

Village of Fox Lake
Finance Committee Meeting
June 13, 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 23, 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 in the amount of 395,823.91. 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. Old Business

Update on the Public Safety Building

Jim Thillen stated the doors are in now. We are now waiting for our meeting on Tuesday with Radicom and our Technical Consultant Tom Pederson to coordinate how we are going to operate the doors. It is a lock down situation so we need to go through the procedure and make sure everything is working as we have designed it, we will have that completed following the meeting on Tuesday. We still have some touch up painting to be done just small items left. It is quite a set up. Trustee Working asked if the Chief was happy with everything, Chief Behan stated yes. Jim Thillen stated he would like to discuss blacktop at the next meeting, we went over it again today and there was some grade changes that had to be accommodated. Trustee Working stated that is just patchwork correct. Jim Thillen stated yes it is only patchwork. Trustee Working stated we are not in a position to repave the parking lot at this time, maybe in a couple years the Finance Chairman can find some money to do it at that time.

Update on Lakefront Park Renovation

Jim Thillen stated we had our Committee Meeting last Thursday to discuss the quotes we had received for the Lakefront Park Renovations. A copy of the quotes was put into everyone's mailbox. If there are any questions, I can answer that at this time. The only one I didn't have two or three proposals was for the elevator shaft, Bob Warden. I called P & S twice to get a proposal and they have not responded as of yet. In the past Bob Warden has always come in under.

Jim Thillen asked if we wanted to wait on that one? All the other I got the two or three proposals, I got two quotes on the blacktopping.

Trustee Beskow stated about 10 weeks ago when some of the other proposals came up for the Lakefront Park I had stated before you spend thousand of dollars on tile and stuff we should get that parking lot resurfaced, I thought that made common sense. I definitely would like to see it get done, but the answer I got at that time was that was maintenance or upkeep and it couldn't be charged against the Impact Fees. Trustee Beskow said it was stated as maintenance and it couldn't be charged against the impact fees. Who is going to pay the \$27,000 dollars for the work to get done? Jim Thillen stated his understanding is any capital improvement we can use the impact fee money for the improvement, but I would say the Lawyer would have to direct us on that. Trustee Beskow stated we received a letter from Attorney Teegen shortly after that regarding items like this. Paul Christensen stated the discussion before was the rock barriers, changing a rock surface to asphalt is certainly a capital improvement. Chairman Ulasz stated that memo addressed lawn mowers and items similar, and what we are doing is literally reconfiguring that parking lot so we would consider it a capital improvement. Actually we did put \$20,000 in the budget for park resurfacing. Trustee Beskow stated this is one thing that needs to be done, but I would like to find out if it can be done through the impact fees. Trustee Borchers stated the main thing to get done is the grading. Trustee Beskow stated I understand that, but the answer I was given at that time is it couldn't be paid out of the impact fees and I want to throw up the caution flag because that is what I was told then. Trustee Murrey stated you need to be careful, it's an improvement of the parking lot not necessarily a capital improvement. Trustee Beskow stated you have \$20,000 in the park budget so we are still short the \$7,000 in the budget. I am not fighting this I want it done, Chairman Ulasz stated we would contact Attorney Teegen prior to the motion being made at the Board Meeting to make sure this comes out of the impact fee proceeds. Trustee Beskow stated you handle the money; I just wanted to throw up a caution flag. Chairman Ulasz stated she wanted to make sure we are legal in this issue as well as any other issue. Do we want to put a contingency in the motion that if it can be paid by the Park Impact Fees, Chairman Ulasz stated she would find out from Attorney Teegen prior to the motion being made.

Jim Thillen asked if we want to hold off on the motion for Bob Warden and try to get an additional quote from P & S. Trustee Borchers stated that goes along with what we were talking about in the Special Committee Meeting. Trustee Borchers stated Jim has made two separate attempts to get a quote from P & S. We know we have used this individual many times before, sallyport, public safety building, village hall etc. We made the assumption that Bob Warden had given us a low cost bid and that P & S didn't want to bid the job. Additionally Jim spoke of the past quotes for all the work that has been done so far that will be brought up at the Board Meeting tonight, we will be asking to waive the bid process and to accept the lowest quote for each of those items to expedite the work completed. Trustee Beskow stated you know I have problems with that because bid process is set up for your protection too. Jim Thillen stated I think we are saving money by doing it this way. Trustee Beskow stated it is not the money, Jim Thillen stated we would have someone draw up the bid documents, specifications that we aren't qualified to do. We would have to have the architect or the engineer to prepare these documents, plus the time restraint it could take up to two months. Trustee Beskow stated it is for our protection, we have minority contractors out there as well as everyone else and when the government

