2-0.

**Consolidate Yards / Expansion of NWWTP:** Committee decided to hold until budget year 2012.

**Speed Limit Signs:** Strate asked where the 25 mph speed limit signs should be erected. The committee told Strate to use his own discretion.

**LeClercq Draft Independent Contracts – Snow Plowing / Dawson Creek & Westergren:** The letter which was drafted by LeClercq to approve snow plowing in the subdivisions of Dawson Creek and Westergren were approved by the committee.

**MFT Funds:** Strate asked if the Village was going to spend MFT funds in 2011 on road repairs. Strate stated usually the state would like Villages to pass a resolution in January for all the construction work to be done through the year. Next spring the State is going to redo the intersection of Orth Road and Rt. 76. Fry stated the Village needs a capital plan that shows in detail and priority which streets need to be worked. Rightnowar stated he would like the Village engineer to look into this type of project and make suggestions to the committee.

**General:** November started out mild as we continued mowing during the first week and became seasonal by months end as we finished up prepping trucks for plowing.

**Water Department:** Water bills were sent out November 1<sup>st</sup>. Penalty bills were calculated 11/22/10 and 407 notices were mailed out to late responders.

During the course of the month, two residential water meters were removed and sent out for accuracy testing. Results have not come back at this time.

Employees excavated and adjusted a handful of B- Boxes out of necessity through out the month. This will be a springtime project through out the old part of town. Most of the water shut-offs are buried and time consuming to find if we need to shut the water off.

Ten homes in foreclosure had water shut off during the month

Hydrant flushing was completed the first 2 weeks of the month. Hydrant markers (approved in Oct.) were delivered late in the month and installation has started. Two fire hydrants needed attention this month, one was extended to the proper operating height and the other was repaired after being hit by an unknown vehicle.

Chlorine and fluoride were purchased for the wells at a cost of \$876.50 which includes \$300.00 for container deposits.

**Sewer Department:** The first week of the month found employees cleaning grease out of lift stations and performing grease inspections. Collins Sanitary was hired to clean 3 lift stations and the grit chamber at the NWWTP headworks at a cost of \$1,337.50. Eight businesses had their grease traps inspected, with one business needing cleaning, which has been completed. While cleaning the lift station at the NWWTP, Chris McElhinney injured his hand on the mechanicals in the chamber. X-rays were taken and he was able to return to work in a couple of days.

We took delivery of our bi-annual supply of sodium aluminate which was approved in October.

The department also had expenditures for lab supplies at a cost of \$544.26, exterior lighting at the NWWTP at a cost of \$248.24 and 10 blower belts at a cost of \$470.00.

One of the pumps at the Countryside lift station was pulled because of a leaking seal. McGilvra Electric disassembled the pump and quoted \$4,000.00 for repairs. The pump is eight years old so Jeff R. is checking into the cost of replacement.

**Street Department:** On November 1<sup>st</sup> employees removed the concrete barriers at Maple Leaf Ln. and Ironwood Dr. in Olson Woods. I'm not aware of any traffic complaints at this time.

At the Edson Rd. facility a new electric service was placed underground and the overhead line removed. Final cost appears to be \$1,005.00. Employees were able to offset \$750.00 of the cost by salvaging scrap metal and selling it to the Behr Recycling Company.

We were able to move some of the donated Arborvitaes during the week of the 15<sup>th</sup>. Our cost to date is \$1,040.00.

Tree removal at Whiting Rd. and Rt. 76 was completed November 10<sup>th</sup>. 90% of Quail Trap Rd. has also been addressed at the time of this report. On the 22<sup>nd</sup> employees installed snow fence north of Whiting Rd. to help with drifting at the intersection with Rt. 76 at a cost of \$260.00.

Plows and spreaders were placed on trucks in preparation for winter. Other than a few minor repairs, trucks appear to be ready.

With the last of our warm weather, crews were able to complete some last minute pothole patching and sweep up leaves before rain and snow blanket the area.

New stop signs were erected at the intersection of Main and Hill streets per council instructions.

I have had conversations with Roger Gerstad of the Trails of Dawson Creek this month. He asked what the Village needed from him in order to have Phase I of the development accepted. He stated that the majority of his road work and utilities were completed in 2006. This summer curbs were repaired and roads surfaced. He feels with these steps completed, the rest of the subdivision has withstood the test of time and will continue to be acceptable to the Village.

**Administration:** Maureen Brzinski

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to amend Poplar Grove Code of Ordinances providing a fee for non-sufficient fund checks in the amount of \$25. Motion was carried 2-0.

Motion was made by Stetter, 2<sup>nd</sup> by Neitzel to approve amended W&S Ordinance to reflect meter testing procedure. Motion was carried 2-0. (this gives the residents the option to have their water meter tested by a lab, at their cost, if they feel the consumption they are charged for is too high)

Motion was made by Neitzel, 2<sup>nd</sup> by Stetter to approve a letter drafted by Attorney LeClercq, to give Public Works authority to have access to the residents 2<sup>nd</sup> /sprinkler meter to retrieve a reading and to update existing meter for electronic read.

Vandalism – Outside Water – 105 Edson Court: Homeowner filed a police report and stated water had been running from her outside spigot from 8:45 am to 1:00 pm. The Homeowner then reported the vandalism to the Village on the same day. Brzinski asked Strate to look up how many gallons would be lost from an open spigot for this length of time and he stated 10,000 gallons. Committee agreed the amount of consumption over the normal consumption used during a billing period should be billed at 1.84 per thousand.

Penalty Charge – 145 Titleist Trail: Homeowner is requesting a \$16.78 penalty amount be written off. Brzinski stated the last time this resident had a penalty charge was in 2008 and Brzinski did a look back to January 2007. Homeowners stated to Brzinski they are always on time with their payments and they had not received this current bill. Committee agreed to waive the penalty charge because of good payment history.

**Old Business / New Business:**

Multiple Units-One Meter per Unit: Committee requested an analysis be done.

Counsel – Status / Negotiate of Final Terms of Proposal for W&S Bond Interest Payment as Presented by Sam Diamond: Moved to next month.

Financial Advisor for the Village: Forrest stated the request for financial advisors letter and RFQ list should be mailed by December 17, 2010, which gives the firms two weeks to reply. Deadline date will December 31, 2010. The date for financial advisor interviews was set for January 8, 2011 beginning at 9:00 am.

Scavenger Service: Tabled until 2011 budget process.

Motion was made by Neitzel, 2<sup>nd</sup> by Stetter to go into Executive Session at 9:24 pm. Motion was carried 2-0.

Motion was made by Neitzel, 2<sup>nd</sup> by Stetter to move out of Executive Session at 9:52 pm. Motion was carried 2-0.

**Adjournment:**

A motion made by Neitzel, 2<sup>nd</sup> by Stetter to adjourn meeting at 9:54 pm.