

Village of Fox Lake
Finance Committee Meeting
May 23, 2006
5:00 p.m.

I. Call to Order

The Meeting was called to order at 5:00 p.m.

II. Roll Call

Present were Chairman Ulasz, Trustee Murrey, Trustee Beskow, Trustee Bender, Trustee Working and Trustee Borchers. 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 9, 2006. 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 were no questions or comments and will stand and a motion will be made at the Village Board Meeting for approval.

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. Grainger Bills to be Paid

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

VII. Old Business

Update on the Public Safety Building

Jim Thillen stated we have been working on all the small items; we still have not received the overhead door yet. They did call and apologize for the delay. We met with Abbott today to go over all the cameras, door locks and we are working with the sprinkler company to get that all lined up. Jim Thillen asked about the line items on the budget, we have added additional cameras etc. for security reasons and wanted to be sure it is included in the line item in the budget. Chairman Ulasz asked Paul Christensen to come up to the microphone to address. Paul Christensen asked Jim Thillen about three bills he had received from Abbott, he stated one he was aware of but the other two he was not. Jim stated he hadn't seen the bills so he would look at the bills and talk with Paul on the invoices.

Trustee Working stated obviously we are not going to get it done by May, do you have an estimated completion. Jim stated we still have sidewalks and aprons, and Bob Warden has to finish the brickwork. Jim stated his projection date is June 30th.

Update on Lakefront Park Renovation

Jim Thillen stated on the agenda is the motion to waive the bid and accept the lowest quote for drywall/firewall. This is a safety issue and the wall is over 30 feet, it is better to contract out for that type of project.

The prints have been distributed; we added an area sink under the counter, a small refrigerator, and coffee station in the meeting rooms for our rentals of the meeting rooms.

Chairman Ulasz asked if there were any questions regarding the motions Trustee Borchers will be presenting at tonight's meeting. There were no questions stated.

Jim Thillen stated he would like to discuss the elevator, there is hardware that has to be built to accommodate the elevator and I would like to bring that up at the next Board Meeting. We will have a Lakefront Facility Meeting prior to that for everyone to have an opportunity to review the quotes etc. The next Facility Committee Meeting will be June 8th at 7:00 p.m. (Thursday). June 7th, Wednesday is the Chamber Golf Outing and some of the members would not be available to attend so the meeting has been moved to Thursday.

VIII. New Business

2006-2007 Annual Budget

Paul Christensen stated everyone should have received the 2006-2007 budget in their mailbox. The general fund budget is 7.6 million dollars, which brings the budget to just under 27.5 million dollars. Chairman Ulasz stated she would really like to thank all the Department Heads for their understanding and patience in the process they were extremely responsive and they understood the goal of the Village. We are going to make some changes after we are done with the initial meeting with the Department Heads, we will update the budget and send it back to the Department Head and have them review and sign off on their budget which mean we will all be on the same page and they will be sure and understand what their budget is prior to it being accepted. I want to thank Paul Christensen, I know we were there several Saturday's and evening trying to get this budget completed and he put a lot of hard work into this budget. Paul Christensen stated he would like to thank the Board and certainly the Department Heads, they do a lot of work themselves, I just put the numbers together. If it gets passed tonight I will get it to the Library, it is a public record and anyone can go to the Library or at the Village Hall.

Chairman Ulasz stated a spreadsheet was distributed as to where did the money go analysis. I know this is the first you have seen this but once you have had an opportunity to review this Paul and myself will be available if you have any questions or want more clarification. Paul Christensen stated one advantage of doing the budget this late is we are working off of actual numbers instead of projected numbers.

Fund Transfers

Paul Christensen stated on the consent agenda you would see two motions for fund transfers. These were effect April 30th, 2006 and were included in the budget for last year. What they basically are is some cleanup work that we need to do.

Technical Support Service Contract

Chairman Ulasz asked Carol Ward to address this item. Carol Ward stated everyone received a memo in their mailboxes regarding a Support Service Contract with Tammy Tarchinski. In the memo I have stated that I would like to act on the 1st option for technical assistance and waive the second option at this time for website updates. On the option #2 she is requiring a minimum of 2 hours for billing and after discussing this option with the consultants and Chairman Ulasz we would like to have the consultants handle the updates of agenda's and minutes at this time. The last update was done by the consultants and took approximately ½ hour. If we need to re-review should we need a major overhaul or something similar should arise. Tammy had just completed the updating of the website. I am asking for the approval to forward the agreement to the Attorney for drafting of the necessary resolution. The Committee authorized it to be forwarded to the Attorney.