is giving out jobs, it is in our ordinance for a reason. Trustee Beskow stated the way it was handled in the past with the exception of an extreme emergency we wouldn't waive the bid process. Lately it is like a gun out of control, everyone is coming out with waiving the bid process. Trustee Beskow stated you are talking about hiring a Village Official, if you went through the bid process there would be nothing to discuss. It is for the protection of the Village, everyone sitting here, the people out on the street that are looking for work. Trustee Borchers stated with the exception of the one for Bob Warden they will be brought up tonight at the Board Meeting and if there is any further discussion this is the meeting to be discussing the quotes received. Trustee Murrey requested that when the Committee schedules the meetings to review the quotes he would like a courtesy phone call so he can try to attend, he only picks up his mail on the weekends and many times the meeting has already passed without his knowledge. Trustee Borchers stated he would be sure and give him a courtesy call in the future.

Chairman Ulasz stated she has asked Paul Christensen now that he is back from vacation to prepare projected costs for the Lakefront building to be distributed prior to each Finance Committee meeting similar to what he has provided regarding the sally port. Trustee Beskow stated tonight alone it is \$110 thousand dollars.

VII. New Business

Cost Allocation contract with Maximus Contract

Paul Christensen stated this is our annual cost allocation study. Basically this is done to recoup the administrative costs from our enterprise funds such as Northwest Region, Water and Commuter Parking Lot. The reason we hire a company to do this is it offers some validity to the Village specifically with the Northwest Region since we do have a county contract for it. Last years price on that was \$9,500 this year's price is \$9,850 so it is a 4% increase and that seemed like a reasonable amount. If the Committee gives approval it is on the Board Agenda for approval tonight. Trustee Murrey stated as controller of two of the enterprise funds I want to give you full support and I agree it does give validation as to the administrative cost for the enterprise funds.

Census Update

Paul Christensen stated he has been in contact with the Census and earlier projections of being here was June 15 to July 15th has been moved to the end of August. They misspoke previously and it is in the order that the applications are completed and the staff is ready to proceed. They stated they will work with us and the list we currently have will still be valid and we will proceed with the revised schedule. We have adjusted the availability at the Community Center for the Census to be completed.

Discussion of Annual Fireworks Contribution

Chairman Ulasz stated last year I was naïve when this came up and this year I would like to make a statement and then have the discussion. This year I contacted our auditors, Ron Amen and had some clarification on some items here. These contributions that we make to Mineola, he agrees it is not an illegal it is perfectly legal to make this contribution. He agrees there is no accounting statute that we have to have certain ducks in line for this to qualify as a contribution. He stated as an auditor I felt I had the responsibility to suggest something, but as an accountant sometimes you have to work with what you have and do the best with what you have. One of his direct quotes was "Not all things are always possible" once of the things he asked was if this is a separate

line items on the budget? Chairman Ulasz stated yes it is. Did your Trustees ratify the budget? Yes they did. The second item we talked about is there a Resolution covering this? Yes there is and the resolution specifically states what we are using these funds for. Actually we have all read it and we all understand why we are doing this and what a great thing our city is to do this. Is this a non-profit corporation? Yes it is a non-profit organization, I went in and got the corporate file record and it is non-profit and the status is good standing. We have the papers here, we have citizens here we are very open with what we are doing with this money. I can go on and on as to what it is doing for our town. This morning I talked to Paul and said to him I don't see any requests from Mineola asking for this money. He stated no they don't ask us for the money we as a town contribute this money. As the Finance Chairman I feel everything is in order for safeguarding this money and my recommendation is continue what we have done in the past and we will put it on the bill list and each one of you can vote your conscious but I am not going to request Mineola to provide any additional back up. Now I will take comments from our Trustees. Mayor Irwin stated you did a wonderful job with the research that you did. There were no other comments.

