

Village of Fox Lake
Finance Committee Meeting
October 10, 2006
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 Murrey, Trustee Beskow, Trustee Bender, Trustee Borchers 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 September 26, 2006. Chairman Ulasz stated 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 in the amount of \$445,414.93. There were no questions and Chairman Ulasz stated we would make a motion to approve the bill list at the Village Board Meeting.

V. Ratification of Manual Check List

Chairman Ulasz asked if there were any questions. There were no questions or comments and will stand and a motion will be made at the Village Board Meeting for approval.

VI. Old Business

Update on Public Safety Building

Jim Thillen stated they are scheduled to complete the blacktopping at the Public Safety Building tomorrow, weather permitting.

Update on Lakefront Park Renovation

Chairman Ulasz asked Jim Thillen to address the Committee. Jim stated they started on Monday for the grading of the parking lot and they did have to put some extra gravel in due to loose sand, I didn't get a chance to talk to the Engineers but they are scheduled to be blacktopping at the Lakefront Building tomorrow, weather permitting. Jim Thillen stated the other item he would like to talk about is the elevator. The problem is it is only a one-floor elevator, trying to get companies to give a quote on it is difficult. I received another quote, as you know the last bid/quote the vendor couldn't meet our criteria. Jim stated this is just a quote, do you want me to pursue it some more or do you want to go out to bid? It is a tough one because no one wants to bid on a one-stop elevator. If we do want to pursue it I would want the Attorney to look it over, because I think there should be a performance bond on the work. Chairman Ulasz asked can't we send it back out to bid with the same specification we had last time, one additional time? Trustee Borchers stated we could. Mayor Irwin agreed we should send it out to bid again. Chairman Ulasz stated this is not an emergency.

Jim Thillen agreed it is not an emergency and it is not going to hurt us any. The Committee was in agreement. Jim Thillen stated he would work with Deputy Clerk Ward for a bid date. Deputy Clerk Ward stated there would be no motion required since it was previously approved, but she would verify that with the Attorney and set up a bid date with Jim Thillen.

Chairman Ulasz stated one of the items we need to talk about is increasing the budget for Lakefront Renovation. Paul Christensen has distributed the updated spreadsheet. In the minutes Trustee Bender had stated it looked like we were playing the shell game, but it is for the areas that look so over budget it really isn't it is because of the elevator and what we have done for the shaft and the labor that has gone into that block wall. Trustee Borchers stated that and that when we went to the bid process, the costs increased due to the pricing at the time. Chairman Ulasz asked if any Trustee has any questions on what is being presented. One of the motions tonight Trustee Borchers is going to ask to increase the budget in order for us to finish this project.

Trustee Bender asked if you are convinced that will finish it? Chairman Ulasz stated yes she is very confident this will finish it. One of the other questions I think everyone will have is where do we stand financially? We did a little better on the impact fees that I had thought we had considering the slow down in the Building area. We have 2.74 years of payments left. We were very conservative in the impact fees projected for the remainder of the year. Chairman Ulasz asked if everyone is comfortable with Trustee Borchers bringing this up for approval at the Board Meeting? Trustee Murrey stated what is the bottom line; you have option 1 and option 2. Chairman Ulasz said it depends on the next item on the agenda, the signs. Trustee Murrey stated is it the original or the proposed? Chairman Ulasz stated it is the proposed. Trustee Borchers stated it depends on what we decide regarding the sign options; which is next topic.

