

Village of Fox Lake
Finance Committee Meeting
June 12, 2007
6:00 p.m.

I. Call to Order

The Meeting was called to order at 6:00 p.m.

II. Roll Call

Present were Chairman Ulasz, Trustee Koske, Trustee Bender, Trustee Murrey, Trustee Kiesgen and Trustee Working. Also in attendance was Mayor Irwin.

III. Approval of Prior Meeting Minutes

Chairman Ulasz asked if there were any questions or clarifications to the minutes of May 22, 2007. With there being no comments they will stand as presented.

IV. Bills to be paid

Chairman Ulasz asked if there were any questions regarding the bills to be paid. There being no questions or comments the bill list will stand at \$767,969.06.

V. Ratification of Manual Check List

Chairman Ulasz asked if there were any questions. Trustee Bender asked Paul Christensen how often did we pay the Sales Tax Incentive? Paul stated every 3 months or quarterly. Manual checklist will stand as presented.

VI. Old Business

Employee Manual

Nancy Schuerr stated a Resolution to adopt the revised Employee Manual. It is updating for the non-union employees. The manual revisions include an update on the Legislative such as American Disability, Family Medical Leave Act and some of the other laws that need to be incorporated into the manual. Nancy asked if there are any questions on the manual? Trustee Murrey stated you know mine and what are we going to do about it? We lost the verbiage in this contract for years of service. Chairman Ulasz stated I know what you are talking about and we are meeting on June 20th with the Mayor, Nancy Schuerr, and Paul Christensen to come up with a resolution. Nancy Schuerr stated it is not going to shift anything at this point in time. Chairman Ulasz stated if there were not any other questions, I will make a motion to adopt the revised employee manual at the Village Board Meeting this evening. There were no questions.

VII. New Business

Cost Study to be provided by Maximus

Paul Christensen stated back since 1999 or possibly longer we hire Maximus to come out and complete our Cost Allocation Study. Essentially what this is they come out, there are a lot of services that we provide front office time, Trustee time, Payroll time that is related to our Enterprise Fund such as Northwest Regions, Water and Sewer Fund or Commuter Parking. They calculate what the costs associated with the funds are and go as far as depreciation on this building. With that we would transfer costs from the specific enterprise funds to the general fund. It approximately brings in \$400,000 each year that is identified. Cost this year for this program is \$9,990.00, which is a reasonable increase over the last year, we paid \$9,500.00 last year. If the Finance Committee is agreeable

to this I have it on the Agenda for the Village Board Meeting for passage tonight. Chairman Ulasz asked if there were any questions, there were none. Chairman Ulasz stated she would make the motion tonight.

Discussion on entering into a Contract with Laube Companies Consulting Group for 3rd Party Verification of Increment Related to Rt. 12 TIF Property.

Paul Christensen stated everyone should have received a memo in their mailbox regarding this item. This is the next step to keep the TIF project moving forward. We had the public hearing last night that is going to amend the plan; this is related to the issuance of the bonds for that project. We have to have someone come out and do a third party verification to substantiate the bonds; remember these bonds are being structured in a different way they are not general obligation bonds. The only revenue that is going to back these is the tax incremental financing. If that revenue isn't substantial to meet them, as compared to the previous bonds where the general obligation or Village General Fund would be paying. These bonds would fail the tax payers would be on the hook. Because of this we need to have someone come in and verify this to protect the bondholders stronger. We have structured this with our Attorney that if we do not issue the bonds we do not have to come up with the money. We are using a letter of credit from the Developer for the initial portion of it and the remaining portion we won't begin the work until we are fairly confident we are going to issue the bonds. If we would go forward and the bonds aren't issued the developer is going to accept the liability. It does stated in the agreement he will only receive money from the bond proceeds. Chairman Ulasz asked if there are any questions, there were none; she stated the motion would be made this evening.

Amendment to the Copier Lease (Police Department)

Paul Christensen stated at the last meeting I had brought forward a motion to get a copier lease for the Building Dept and Police Dept. The Police Department has requested that their copier receive an extra paper tray to more match the copier that was replaced. The additional cost is approximately \$20.00 per month. We have brought forward the change in the lease agreement that they requested. Chairman Ulasz asked if there were any questions, there were no questions; she stated she would make the motion this evening.

Water Tower Cleaning Proposal

Trustee Murrey stated he had decided not to sign this since it is entering into a contract to clean the growth under the water tower in town. They went out and got three quotes, they want to accept the higher quote of \$4883.00. The reason Keith wants to accept the higher quote from Mid-West Mobile Washer is that is their only business of water tower cleaning. The other companies do a marinade of other jobs. They will complete this on the weekend which will assist us since there will be less traffic, basically an empty metra parking area. The difference was \$500.00 between the bidders.

The reason I bring this to the full Board is do we want a resolution or just a motion. Trustee Murrey asked what Deputy Clerk Ward would prefer for the tracking of the contract, the Attorney stated either was acceptable. Clerk Ward stated as long as there was a motion on the Agenda it would be traceable. Chairman Ulasz stated she really like that they were putting the Extra Sealer to fight the mildew in the future.

The Committee approved the acceptance of the contract and Trustee Murrey stated he would make a motion at the Board Meeting.

Transfer of Sewer and Water Personnel

Trustee Murrey stated we have Jim Thomas who wants to move from the Northwest Regional Plant to the Local Sewer and Water. Is there a problem if he moves over at the same rate, same position? I will be giving permission to post the internal job posting to Steve Vella. If there are no applicants I will then be asking for permission to go out and advertise for the position at the next scheduled Board Meeting.

We have a lab manager at the Northwest Regional who is retiring after 27 years, Colette Jarrett. I gave Steve permission to internally post the position about a week ago, but I will be asking permission to advertise the position at the Board Meeting this evening. Does anyone have a problem with us going forward with this position? There were no concerns. Trustee Murrey stated he would make the motion this evening.

VIII. Committee Comments

None

IX. Audience Comments

None

X. Adjournment

There being no other business to discuss the Committee Meeting was adjourned at 6:13 p.m.

Carol Ward
Deputy Clerk