Trustee Murrey stated he has some questions; this came up when she was sick. Who has all the safety numbers, the Village or does she have it? Carol Ward stated if you are asking for the passwords, the Village and the Consultants have that information, she does not have it; all the passwords have been changed and are protected. Trustee Murrey asked what about each department, Carol Ward stated if you are asking about the IP addresses, that is in the process of being completed Village wide and each Department Head will have a list of their IP addresses and IP addresses that will be available for future use. Trustee Murrey stated I think the Chief and his designee should have that information. Carol Ward stated absolutely, one of the projects that were budgeted for this fiscal year was to identify each IP address and assign specific to each department for future use as they add terminals or printers etc. Upon approval of the budget this project we be done immediately. Trustee Murrey asked if we are going to fill that position? Carol Ward stated that is an item that I need to work with Nancy Schuerr and Chairman Ulasz defining the job responsibilities and what the job entails and update the job description since it has not been updated in 5 years from when we had hired Tammy when that job was created at that time. We would then request Board approval to advertise for the open position. Trustee Murrey asked if she signed some type of confidentiality agreement. Carol Ward stated she did at the time of hire, but I would defer that to Nancy Schuerr. Nancy stated she has one on file, we did not ask for an additional form to be signed prior to leaving. Trustee Murrey asked that each of the Department Heads to be contacted to see their needs regarding technology prior to completion of the job description. Carol Ward stated all Department Heads would be contacted to evaluate their needs before we define the position and position requirements. Carol Ward reiterated our systems are secure and she no longer has access as a security measure. Trustee Murrey stated perfect, thank you.

Trustee Bender asked if we were providing her with any hardware. Carol Ward stated no we are not, this will be verbal assistance with the consultants via Arizona, she would not have access to our systems but providing us with knowledge and the quickest way to resolve an issue. Nothing has come up yet, but there are times that she has such a history on certain items, it would be quicker to contact her and pay the call out charge, it would be to offer assistance or possibly conference calls with Department Heads or outside contractors with our Consultants.

The Committee authorized Carol Ward to provide it to the Attorney for a resolution to be prepared.

DB3 Wireless Contract

Chairman Ulasz asked Carol Ward to discuss this item. Carol Ward stated everyone had received a memo in their mailboxes regarding this project. This is a project we started talking about with Chairman Ulasz and all the Department Heads approximately 6 months ago. Our network is really slowing down, this will increase the speed, is going to allow the building department software to be used by the Code Enforcement/CSO's at the Police Department which due to the large files they currently are unable to use the required software. In addition, it will save us approximately \$11,000.00 per year as stated in the quotes. This company is servicing our existing wireless services and it is to the Village's benefit to have one service all of the wireless equipment, as well their quote was \$40,000 less than the other two quotes that we received. If there are any questions I will answer your questions at this time.

Chairman Ulasz stated this is a one-time cost and it will save us \$11,000 a year, so this will pay for itself in two years. If there are no questions or comments we will prepare the necessary paperwork for a motion to be made.

Swalco Agreement

Chairman Ulasz asked Paul Christensen to address the committee regarding this item. Paul Christensen stated everyone should have received the resolution in their mailbox for an intergovernmental agreement with SWALCO and the Village. Basically we are entering into an agreement to provide for our residents and neighboring citizens for a drop off event for electronic equipment. If there was a very small amount collected, we may have to haul them to another location, but that would be a minimum and I don't expect it would be necessary. I talked with Department Head Ron Hoehne and he stated it was not overly burdensome for the staff, and we both felt this is something that would be valuable for our residents. Chairman Ulasz asked if there were any comments, if not she would bring it up to the Board for approval this evening.

IML Conference

Trustee Murrey asked about the IML Conference he was talking about was Rosemont. This is the conference on June 22nd and 23rd. Chairman Ulasz asked if everyone reviewed the conference. Trustee Murrey asked if anyone was going to be able to attend, it is for a day and a half. Trustee Murrey stated he is interested but he has to leave for Springfield the 22nd, Carol Ulasz stated unfortunately she is not available either. If any Trustees are interested please see Carol Ward or Paul Christensen to register for the IML Conference.

IX. Audience Comments

None

X. Adjournment

There being no other business to discuss the Committee Meeting was adjourned at 5:22 p.m.

Carol Ward
Deputy Clerk