Trustee Borchers stated there was an additional quote, and asked Nancy Rogers to come up to the podium to speak on the recent quote received. Nancy Rogers stated I have distributed the third quote, which on the lighted sign it is the lowest with this company from Libertyville. I talked with Jim Thillen and he could probably explain it more, the light is all on one circuit, the previous proposals were individually and they were slanted on the building. We wanted to get three quotes and this is what he provided, he is higher on the unlighted sign. Jim Thillen stated when you do the track lighting it is a lot cheaper but we have to decide what do we want it to look like. There is a cost difference to do them on an arch. Trustee Borchers stated everyone was previously distributed a copy of the proposed drawing of the signage. Hopefully everyone has had a chance to review the proposal and proposed signage. We would like to make a decision on the signage this evening. Trustee Bender asked if you are recommending one or the other. Trustee Borchers stated I would ask Trustee Working since he was the person who designed the preliminary signage. The lighted sign you are obviously going to be able to see from Route 12 or see it from across the lake although the cost is substantially more but it identifies the building for what it is. If you put the lower cost one in and possibly light it from the bottom, the lights would be on the ground to shine up to the signage, there is a maintenance issue and possible damage by kids. I am comfortable going either way based on the Committee recommendation. Trustee Bender stated if that is the end of the road, I say get it lighted and get it done right. Trustee Beskow stated I have no problem with either of the signs; whatever the Committee should decide would be

fine with me. I have experience with lighted signs and I would prefer it to be lighted however the problem with a lighted sign is the bugs, mosquitoes, spiders and it is a complete mess all the time. The lights on the ground although you figure there may be some vandalism with the lights on the ground you don't have that problem. Just look at our canopy out here once in a while. That is an issue. Trustee Working stated the sign would not be accessible from the roof but we do have a bucket truck that could be used to maintain the sign. Trustee Murrey stated it is a wonderful spot, as much as I have been barking about Ladybird Johnson and the signage on the road. This is a building it has wonderful exposure both from the road and the lake, I would suggest we put it on a timer and leave it lighted until midnight. Let's do it right once. Trustee Borchers thanked the Committee for their comments.

Trustee Bender stated he had a question and it would be applicable to the Trustees at this end and the Mayor. When we were building this building here, and then we were working on the Police Station and 911 somewhere along the line we talked about bringing in a maintenance person. The Lakefront Park building is done, the Village Hall is done, the Police building is done, the 911 Center is done, the Lion's Building is sitting up there. I am wondering if it isn't about time to bring that person in. If you go out right now and I walked the buildings this week they look shabby, they look like hell. This is a representative of Fox Lake. Trustee Beskow just got done talking about all the spiders that were in the doorway, people are coming in and the place looks like hell. Last winter when we were working out here a lot we had a man here, and I am not complaining I am glad he did it, but we are paying a man \$70,000 a year and he is out here shoveling a sidewalk. I go over to the Police Department and I see the Police Chief shoveling the snow. We need people to salt these things. We need people to look at the Motor Pool. Does the water department have maintenance over there? My point is we have reasonably fresh buildings and they are like a house if you don't maintain them they go to hell pretty quick, with the traffic you have going in and out. I got to thinking about it, Jim is apparently pulling the plug in November here and I have been watching this thing as it goes along. I am wondering if we shouldn't start considering this maintenance person. I have been watching particularly this Joe Warden; he does the painting and carpentry work. The other day I saw Jimmy Rogers over there hauling chairs in and out, that is what you need this guy for, he was power washing the walls. Why is Jimmy Rogers doing this he isn't even a Village Employee? Mayor Irwin stated he wanted to do it. Trustee Bender stated that is not the point. The point is not maintaining relatively new buildings and in a relatively short period of time they look like hell. I am wondering if this isn't the time to talk about it. Trustee Borchers stated I agree but I have a questions on that, is that a general fund consideration or how would it be funded? Trustee Bender stated he would think so. Trustee Borchers stated would you line item that for each department? Trustee Bender stated I am not sure of the mechanics, but I don't see it coming out of Ron's area. We have winter coming up now we are going to have that outside, Ron's people does some of this work but at the same time they are out snow plowing. Do I have someone shovel off the driveway here or do I clean off the streets? When we went over to the Police Station to remodel that building it was terrible, all because it wasn't maintained. I think it is time we start looking at it, and if you remember we looked at that Cindy. I think it's time. Trustee Working asked wasn't Steve Goudreau hired in that capacity? Trustee Bender stated no, correct me if I am wrong but Steve was brought on for the electrical,

plumbing, generator stuff. What we are talking about is housekeeping or non-mechanical.

