

**FINANCE COMMITTEE MEETING  
JANUARY 10, 2012**

Chairman Gary Maitland called the meeting to order at 7:00 pm.

Members present: Stephen Appell, JoAnn Hudson

Also present: Sergeant Neville, Treasurer, and Karen Melloch  
Village Clerk, Nancy Belt, Trustee, David Schroeder, & Administrator,  
David Nord

Absent: Sally Hollembeak, Scott Kramer

Gary Maitland moved to adopt the agenda with following change:

Add: Proposed Revised Five Year Capital Improvements Plan

Stephen Appell seconded. Motion carried by voice vote.

Gary Maitland moved to approve the minutes of December 13, 2011. Stephen

Appell seconded. Motion carried by voice vote.

**TREASURER'S REPORT**

Karen Melloch informed the committee that according to the 12/31/2011 Profit & Loss Budget vs. Actual report the revenues are up showing estimated cash on hand April 30, 2012 at \$1,977,430. Karen noted that the December sales tax numbers are not on this report.

**INVOICES FOR PAYMENT**

Gary Maitland asked everyone to take five minutes to review the submitted invoices prepared by Village Clerk, Nancy Belt.

Gary Maitland moved to send to the January 17, 2012 village board meeting authorizing payment of the bills totaling \$121,257.59 that were signed and approved by the Finance Committee and Budget Director Jim Claeysen. JoAnn Hudson seconded. Motion carried by voice vote.

**BUDGET CALENDAR**

Gary Maitland stated that according to the January Budget Calendar the Department Heads should be submitting their proposed budgets to the appropriate committees. President Claeysen said that the department heads are working on their proposed 2012/2013 budgets and will begin submission in February to the appropriate committees.

**TELECOMMUNICATION TAX SCHEDULE**

Gary Maitland stated that the village board has been considering over the past few months to reduce the percentage or eliminate the telecommunication tax. Gary said the village started receiving the additional 1% sales tax funds in October 2011 and due to the increased sale tax revenues it's allowed the treasurer to pay the bond debt with the general funds. Gary said he agrees to reduce the percentage from 6% to 0% based on the increased revenues. President Jim Claeysen said that he also agrees due to the fact that the village has had an increase in revenues a capable to pay-off the bond debt with the general funds.

Stephen Appell moved to send to the ordinance committee to consider passing an ordinance to reduce the telecommunication tax from 6% to 0%. JoAnn Hudson seconded. Motion carried by voice vote.

**AUDITING FIRM MERGER**

Treasurer, Karen Melloch informed the committee that Elliott & Company Auditing firm has merged with Beggin Tipp Lamm LLC. Karen said she had a meeting with Lucas Beggin, CPA, Trustee, Gary Maitland and Administrator, David Nord. The firm as agreed to honor Elloit & Company's charges for 2012 \$9,700.00 and 2013 \$10,000. President Jim Claeysen said that Attorney Jim Stevens has recommended that the village board approve the new engagement letter from Beggin Tipp Lamm LLC.

Stephen Appell moved to send to the village board to approve and authorize President Jim Claeysen to sign the engagement letter with Beggin Tipp Lamm, LLC. JoAnn Hudson seconded. Motion carried by voice vote.

**PROPOSED REVISED 5 YEAR CAPITAL IMPROVEMENTS PLAN**

Karen Melloch presented the committee with a revised five year capital improvements plan per the discussion at the January 9, 2012 public works meeting to include the Harrison Avenue street improvements project in the 1% sales tax capital improvements plan. (See attached revised plan) Karen explained that she shifted the numbers from 2011/2012 to 2012/2013 fiscal year because certain proposed projects will not be completed by April 30, 2012. By making these changes and refiguring the numbers the Harrison Avenue and Genoa Street improvements projects can be included in the 2013 revised Cap. Imp. plan.

Nancy Belt asked the finance committee to consider sending the design engineering projects that were presented at the January 9, 2012 public works meeting for approval at the January 17, 2012 village board meeting. Nancy said after talking to Denny and Joe they both have concerns with the time factor of getting these projects out to bid on time.

Nancy said the next board meeting to approve the design engineering is February 7<sup>th</sup>, 2012 which is three weeks away and then another three weeks or more to advertise/receive bids. The committee and those present agreed not to forward the street/ditch design engineering projects to the January 17, 2012 board meeting for approval. It was decided to take one step at a time and first approve the revised five year capital improvements plan.

JoAnn Hudson moved to send to the village board the approval of the revised five year capital improvements plan effective January 17, 2012. Gary Maitland seconded. Motion carried by voice vote.

**PRESIDENT'S REPORT**

President Jim Claeysen announced that he scheduled a Liquor Commission meeting on January 17, 2012 at 6:00 pm. with Sally Hollembeak and Gary Maitland to discuss the proposed Sunday closing hours.

President Jim Claeysen stated that on January 17, 2012 Chairman, Sally Hollembeak scheduled a Safety Committee Meeting at 6:45 pm. and also the Village Board of Trustees meeting will begin at 7:30 pm.

Gary Maitland moved to convene into executive session at 7:34 pm. for the purpose of 2 (c) 1 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body. Stephen Appell seconded. A roll call vote was taken. Gary Maitland, Stephen Appell, JoAnn Hudson

Gary Maitland called the finance meeting back to order at 8:29 pm. Village Clerk Nancy Belt called the roll: Gary Maitland, Stephen Appell, JoAnn Hudson

Gary Maitland moved to adjourn at 8:30 pm. Stephen Appell seconded. Motion carried by voice vote.

Recorded by: Village Clerk, Nancy L. Belt  
Chairman, Gary Maitland approved the minutes on January 12, 2012