

Village of Fox Lake
Finance Committee Meeting
July 22, 2008
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 Bender, Trustee Murrey, Trustee Kiesgen, Trustee Working and Trustee Koske. Also in attendance were Mayor Irwin and Treasurer Paul Christensen.

III. Approval of Prior Meeting Minutes

Chairman Ulasz asked if there were any questions or clarifications to the minutes of July 8, 2008. There were no comments, the minutes will stand as presented.

IV. Bills to be paid

Chairman Ulasz asked if there were any questions regarding the bills to be paid in the amount of \$539,018.34. Chairman Ulasz stated there were no questions or comments, the bill list will stand as presented.

V. Ratification of Manual Check List

Chairman Ulasz asked if there were any questions. Paul Christensen stated there is an error in the date at the top of the page it should read July 22, 2008. There were no questions or comments, the manual checklist will stand as presented.

VI. Grainger Bills

Chairman Ulasz asked if there were any questions. There were no questions or comments, the Grainger bill list will stand as presented and I will make a motion this evening for approval.

VII. Old Business

Appropriation Ordinance

Chairman Ulasz stated in your mailboxes you would have received the ordinance as well as the budget after the first pass. Trustee Bender asked with Paul leaving is the consultant up to speed on this appropriation ordinance? Chairman Ulasz stated we will be contracting with Paul as a consultant, but yes they are aware of it. Paul Christensen stated they are aware of the budget, this is the legal document compared to the planning document. Chairman Ulasz stated she also has a good handle on the budget. We will have a hearing at the Village Board Meeting for public comment and then a motion will be made at the Village Board Meeting.

VIII. New Business

IMRF Authorized Agent

Paul Christensen stated I was serving as the IMRF Agent; every Village is required to have an agent. Essentially it is the one person the employees can come to if they have questions regarding IMRF, and this person is responsible for all the IMRF documentation it is usually the Human Resource or Finance employee. Due to my absence the decision was made by the Mayor the appropriate person would be the Village Administrator.

SWALCO Representative

Paul Christensen stated currently the Mayor is the representative and we have two alternate delegates – Ron Hoehne and myself. Ron Hoehne is no longer a Village employee and after tonight I will not be a Village employee so we need to appoint another delegate. The decision was made for

Nancy Schuerr, Administrator to be one of the delegates. By being a member it mitigates some future risks that we have, which is the primary function of SWALCO. Plus it does offer the electronic collections etc. for our residents. Chairman Ulasz stated it also has Dan Miller as a delegate. Trustee Working asked in the ordinance you show the term of July 22, 2009 shouldn't that be at the end of our fiscal year of April 30th, 2009 when all the appointments are made. Paul Christensen stated I would think it would be indefinite, if they were no longer an employee they won't be serving on SWALCO. Trustee Working asked if it should be changed for the term of employment? Chairman Ulasz stated the ordinance does state or until a successor is appointed. Paul Christensen stated he would suggest taking out the date. Deputy Clerk Ward stated that is the resolution provided to us by SWALCO and they request a date to be in place with the additional wording " or until a successor is appointed". Chairman Ulasz stated she would change the motion to include the term date to be April 30, 2009.

Financial Consultants Agreement

Chairman Ulasz asked Nancy Schuerr to discuss these items. Nancy Schuerr stated she has given you copies of two financial agreements, one agreement with Trisha Steele, she is a retired IMRF Financial Director, she has worked for several villages, non home rule and home rule and has been recommended for knowing the mechanics of the job that Paul is leaving open. She can help us on an interim period, right now she is looking to be working 20 hour per week, she has worked with Paul for a couple days in different areas, which are included in the list on her agreement. She will fill in the day-to-day activities until we hire a Treasurer. We also have an agreement with Paul for special projects as needed for his history and his knowledge. We are asking that he comes back in and work on those projects whenever needed. We have two agreements and they are built as needed, if they are not needed there is no time line of the agreement. Nancy Schuerr asked if there were any questions on these agreements.

Trustee Koske asked if the person that is going to be the interim Treasurer, has that person gone through a background check? Nancy Schuerr stated no we are relying on their references. We don't usually put all our consultants through a background check. Trustee Koske stated this is a little different this is an interim Treasurer for the Village of Fox Lake. They will be responsible for, Nancy Schuerr stated they will not be doing the banking they will not have access to check signing authority or transfer authority. Trustee Working asked who is going to be doing the transfers? Nancy Schuerr stated right now they are going work through Laura Rudkin. Chairman Ulasz asked if everyone would feel more comfortable if there was a background check in place. Nancy Schuerr stated the second signature on checks is going to be the Village Clerk, Samantha Weeks. Trustee Koske asked how long to you anticipate having this part-time consultant? Nancy Schuerr stated we have two candidates right now that we are looking closer at; if one of these candidates is selected it would be in about a month. When will the Finance Committee or Village Board have the opportunity to review the applications etc? Nancy Schuerr stated yes she would include the Board on the top interviews. I will include you on the schedule for the interview process.

Dental Plan

Nancy Schuerr stated back in May we had discussed a voluntary change in the dental plan for the employees. The employees pay the full premiums on the dental plan. We have found them a dental plan with better rates and network and so there is a resolution on the agenda for approval. The employees are excited about it, their costs are lower and the networks are improved.

Fox Lake Chamber Meat Raffle Request

Chairman Ulasz stated everyone has a copy of the request for the waiver of the manager bond, they have had this request in the past. Chairman Ulasz asked if anyone had any questions or comments. There were no comments. She stated she would make that motion this evening.

IX. Committee Comments

None

X. Audience Comments

None

XI. Adjournment

There being no other business to discuss the Committee Meeting was adjourned at 6:16 p.m.

Carol Ward
Deputy Clerk