Chairman Ulasz stated if she could interject, the middle of the month I had a rather lengthy conversation with Nancy Schuerr, Jim Thillen and with Ron, Nancy and myself to talk about what our labor costs are, as you noticed in the budget our labor cost is astronomical. We had broken it down by what they did and what their responsibilities are, once Jim gave me everyone's job description and their talents. I talked to Ron and went over all the responsibilities the Street Department did and again Steve Goudreau was described as our electrician, he also does carpentry. Steve Rechoris is a painter possibly but there is no one person that possessing all those talents that you are asking for. When we got done with this meeting we did draw some conclusions, because I understand the maintenance needed and we are spread out now and I said we would look at this at budget time. We have just added one more person to our Street Department, and I only did it because we had settled the large problem we had budgeted for our legal fees. Since it would be a non-reoccurring expense, I said to Ron we would re-examine his personnel at budget time to see if we could find someone who could fill those needs or capacity. Nancy Schuerr had reminded us that the position has to be posted in the offering of the position. Right now this is not necessarily something we can do, I feel at budget time we can. There may be some areas that our revenue will not be fulfilled, not due to anything we have done erroneously, but just the dropping off of all the construction we have in the Village. At this point, I can call all the Department Heads and ask where they want to cut, and I will be happy to have anyone join us.

Trustee Bender stated with all due respect for your budget, our budget, half of the year is over. If you got this guy and he makes \$30,000-\$40,000 you are only talking \$20,000. \$20,000 out of a 20 million dollar budget is .00001; the other part of it is you have winter coming up. I don't like seeing Bill Hart out there shoveling snow; I don't like seeing our Police Chief shoveling snow so I take exception to that. You are trading 60 and 70 thousand dollar jobs for a guy that could be doing it for \$20,000 for the rest of the year. Economically it makes no sense to me. The other thing is you taking them away from their job to do these things, if they don't do it, and I am glad they do it because they take pride in their building you have a problem. I am saying \$20,000 or \$25,000 is not worth arguing about. I really think we should move on especially with the gentlemen leaving in another month. We know how his work is.

Chairman Ulasz stated first of all if we do have this position that does come open and remember the Street Department is up one man they didn't count on. Trustee Bender stated he wasn't looking at the Street Department, I'm not looking at anybody; I am looking at the total. Chairman Ulasz stated I know but I am looking at staying within our budget frame; someone has to say we must maintain so for one winter we will get along doing what we have done, how many years have we been in this building; 2 ½ years. Trustee Bender stated and we just spent 3 ½ million dollars bringing the buildings up to par because they looked like hell. That is my whole point, 3 ½ million dollars; I don't want to go through that again in my term here. Chairman Ulasz stated I understand that.

Trustee Murrey stated one thing that bothers me with this conversation is that we have been blending the departments; I understand the departments need to be blended together on specific special projects that the Village gets involved with

throughout the year. We can't ham and egg, I feel these buildings by relying on one or the other departments whomever whether it is the police department or building department. You need to get a core group and you got it started with Goudreau, just because he can do electricity it doesn't mean he can't put a shovel in his hand. If we are short or if we have an abnormal amount of snow these people could also be utilized and be a plus for the street department of additional personnel during a snowstorm. We need to add some bodies to these buildings, now that we have a spread out campus. Along with the Lakefront building it is a lot of work, it would be nice each year, you may be looking at Steve since he started on this and maybe two other bodies working around here. There is more than enough to do just with painting alone. It seemed like you are focusing on drafting people or blending the departments and seeing if we can fix this. I think you need to create another committee, in the past it was run under Public Works and you need to have a contact person. I have to agree when we went through the Police building, it had 30 years of patching, it was a ham andegger, it is not that we did it intentionally. It just seems the building seems to get away from you. I would suggest, knowing the work ethics that Jim Thillen has stated about Joe Warden, it would be nice to keep this person on and maybe work with Steve this year. Each year it gets procrastinated it just worse each year.

