

Finance Committee Minutes

May 13, 2014 3:30 p.m.

Steve Marquardt, Village President called the meeting to order at 3:40 p.m.

Roll Call: Steve Marquardt, Terry Hinds, Chad Misco

Also Present: Larry Belongia, Craig Schuh-Ayres Associates, Kathleen Ciantar – Kerber Rose and Charlene Meier

Agenda: Chad Misco made a motion to approved agenda. Terry Hinds seconds the motion. Motion carried.

Minutes: Motion by Terry Hinds to approved the minutes from April 14, 2014. Chad Misco seconds the motion. Motion carried.

Old Business:

Saputo User Agreement – Waiting for the Attorneys to work through. Trying to get something for the May 19, 2014 board meeting. Terry H. will contact Quarles & Brady of the urgency of this matter. A conference call was made to Quarles & Brady Rebecca Speckhard for an update. Also Craig Schuh reported the cost of Ayres Associates working with Village Attorney Tim Schmid is \$6542.54 as of May 3, 2014.

CDBG – A letter was sent to Sarah Nunn-Ayres Associates with the changes.

PSC Rate Study – waiting for the Saputo agreement to be finalized before the rate study can be completed.

Safe Drinking Water Loan Program – Craig Schuh-Ayres Associates reported that new forms are now available to complete the application. He also reported that the Pre-Construction meeting is still scheduled for Monday May 19th at 3 p.m.

Capital Improvement Plan – Resolution 2014-11 authorizing a Capital Improvement Program will be presented to the Village Board. Once approved the committee can begin work on the improvement plan.

Credit Card – Signature was needed for the contract. President Steve Marquardt signed the agreement.

Project Bid Resolutions – still on hold.

New Business:

2013 Financial Audit – Kathleen Ciantar from Kerber Rose reported that the financial audit was standard. Kerber Rose will attend the Village Board meeting to explain the financial situation of the Village trustees. Software training for the clerk or maybe new software might items for the future. Mid-year adjustments can be made on a timelier basis.

Post Issue Compliance Policy – Recommended by Bond Council to have this policy for the Village. This will be forward to the Village board for approval.

Closed Session – Employee review – Terry H. made the motion to table this item. Chad Misco seconds the motion. Motion carried.

Village Trustee Pay – The current rate schedule was reviewed. Clerk was instructed to check with the Clerk's network regarding mileage reimbursement and pay for trustees.

Parcel Combination fee - The Finance Committee recommended a \$75 administrative fee for combining parcels.

Utility Workers Adjusted Charge Accounts to new Business – Discussion followed regarding the Utility Workers pay percentage breakdowns. The breakdown is as follows:

Sewer Utility - 50% sewer, 40% village, 10% water

Water Utility (full time) – 75% water, 10% sewer, 15% village

Utility (Part Time) – 80% village, 10% water, 5% sewer, 5% Fire Department

This information will need be given to Greg Johnson at Ehler's.

Quarles & Brady – Scope of Engagement Water Utility Services Agreement with Saputo Cheese USA – The committee reviewed the agreement and the cost of \$5000. The agreement will be presented to the Village Board for approval.

Announcements/General Information/Correspondence: none. Chad Misco asked when the board will meet the final applicant for the utility worker position. Steve stated that the board will meet the applicant at the village board meeting on Monday May 19th.

Items for Next agenda: Saputo User Agreement, CDBG, PSC Rate Study, Safe Drinking Water Loan, Capital Improvement Plan, Village Trustee Pay (Clerk is to check with previous clerk to see if this is part of a Village Ordinance).

Set next meeting date: June 10, 2014 at 3:30 p.m.

Adjournment: Motion was made by Terry Hinds to adjourn the finance meeting. Chad Misco seconds the motion. Motion carried. Meeting adjourned at 5:34 p.m.

Respectfully submitted,

Charlene Meier
Clerk/Treasurer