911 Center Personnel

Annette Wolf stated she has four items being discussed by Trustee Bender for the Board Meeting this evening. Three are for employees for the center, the first one is for a part-time employee to move to a full-time employee Steve Winnecke and he will be handling all of our CAD Systems which will eliminate the Jeff Lily costs that we currently have. In addition, he will be able to do the weekly maintenance and trouble shoot as well especially with more agencies coming in. We felt it best to keep him at the rate he is with no change of pay. In order to do this; our second person Jennifer Anderson we had to get her to the equal pay for equal experience. The third person is a part-time and reason we are hiring her part-time now is Steve is negating that part-time position with him going to full-time. The purpose of bringing her part-time now is the pending contract and at that point we can start training her right now. We are trying to take the proactive approach so when they come on we are ready to go. The fourth issue is the language line services. Our Village does not have someone for each language we are primarily European and with that we need to make sure we have the ability to talk to people. This is for the 911 dispatchers, officers, fire dept personnel etc. for safety issues. That language line is a permanent charge; they waived all the start up fees because we are a government entity. That charge can then be passed over to the user. This is a tool we need to serve everybody.

Police Dept. Personnel

Chief Mike Behan stated for approval this evening there is a CSO officer; we have gone through 35 applications. Dan Vanhoogen has 4 years experience in Waukegan and I think he will be wonderful for our Village.

I have another items I would like to talk briefly on is we have been working in cooperation with the high school for a School Resource Officer. We will be going in front of the School Board for financial assistance for this officer; we want a full-time officer in the school. To do that I would have to replace the one on the street. Trustee Murrey asked if we could have a Resource Team and also have it included in the Grade Schools. Chief Behan stated we have new DARE Officer this year and they will be working with the Elementary Schools. The School Resource Officer is 5 days a week plus after school activities (dances, football games etc), there is a lot to this position. This officer would benefit the high

school. This would be a four-year officer that is fully trained and can make a difference from the beginning. I can't give you numbers at this time, but I have sat with Carol Ulasz and Paul Christensen regarding these items. Trustee Bender asked if the Chief would give the raw numbers without giving the details the numbers of calls we have had in the last year or two. We had approximately 368 call alone at the high school that is not arrest but calls. That could go up or go down, there are a lot of items that may not be reported. I don't know how that is going to fluctuate so I wasn't going to give you statistics at this time. We are working very closely together and I think it will be a good working relationship.

Fuel System Inspections

Luke Catullo stated we 3 underground fuel tanks at the Public Works Facility. Ten years ago due to State EPA regulations we had to get them realigned, spill containment and bring them up to code. The State mandates every ten years that the tanks be entered and inspected. We are at the point when we need to hire a company to come in do the inspection and do any repairs and make sure there is no leakage and then they will have to be inspected every five years after. The problem with underground storage tanks is they can be a real problem if they start leaking, you get ground contamination and I would really like to see above ground tanks but if we would go to the above ground we would have to remove the underground storage tanks and it can get quite costly depending on if there was any leakage. The longer we leave the tanks in the ground and they are not leaking the ground will dissipate the ground contamination. Hopefully in a few years it would be less expensive to remove the tanks. I contacted Chicago Tank Lining Sales and they are the ones that originally did the tank lining. When we did the upgrades ten years ago, Metro Tank and Pump was the general contractor and I contacted them first and got an estimate from them for \$10,000. If there were any problems they would have to go back to the Chicago Tank Lining Sales so instead I contacted them direct. They will do the inspection at a cost of around \$8,900.00 but there are so many variables. It is really going to be hard to determine what the actual cost will be. In talking to Chicago Tank they stated in the average after 10 years it averages \$1,500.00 to \$3,000.00 per tank to repair and recertify the tanks. If there is a high ground level problem then we have to hire a company to come in and pump it out and dispose of the water so there are a lot of variables. As you can see it is going to be very difficult to give an actual number of what the cost will be. I am looking for permission to go ahead and hire this company to start the work. We are looking at early August to do the work. Chairman Ulasz stated she asked Luke to give an up presentation today because there is a possibility that we may need new tanks and obviously the new tanks weren't budgeted for. We have budgeted some money for the inspections. Each department would bear the costs based on the amount of gas that is used. Luke stated we have an electronic tank monitoring system, and I run daily leak tests and I have not had any fail. The Committee authorized Luke to proceed to get the necessary testing and or repair as presented.

VIII. Audience Comments

None

IX. Adjournment

There being no other business to discuss the Committee Meeting was adjourned at 5:37 p.m.

Carol Ward
Deputy Clerk