Trustee Bender stated he would like to summarize this conversation since I know there are other items to be discussed. I would like Paul Christensen to sit down before the next meeting and find \$20,000 -\$25,000 in the budget. We are not talking about big bucks here and it is pay me now or pay me later. Chairman Ulasz stated it might be \$20,000 this year but next year it is next year and year after. Trustee Bender stated he fully understood. Chairman Ulasz stated that is what my concern is, I think what we can do, I will be glad to work with Paul Christensen and we will go through budgets and see where we are going to tighten up a little bit, not only for the \$20,000 but for along the way. We ran a close budget as it was. Trustee Bender stated you are going to pay it now or you will pay it down the road and the last tab was 3 ½ million dollars. Do you want to look at another 3 ½ million dollars, I don't. Chairman Ulasz stated I agree with you. Mayor Irwin stated Chairman Ulasz can talk and work with Paul and we can bring this up at the next Finance Committee Meeting, we do have two more meetings this evening. Trustee Murrey stated for the record the 3 ½ million is on several buildings, I have seen municipalities spend twice that much on just one building.

Jim Thillen stated as you know I was a Trustee a number of years, and been in town a long time, and all those years we need something we call the street department. We keep pushing more and more on the Street Department, the size of the Village from 14 years ago is a lot different. We keep adding more and more work. Trustee Murrey stated I don't know how he does it but he keeps the roads clear and all the other requests done in a timely manner. Chairman Ulasz stated believe me I have a long list of things he accomplishes. I wanted to be sure and know what it was before I made any judgment. Trustee Bender stated it is not just your judgment; it is all of our decisions. Chairman Ulasz stated you better believe it I am only one vote. This will be discussed at the next Finance Committee Meeting.

Vehicle Stickers

Chairman Ulasz stated this was discussed a previous Finance Meeting and I had stated I would bring it back up for discussion after we did some additional research. Trustee Beskow said that is the answer to your last question; we have always had the vehicle sticker for the last several years earmarked for something so now lets earmark them for a maintenance man.

Chairman Ulasz stated she was going to give you several things, Carol Ward provided me the minutes from prior discussion on this topic for the last several years. There is only one area, I think everyone is aware we marked a portion for the Centennial, there was discussion to get rid of it and I was opposed to it and I still think we need this revenue source after this year. One of the areas as much as we need to maintain the buildings we need to maintain our surplus. The money we have on hand, we are down on a level, it is passable, it is not where it was and it is not where it should be so I have everyone's wish list here, the motor pool, the public safety building, street department. I have everyone's wish list with what they can do with an additional revenue source. Trustee Bender so does that mean at the next meeting we can hire a maintenance man? Chairman Ulasz stated no the next meeting we will come up and present something to the Committee. Although this leads me back to our software, we create a wheel where it is very labor intensive. This is terrific software; it even guarantees that if the program doesn't pay for the cost of the software by purchases of stickers the software will be for free. We need to do this now, because the maintenance and compiling of data has to be done over the slower months or winter season. We do not have to pay for the software until August 2007, which will be the next budget year. If we are going to keep the vehicle stickers, I am advocating we look at this vehicle license software to help us collect for our vehicle stickers. Trustee Murrey stated if this is a tool to streamline the process then I don't even understand why we are talking about it. Everyone agreed to proceed with the software purchase and vehicle sticker program. Trustee Beskow asked how much was collected on vehicle stickers? Paul Christensen stated around \$70-75 thousand.

VII. New Business

Discussion on Continuation of Phone and Data Contracts

Chairman Ulasz introduced Tom Pederson, Network Administrator who will be joining the Village as of November 1, 2006; he is currently a Consultant for the Technology Department to the Village Board of Trustees.

