

**FINANCE COMMITTEE MEETING  
JUNE 12, 2012**

Chairman, Gary Maitland called the meeting to order at 7:03 pm.

Member present: JoAnn Hudson, Stephen Appell

Also present: Chief Todd Houde, Treasurer, Karen Melloch, David Schroeder, Administrator, David Nord, Sally Hollembeak, Scott Kramer, President Jim Claeysen

Gary Maitland moved to adopt the agenda adding under President's Report: Card Member Services Usage and deleting item 9 under New Business. Steve Appell seconded. Motion carried by voice vote.

Gary Maitland moved to approve the minutes of May 8, 2012. Steve Appell seconded. Motion carried by voice vote.

**TREASURER'S REPORT**

Karen Melloch provided the committee with a list of expenditures with the legal fees line item and noted that year to date expense of \$15,500.00, with the total budget for this fiscal year is \$70,000. Mayor Claeysen noted that some of this expense will be reimbursed to the Village when the I-39 project documents are approved and signed. Karen Melloch also reported that the auditors arrived at the Village Hall this past Monday and expect to be completed by this Thursday.

**PAYMENT OF THE BILLS**

Gary Maitland moved to recommend to the village board to authorize the payment of bills totaling \$160,120.06 that were signed and approved by the finance committee on June 12, 2012. Stephen Appell seconded. Motion carried by voice vote.

**JUNE BUDGET CALENDAR**

- a. Appoint Budget Director
- b. Prepare for the Audit

Karen Melloch advised the committee that she would not be present at the July Finance Committee meeting. After brief discussion, it was the consensus of the committee to have the auditors present their report at the August Finance Committee meeting.

Gary Maitland advised the Committee that the IML Conference will be held October 18 – 20 , 2012 in Chicago. Money has been budgeted for Trustees to attend. Trustees are to contact David Nord as soon as possible if they are planning to attend so that reservations can be made.

**BOND PAYMENTS**

Gary Maitland so moved to forward to the Board, a motion to approve the payment of the Series 2004 Bond Interest, in a total amount of \$9,875.00. Steve Appell seconded. Motion carried by voice vote.

Gary Maitland so moved to forward to the Board, a motion to approve the payment of the Series 2005A Bond Interest, in a total amount of \$53,788.75 Steve Appell seconded. Motion carried by voice vote.

Gary Maitland so moved to forward to the Board, a motion to approve the payment of the Series 2005B Bond Interest, in a total amount of \$21,420.00 Steve Appell seconded. Motion carried by voice vote.

### **STATE BID VEHICLE PURCHASE**

David Nord reported that the designated state bid provider for Chevrolet Malibu is no longer able to accept orders under the state bid. Nord reported that Bachrodt Auto Mall would be able to sell the Village a 2012 Chevrolet Malibu LS at a cost of \$20,112.00 including title and document fees. After further discussion Gary Maitland so moved to forward to the Board a motion to authorize the purchase of a 2012 Chevrolet Malibu LS at a cost of \$20,122.00 from Bachrodt Auto Mall. Steve Appell seconded. Motion carried by voice vote. After the motion David Nord was instructed to contact Bachrodt Auto Mall to determine what the trade in value would be for the 2007 Ford Taurus that is being replaced.

### **PRESIDENT'S REPORT**

President Claeysen advised the committee that Administrator David Nord may be engaging the services of a temporary employment agency to supplement Administrative office staff while the office is experiencing a reduction in staffing. It was consensus of the Board that this would be acceptable for the duration, at a rate of \$15 / hour

President Claeysen stated his concern that some purchase orders are being submitted for payment without the associated charge card receipt which is provided at time of purchase. The Mayor stressed using a purchase order whenever possible rather than using the charge card. It was the consensus of the committee that all charge card invoices / purchase orders should have the original receipt attached to it.

At 7:27 PM, Gary Maitland moved that the Finance Committee convene into executive session under Section 2 (c) (2) of the Open Meetings Act for the discussion of salary schedules for one or more classes of employees. Stephen Appell seconded. A roll call vote was taken:

Gary Maitland	Aye
Stephen Appell	Aye
JoAnn Hudson	Aye

Gary Maitland called the meeting back to open session at 7:57 PM. Steve Appell seconded. Motion carried by voice Vote. A roll call was taken: Gary Maitland, Stephen Appell, JoAnn Hudson, Scott Kramer, Stephen Appell, Sally Hollembeak

Gary Maitland moved to adjourn the meeting at 7:58PM. JoAnn Hudson seconded. Motion carried by voice vote.

Recorded by: Village Administrator, David Nord  
Chairman Gary Maitland approved the minutes on June 14, 2012