

**FINANCE COMMITTEE MEETING
MARCH 13, 2012**

Chairman, Gary Maitland called the meeting to order at 7:22 pm.

Member present: JoAnn Hudson, Stephen Appell

Also present: Chief Todd Houde, Treasurer, Karen Melloch, Village Clerk, Nancy Belt, David Schroeder, Administrator, David Nord, Sally Hollembeak, Scott Kramer

Gary Maitland moved to adopt the agenda. Stephen Appell seconded. Motion carried by voice vote.

JoAnn Hudson moved to approve the minutes of February 14, 2012. Stephen Appell seconded. Motion carried by voice vote.

TREASURER'S REPORT

Karen Melloch informed the committee that according to the 2/29/12 annualized report estimated cash on hand April 30, 2012 is at \$2,172,318. Karen Melloch submitted the Legal and IT expense budget summary reports. Stephen Appell said that the IT expenses are significant and the costs need to be reduced and recommended looking into staff having IT training. It was further discussed to obtain IT proposals.

INVOICES FOR PAYMENT

Gary Maitland moved to send to the March 19, 2012 village board meeting authorizing payment of the bills totaling \$102,782.76 that were signed and approved by the finance committee members and Budget Director, Jim Claeysen. JoAnn Hudson seconded. Motion carried by voice vote.

BUDGET CALENDAR

Gary Maitland stated that according to the March Budget Calendar

- Budget Director and Staff; Review Current Year Budget & Transfers
- Village Board; Review Wages
- Budget Director; Submit Tentative Budgets to Trustees

President Jim Claeysen stated that the following are currently in the process and announced that a special finance meeting will be held on March 19, 2012 at 7:30 pm. to review the budgets and salaries submitted by the department heads.

ADMINISTRATOR'S REPORT

David Nord presented a request for Village Clerk, Nancy Belt to attend the M.C.I. Spring seminar on March 29 & 30, 2012 in Schaumburg, IL. Gary Maitland moved to send to the village board approving Village Clerk, Nancy Belt's attendance at the M.C.I. Spring seminar held on March 29 & 30, 2012 at a cost not to exceed \$120.00. JoAnn Hudson seconded. Motion carried by voice vote.

David Nord presented the committee with the 2012/2013 administrative budget. The committee reviewed the line items and asked David Nord that the following be researched further:

Legal fees

Vehicle purchase

IT Companies

Village web-site

President Jim Claeysen asked if the telecommunication tax letters were mailed out to the businesses. David Nord confirmed that they were. Nancy Belt confirmed that Attorney Jim Stevens certified mailed the telecommunications ordinance to the Department of Revenue and received confirmation.

Gary Maitland moved to adjourn at 8:10 pm. JoAnn Hudson seconded. Motion carried by voice vote.

Recorded by: Village Clerk, Nancy Belt

Chairman, Gary Maitland approved the minutes on March 14, 2012