Chairman Ulasz asked if everyone has reviewed the packet Carol Ward put together and are there any questions as to what we are trying to achieve and the cost savings. Trustee Bender stated it sounded logical to me. Trustee Murrey stated he has done a wonderful job in the past when I directed him to give me a one paragraph statement instead of a one tree statement, can we instead get a one paragraph statement? It was a lot of reading to get to the bottom line, we are streamlining to deal with one company and it is going to save us money. It took a half hour instead of it should have been 5 minutes. Deputy Clerk Ward stated, Trustee Murrey it was me who wrote the detail on the memo. Trustee Murrey stated that is why I go to him. Deputy Clerk Ward stated the Attorney directed me to provide you with all the information since you we are requesting to cancel a contract. It is wonderful history but it can be shorter. Tom Pederson stated we could shorten it down.

Electricity Procurement

Paul Christensen stated I don't have a lot of information tonight; it is still in the process. I had hoped to have additional information this evening, but Michael Madigan has thrown a bill out to the general assembly to stop the rate increase being proposed. He did try to call a meeting on that but did not get enough votes, so it just puts a wrinkle in the process. I am going proceed forward on this and have a clause in the contract that if the bill should be passed we would come back. Paul Christensen distributed the IAWA Power Procurement Request for Proposals, Summary of Offers, when they propose a rate it is good for four hours and that is it, you have to pass it in that time frame. Now that we have the initial quotes, what we have done as a group is written up a contract, get certain language out of the contracts, and I will be working with our consultant and ultimately I will need to talk to Attorney Teegen to find out how we have to do this on a legal standpoint when we only four hours for both of us to pass. Just looking at the preliminary there is a \$400,000 saving on this, so far the time and money spent on this seems to be pretty good money spent.

911 Part-time Personnel

Annette Wolf stated what we are asking for is a replacement part-time Telecommunicator. We are down two part-timers and we are asking for replacement of one of the positions because we anticipate the other person coming back. Todd Colander is the person we are asking to switch over from the Police Department to the Communication Department. Todd actually trained me as a dispatcher and has a wealth of experience. He is currently working at Mc Henry County Marine Unit as a dispatcher. He is well versed with our CAD system, the only training we would have to do with him is phones and radio and that would be only a day's training. It would be in our best interest to go ahead and do that conversion with him. Chairman Ulasz stated she didn't have a problem with it. Trustee Bender asked Chief Behan if we would have to get a replacement for him? Chief Behan stated Todd submitted his resignation as a part-time police officer so yes I will be looking to replace him. Trustee Bender asked if he still had a list of possible candidates. Chief Behan stated yes. Trustee Bender asked Annette if she had a list? Annette stated she didn't have a list, because it is to detailed and we can't bring someone in that has no experience as a part-timer at that rate of pay. We don't have the time or the money to train someone who is only going to be there 2-3 days a week. We do not create a list for part-timers but we do create a list for full-timers.

Lease with Metra

Ron Hoehne I have distributed some paperwork to all of you. The top copy is the current lease agreement that we received from Metra. Basically what they are stating is our original lease has not been signed or extended from the original lease date of 1988, but the Village is current in the payments of \$136.00 yearly for the memorial plot. This lease agreement L-81908, I have attached a copy, I have highlighted the two parking areas that we use for downtown businesses, basically in the area of where we hang our banner for special events. They are both on the west side of the tracks. I needed Committee approval as soon as possible, it is already basically expired, but they will honor it and I am asking permission to give it to the Attorney to prepare the necessary Resolution. The Committee authorized Ron to meet with the Attorney to prepare the Resolution for adoption in two weeks at the next Village Board Meeting.

VIII. Committee Comments

IX. Audience Comments

None

X. Adjournment

There being no other business to discuss the Committee Meeting was adjourned at 6:44 p.m.

Carol Ward
Deputy Clerk